



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

**PLEASE READ CAREFULLY**

*Competition Reference: RT/688*

*Closing Date: 23<sup>rd</sup> November, 2023*

*Tipperary County Council is an Equal Opportunities Employer*

# Sports Inclusion Disability Officer (Permanent Contract)



**TipperarySports**  
PARTNERSHIP  
— SPORT IRELAND —

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Tipperary County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Tipperary, with a focus on making County Tipperary an attractive place to live, work and invest.

The following comprises the areas of service delivery in Tipperary County Council:

Community, Economic Development & Tourism	Fire & Emergency Services – Civil Defence
Local Enterprise	Environment & Climate Action
Planning & Development	Finance
Cultural & Recreational Services	Information Systems
Roads & Transportation	Corporate Services & Human Resources
Water Services	Library Services
Housing	Local Authorities Waters Programme

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Sports Inclusion Disability Officer (Permanent Contract) with Tipperary Sports Partnership.**

Tipperary County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

This Candidate Information Booklet is intended to provide information on the post of **Sports Inclusion Disability Officer** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of Sports Inclusion Disability Officer.

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.



**SPORT IRELAND**  
LOCAL SPORTS PARTNERSHIPS

## **Sports Inclusion Disability Officer with Tipperary Sports Partnership**

### **ROLE & DUTIES OF THE POST**

#### **OVERVIEW**

Sport Ireland and its network of Local Sports Partnerships (LSPs) is committed to the equal treatment of all people when it comes to their participation in sport. This commitment was formalised through the publication of Sport Ireland's Policy on *Participation in Sport by People with Disabilities*. This policy outlines strong guiding principles ensuring the delivery of the sector's efforts is more accountable and effective. In addition, the recent announcement within the National Sports Policy 2018-2027 of a national network of Sports Inclusion Disability Officers is indicative of the commitment to create greater opportunities for people with disabilities to participate in sport and physical activity. The National Sports Policy also seeks to address the participation of those groups with lower levels of participation, particularly marginalised groups including those from socially and economically disadvantaged backgrounds.

Tipperary County Council is looking to fulfill this role within Tipperary Sports Partnership and is now seeking applications.

#### **JOB PURPOSE**

The Sports Inclusion Disability Officer (SIDO) will work in a coordinating capacity with all relevant stakeholders to increase and sustain participation opportunities for people with disabilities and marginalised groups (disadvantaged communities, youth at risk, travellers, migrants and ethnic minority) throughout the county.

#### **SPECIFIC AREA OF RESPONSIBILITY**

Specific tasks of the SIDO will be determined locally having regard to the overall job purpose (as set out above) in line with Tipperary Sports Partnership Strategic Plan and actions for people with disability and marginalised groups. Tasks will be determined with reference to the National Sports Policy actions on disability and marginalised groups and the objectives of Sport Ireland's Policy on the *Participation in Sport by People with Disabilities*.

The following represents an indicative list from which the SIDO tasks may be drawn depending on the above factors.

## **Research & Planning**

- Implementing the objectives of Tipperary Sports Partnership as set out in the current strategy with a view of reviewing and making recommendations on operational plans regarding the inclusion of people with disabilities and marginalised groups in sport and physical activity.
- Assessing via a county audit, the levels of participation of people with disabilities and marginalised groups in sport and physical activity, taking account of socio-economic, gender, demographic and other factors.
- Assessing levels of programme and service provision by relevant agencies targeted at encouraging increased quality of and participation opportunities for people with disabilities and marginalised groups in sport and physical activity.
- Assessing levels of accessibility of sport and physical activity facilities for people with a disability.
- Identify level of uptake of sporting opportunities created, additional members to clubs, membership of clubs created, etc.
- To provide regular analysis of the level of participation and development of sport and physical activity for people with disabilities and marginalised groups on a county basis.

## **Engagement and Support**

- Create and sustain partnerships with voluntary, public and commercial sector partners that support the development and sustainability of sport and physical activity for people with disabilities and marginalised groups throughout the county.
- Promote an inclusive philosophy both within the Local Sports Partnership and throughout the county with specific focus on encouraging and supporting sport and physical activity providers to commit to National the Sport Inclusion Disability Charter.
- Develop and sustain effective working relationships with the National Governing Bodies of Sport operating within the county to increase the range and choice of sport and physical activity opportunities for people with disabilities and marginalised groups.
- Provide guidance and support to community-based organisations (clubs, leisure/fitness centres, schools, third level colleges, adventure providers etc.) to enhance their capacity to facilitate increased participation opportunities for people with disabilities and marginalised groups.
- Work with the Tipperary Sport Partnership team of officers/tutors to strategically support the creation of and further enhancement of existing clubs/sessions to provide increased opportunities for people with disabilities and marginalised groups to participate at all levels within sport and physical activity.

- Build positive relationships with all disability services providers within the county to heighten awareness of sport and physical activity opportunities for people with disabilities and support disability services to adopt a culture that promotes active and healthy lifestyles for people with disabilities.
- Work as part of a national network of Sports Inclusion Disability Officers that will be instrumental to shaping the delivery of sport and physical activity opportunities for people with disabilities across Ireland. This will include national networking/training events, sharing information and support, and working as part of working groups tasked with contributing to the development of national resources/training.

### **Training & Development**

- Identify the training needs across the sport and physical sector within the county specific to the participation of people with disabilities and marginalised groups in sport and physical activity.
- Develop and sustain a network of voluntary and professional personnel through collaboration with Cara in achieving a coordinated approach to the delivery of inclusive training and education workshops across the county.
- Support and promote training opportunities for people with disabilities and marginalised groups to understand the benefits of participating in sport and physical activity, enhancing their awareness of participation opportunities that exist in addition to promoting and supporting people with a disability becoming coaches, instructors, leaders in sport within the county.
- Liaise with Cara (Sport-Inclusion-Ireland) to provide recommendations for improving accessibility of sport and physical activity facilities/environments and access to services to encourage greater participation for people with a disability in sport and physical activity.

### **Advocacy/Communication and Promotion**

- Promote and encourage the participation and involvement of people with disabilities and marginalized groups to; take up roles in sport and physical activity programmes, volunteer, coaching/instructing, committee and advisory roles.
- Inform people with disabilities and from marginalized groups of these roles in sport and physical activity through targeted production and provision of information, ensuring all information is shared in appropriate accessible formats.
- Enhance the recognition and promotion of quality inclusive practice across the sport and physical activity sector in the county.
- Provide appropriate channels for people with disabilities and marginalised groups to share their experiences, challenges and needs in relation to participation in sport and physical activity.

The Sports Inclusion Disability Officer will be responsible to the management of Tipperary Sport Partnership and Tipperary County Council, with the officer having the advantage of benefiting from an established support structure, availing of training opportunities, sharing of expertise and resources and networking opportunities provided through engagement and support from Sport Ireland and Cara.

### Essential and Desirable Skills, Qualifications and Experience

	Essential	Desirable
<b>Training Qualifications &amp; Experience</b>	<p>Level 8 in any of the following areas</p> <p>Health, Exercise Science, Physical Activity, Diversity and Inclusion, Sports Development, Adapted Physical Activity Education or related field on the latest date for receipt of application.</p> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Candidates should have a minimum of <b>3</b> years' relevant experience working with the target groups mentioned and stakeholder engagement.</li> <li>• Awareness and understanding of different models of disability and issues for people with a disability/marginalised groups and the importance and value of their participation in sport/physical activity</li> <li>• Experience working in communities piloting and developing, project management, facilitating and delivering sport and physical activity programmes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience of working with people with disabilities</li> <li>• Experience of working with marginalised groups</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to consult, communicate and network appropriately and effectively with all sectors of the community</li> <li>• Ability to co-ordinate and facilitate programmes and events</li> <li>• Ability to monitor, evaluate and report on programmes</li> <li>• Ability to produce and disseminate information efficiently and accurately</li> <li>• Ability to manage budgets and prepare financial reports</li> <li>• Excellent communication (oral and written), administration, organisational and presentation skills</li> <li>• Proficiency in IT Microsoft office tools and communication technology systems.</li> <li>• Effective team player in the context of a multidisciplinary team.</li> <li>• Ability to work under pressure.</li> <li>• Health/safety and risk awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the sport and physical activity sector and policies</li> <li>• Experience of working in a project team</li> <li>• Experience of working with National Governing Bodies of Sport</li> <li>• Understanding of the public sector and local government environment</li> </ul>



<b>Attitude &amp; Motivation</b>	<ul style="list-style-type: none"> <li>• A constructive, positive and progressive attitude to working as part of a team and an ability to develop partnerships with the wider community</li> <li>• A self-motivated approach to work</li> <li>• An awareness of the role and importance of both coordinated and interagency responses to local needs</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Completion the Garda Vetting process satisfactory to the Sports Partnership's / Tipperary County Council requirements.</li> <li>• Demonstrate a commitment to life-long learning.</li> <li>• Be prepared to work evenings &amp; weekends when required.</li> <li>• Ability to travel efficiently between sites.</li> <li>• Must have access to a car and hold a current EU/Irish driving licence</li> </ul>	

### **Citizenship**

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or

- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

### **Salary:**

Current Salary Scale: €48,089 – €57,752 LSI 2

The salary shall be fully inclusive and shall be as determined from time to time. The employee shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at the minimum point (currently €48,089).

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are 37 hours per week. All posts will be offered on the basis of the candidate working wholetime.

### **Probation:**

Where a person who is not already a permanent officer of Tipperary County Council is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect, during which such person shall hold office on probation;
- (b) such period shall be one year but the Chief Executive may, at his or her discretion extend such a period;
- (c) such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

## **Superannuation:**

The relevant Superannuation Scheme will apply.

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

**plus**

3.5% of net pensionable remuneration (pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

## **Retirement Age**

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

## **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Therefore, such retirees may not apply for this position.

### **Hours of Work:**

The normal working hours are 35 hours per week. Flexible working arrangements apply. All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Tipperary County Council requires employees to record their hours using the CORE/TDS Clocking system.

### **Annual Leave:**

The annual leave entitlement for the grade is 30 days per annum.

The Chief Executive of Tipperary County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **Residence:**

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

### **Drivers Licence:**

Tipperary County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Tipperary County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

### **Code of Conduct/Organisational Policies:**

Employees are be required to adhere to all current and future Tipperary County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance

Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

### **Training:**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

### **Location of assignment/appointment:**

Tipperary County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

### **Commencement:**

Tipperary County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Tipperary County Council shall not appoint them.

### **Reporting Arrangements:**

The Community Sports Development Officer will report directly to the appropriate supervisor in the Section or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

### **Health & Safety:**

Tipperary County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Tipperary County Council operates under OHSAS 18001 accreditation and is seeking to adopt ISO 45001. All employees are required to cooperate with the implementation of any and all measures necessary to achieve same.

### **The Application Process:**

Once fully completed, application forms will be accepted.

Please ensure that:

1. Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
2. You have fully completed all sections of the application form and included all relevant, detailed and accurate information. **Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.**
3. You attach a copy of your educational certificates.
4. You submit your application form (**4 copies**) by closing date of **4:00p.m. Thursday 23<sup>rd</sup> November, 2023**. Late applications will not be accepted. Please send your completed, typed, application form to the **Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N1**.

Applications submitted after the closing date will not be accepted and any claim in relation to the late receipt of application forms will not be entertained.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Tipperary County Council is satisfied that such person fulfills the requirements.

Tipperary County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

### **The Selection Process:**

Tipperary County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

### **Step 1: Initial Screening**

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

### **Step 2: Shortlisting**

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

### **Step 3: Interview**

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Tipperary County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Tipperary County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit. Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of **Sports Inclusion Disability Officer** and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

### **Key Competencies:**

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed:

#### **Delivering Results**

- Identify problems and contribute to solutions
- Ability to plan and organise workloads in order to meet deadlines

- Demonstrate ability to deliver quality work and customer services
- Ability to contribute to operational plans and lead on the delivery of key objectives

### **Performance Through People**

- Engage with staff and work as a team;
- Build and maintain positive working relationships;
- Resolve conflict situations;
- Demonstrate ability to lead by example and show initiative.
- Excellent interpersonal, verbal and written communication skills.

### **Management and Change**

- A clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation and can communicate this to the team.
- Strategic Ability
- Ability to establish, maintain, participate and contribute to networking and representing
- Persuade and influence others
- Demonstrate ability to be flexible and open to change
- Understand the need for ongoing change
- Demonstrate ability to adapt to new challenges

### **Personal Effectiveness**

- Enthusiastic about the role and is highly motivated
- Manage time and workloads effectively. Takes initiative and seeks opportunities to exceed goals
- Demonstrates and encourages innovation and new thinking
- Understands the structures and environment within which the local authority sector operates and the role of Tipperary Sports Partnership in this context.
- Excellent interpersonal skills. Effective written and verbal communication skills

### **Feedback:**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.



### **Deeming of candidature to be withdrawn:**

Candidates who do not attend for interview or other test when and where required by the Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

### **References:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Tipperary County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

### **Verification of Educational Qualifications:**

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

*\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

### **Pre-Employment Medical:**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

### **Garda Vetting:**

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

## **Canvassing:**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

## **Confidentiality:**

Tipperary County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

## **General Data Protection Regulation:**

***Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.***

### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

## **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

## **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

**Important Notice -The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.**



Comhairle Contae Thiobraid Árann  
Tipperary County Council

