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*Candidate Information Booklet*

***PLEASE READ CAREFULLY***

*Competition Reference:* ***RT/731***

*Closing Date: Friday, 3rd May, 2024*

*Tipperary County Council is an Equal Opportunities Employer*



**Regional Energy Services Manager for South-East Local Authorities Energy Unit (5-year Fixed Term Contract) (Senior Executive Engineer analogous)**

**General Information**

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 (as agents of Uisce Eireann) | Library Services |
| Housing | Local Authorities Waters Programme |

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 **Regional Energy Services Manager for South-East Local Authorities Energy Unit** **(5-year Fixed Term Contract) (Senior Executive Engineer analogous)** and the selection process. 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.

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.

# The Role:

# The Regional Energy Services Manager post is being created as part of the South-East Local Authorities Energy Unit where Tipperary County Council (TCC) will be the lead authority, under a Memorandum of Understanding (MoU) with the Sustainable Energy Authority of Ireland (SEAI), and Service Level Agreements (SLAs) between TCC and the four other local authorities in the South-East region (the County Councils of Carlow, Kilkenny, Wexford and Waterford City & County Council).

# TCC, as the lead authority, will host the Energy Unit.

# The Regional Energy Services Manager, the Energy Unit and the five local authorities will work in collaboration with the SEAI to deliver energy efficiency and energy reduction projects in the local authorities via the Pathfinder Capital Funding Programme, operated by the SEAI. The public sector, including local authorities, has ambitious targets to work towards, including:

# Reduce greenhouse gas emissions by 51% by 2030;

# Increase the improvement of energy efficiency in the public sector from the 33% target in 2020 to 50% by 2030;

# Prohibition of new fossil fuel heating systems in public buildings after 2023;

# Prepare Buildings for 2050 (Net Zero Emissions).

# A Management Steering Group, comprising senior management representatives from the five local authorities, SEAI and the Eastern & Midland Climate Action Regional Office (E&M CARO) is being established to provide strategic oversight and governance of the South-East Local Authorities Energy Unit. The Regional Energy Services Manager will sit on this Group. An Implementation Assistance Group, with representatives from the local authority Climate Action/Energy Teams and SEAI, is also being established which will lead out the identification and progression of individual and collaborative energy projects within the local authorities and region. The Regional Energy Services Manager will chair this Group.

# This is an exciting opportunity for a suitable and highly motivated candidate to contribute to addressing this important challenge facing local authorities today.

# We are looking for:

# A passionate and collaborative leader, who has worked in a similar position;

# An experienced engineer/manager who has worked in the energy sector and with a broad knowledge of public sector obligations and national and EU energy efficiency and carbon reduction targets;

# A networker with excellent interpersonal and relationship management skills and ability to liaise with a wide range of stakeholders;

# A team leader who will lead by example and promote a culture of learning and development;

# An organised person with excellent time management and project management skills.

# A panel may be formed from which future positions may be filled.

# The office is 5-year fixed term contract.

**Duties & Responsibilities:**

The role will entail, but not be limited to the following:

* Develop and Implement an Energy Efficiency and Emissions Reductions (EE/ER) Pathway in each Local Authority utilising SEAI’s Pathfinder Capital Support and other funding mechanisms;
* Lead and co-ordinate (including project management) the work of the Energy Unit and the delivery of the energy efficient and carbon reduction projects in, and by, the five local authorities;
* Managing the progression of projects through SEAI’s project process/stage delivery approach;
* Develop a scalable model for energy/emission management and retrofit investment in the Unit Authorities' building/facility stock in order to achieve national policy targets;
* Building effective partnerships and working relationships with relevant stakeholders including the SEAI, in the design, operation and monitoring of energy efficiency and carbon reduction projects;
* Engagement and collaboration with Energy Agencies in the region and other technical stakeholders to support project planning, design and delivery;
* Input to the on-going development of the Energy Unit’s strategy and the development of annual work programmes for the Unit and constituent local authorities;
* Financial management of the Energy Unit’s budgets, including preparing budgets and cost projections, undertaking financial control (including required reporting to the SEAI, local authorities, government agencies, etc.);
* Preparing design project briefs for capital works projects, including energy reduction/energy efficiency related projects;
* Managing technical teams to develop energy/energy efficiency projects and studies and to ensure that projects are delivered on time and within budget;
* Controlling project budgets including completing monthly expenditure reports and ensuring accurate and timely draw-down of scheme funds from SEAI and other Agencies;
* Managing procurement processes in line with national and EU procurement guidelines, including preparation and overseeing of capital-based tenders for projects and the development of a multi-criteria analysis template for the assessment of tenders;
* Develop and maintain in-depth knowledge of the needs of the constituent local authorities and build relationships with relevant key stakeholders;
* Monitoring and reporting on significant developments in energy efficiency and carbon reduction matters, including legislation at national and EU levels, likely to have a bearing on the direction and content of legal obligations for the public sector;
* Provide technical and operational support to the teams in the constituent local authorities in the areas of ISO 50001, Energy Reviews, and SEAI annual Monitoring & Reporting requirements;
* Identify potential energy efficiency and low-carbon projects on an ongoing basis, working directly with the Implementation Assistance Group and the local authority Climate Action/Energy Teams to bring them to reality;
* Provide technical support to the constituent local authorities to assist in the decarbonisation of vehicle fleets;
* Ensure all outputs of the Energy Unit and local authorities are of high standard and quality and that they support strategic objectives;
* Such other duties as may be assigned from time to time;
* The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

The duties of the post are to give to the local authority and to

* (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
* (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

**Qualifications for the Post:**

**1. Character**

Each candidate must be of good character.

**2. Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. Education, experience, etc.**

Candidates shall:

1. Hold an Honours degree at Level 8 in the National Framework of Qualifications in Energy Engineering, Sustainable Energy, Mechanical Engineering, Electrical Engineering, Energy Management, or a related field;
2. Have at least seven years satisfactory relevant experience in energy engineering, energy management, or a similar role, preferably within a property/facility management or real estate environment;
3. Possess a high standard of technical training and experience;
4. Possess a high standard of administrative and management experience;
5. Have satisfactory knowledge of public service organisation.

**Essential Skills and Experience:**

The ideal candidate for the position shall:

* have a strong working knowledge of the principal policy, legislative and regulatory requirements, including EU Directive requirements, and public sector obligations, impacting on local authorities in relation to energy efficiency and carbon reduction targets;
* have the ability to lead and work effectively within small highly focused multi-disciplinary and cross functional teams in delivering high performance outcomes against a background of demanding time-driven requirements, multiparty interactions and the backdrop of a complex legal and regulatory context;
* have experience of project managing and scheduling a multi-annual portfolio of projects within budget and on time;
* have a track record of delivering results;
* understand Local Authority services and structures in Ireland or have the ability to quickly acquire same;
* be capable of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
* be experienced in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation;
* be experienced in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
* have excellent interpersonal, communication and influencing skills, including technical report writing skills and ability to communicate findings to a non-technical audience;
* have experience of maintaining sound employee relations and conflict resolution;
* experience in public procurement practices;
* have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace; and understand the role and duties of managers in safety management in the workplace;
* have experience of managing finance and budgets and ensuring value for money;
* experience of providing information on the pattern of demand and activity and the skills to schedule/programme the carrying out of work;
* proficiency in energy modelling software, data analysis tools and MS Office Suite;
* have a focus on the customer and on service improvement including taking ownership and resolving issues arising;

Desirable qualities:

* experience in the education and training of staff and colleagues;
* sound judgement and creative problem-solving skills;
* qualification in ISO 50001 and/or Certified Energy Manager;
* experience working with the public sector, such as local authorities
* additional certifications e.g. IPMVP, SEAI Certified Auditor, Registered non-domestic BER assessor.

**Reporting to:**

The **Regional Energy Services Manager** post is based in the Environment & Climate Action Section of Tipperary County Council and the successful candidate 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.

**Information Sheet – Competency Framework and Requirements:**

Key competencies for the post of **Regional Energy Services Manager** are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form and at interview of their competence under each of these headings. ***Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined below at interview in order to meet the qualifying standard.***

|  |  |
| --- | --- |
| **COMPETENCY** | **BEHAVIOURS** |
| **Strategic Management and Change.** | **Strategic Ability**  Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.  **Political Awareness**  Has a clear understanding of the political reality and context of the organisation.  **Networking and Representing**  Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.  **Bringing about Change**  Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change. |
| **Delivering Results** | **Problem Solving and Decision Making**  Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.  **Operational Planning.**  Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.  **Managing Resources**  Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.  **Delivering Quality Outcomes**  Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required. |
| **Performance Through People** | **Leading and Motivating**  Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.  **Managing Performance**  Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.  **Communicating Effectively**  Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups. |
| **Personal Effectiveness:** | **Relevant Knowledge**  Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.  **Resilience and Personal Well Being**  Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.  **Integrity**  Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.  **Personal Motivation, Initiative and Achievement**  Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved. |

# Salary:

€73,603 - €91,860 per annum (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 1st January 2011, will enter the scale for the position at the minimum point (currently €73,603).

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.

**Citizenship:**

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

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. 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
5. 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
6. 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.

**Probation:**

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

1. there shall be a period after such appointment takes effect, during which such person shall hold office on probation;
2. such period shall be one year but the Chief Executive may, at his or her discretion extend such a period;
3. 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 succesful 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 indeminty 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 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.

**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 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 the ISO450001 Health & Safety accreditation Standard. 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 ommisions may result in termination of employment***.
3. You attach a copy of your educational certificates.
4. You submit your application to Human Resources Section, Civic Offices, Emmet Street, Clonmel, Co. Tipperary by not later than 4.00 p.m. on Friday, 3rd May, 2024. 4 copies of the application form must be submitted in hard copy only.

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 elegibilty 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 responsibilty 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 **Regional Energy Services Manager** 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.

**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 organisation’s 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.**

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