



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

**PLEASE READ CAREFULLY**

*Competition Reference: **RT/745***

*Closing Date: Friday, 26<sup>th</sup> July, 2024.*

*Tipperary County Council is an Equal Opportunities Employer*

# Executive Engineer - Facility & Energy Management (Capital Works Projects) (Specified Purpose Contract)

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## 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 & Economic Development	Environment & Climate Action
Planning & Development	Finance
Cultural & Recreational Services	Information Systems
Roads & Transportation	Corporate Services & Human Resources
Housing	Library Services
Tourism	Local Authorities Waters Programme

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Executive Engineer – Facility & Energy Management (Capital Works Projects) on a Specified Purpose basis.**

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 Executive Engineer 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 **Executive Engineer.**

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.

## **EXECUTIVE ENGINEER – Facility & Energy Management (Capital Works Projects)**

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

#### **Introduction:**

Property and Facility management is of strategic importance to Tipperary County Council as it contributes to the Councils' core service objectives as identified in the Corporate Plan, as well as the actions set out in "Delivering for Tipperary".

More recently the need to deliver energy efficiency and energy reduction projects in the local authorities has come more into focus with ambitious climate action 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).

In order to successfully deliver in these areas Tipperary County Council must have control of a multi-faceted portfolio of property to enable the Council to be responsive and pro-active in delivering for Tipperary

Two engineering posts are being created in Tipperary County Council as part of a restructuring of the current Property Management Section to include a Facility Management team, focused on improved management and coordination of new capital works and the operation and maintenance of the Councils building stock:

These posts are as follows:

- a) **Facility & Energy Management – Capital Works Projects**
- b) **Facility Operation & Maintenance Management** – Day to day management of Facilities

**This information booklet relates to the Facility & Energy Management – Capital Project Works role. A separate competition is being held in respect of the Facility Operation & Maintenance Management role.**

The Council currently has 238 facilities/buildings and 631 land banks registered on the Property database. Of the 238 buildings, 109 have an assigned part time Facility Manager and would include office buildings, libraries, fire stations, depots, etc., with a combined annual revenue budget of €5 million.

The Council's Capital Works Programme 2024-2026 has identified 60 capital works projects and has secured €17.5million in funding from both the Council's own funds and the SEAI's Pathfinder Fund.

The development of this new more centralised Facility Management structure will be established on a phased basis over a number of years. The Executive Engineer shall have a key role in its establishment.

***The Executive Engineer shall operate under the direction of and report to the Property Manager (Supervisor) and shall be based in the Corporate Services Section, Civic Offices, Clonmel.*** They must undertake those duties as assigned to them by their Supervisor. The Executive Engineer shall also report to the Director of Service of the section to which they are assigned, or any other person designated by the Director of Service. Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

The Executive Engineer is a frontline management position in the Council. He/she is responsible for ensuring that goals set out in the Corporate, Departmental and Team plans become operational actions within their department or unit and will generally work as part of a multi-disciplinary team.

An Executive Engineer also works closely with senior management, elected representatives, external agencies and relevant stakeholders to deliver services to the highest standard. The Executive Engineer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making. The ideal candidate must therefore be a highly motivated person, with a strong sense of commitment to delivering quality public services willing to take on a challenge and work on their own initiative.

### **Desirable Qualities**

**It is desirable that the successful candidate will demonstrate through their application form and at interview that he/she has;**

- Good communication and interpersonal skills;
- People management skills;
- Leadership skills and experience;
- Sufficient knowledge and understanding of Civil & Mechanical & Electrical engineering;
- Competence and ability in contract and project management;
- Problem solving skills;
- Competency in the area of information technology;
- Good knowledge of the statutory obligations of Health and Safety Legislation, and their application in the workplace;
- An understanding of Local Authority services and structures or have the ability to quickly acquire same;
- Supervisory management skills;

## **Duties:**

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

- (a) to such other local authorities or bodies for which the Chief Executive for the purposes of the Local Government Act, 2001, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate management, 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, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties shall include but are not limited to the following areas of operation:

### **a) Facility & Energy Management – Capital Project Works**

- Project Manage the annual Capital Works Building Programme.
- Identify infrastructural needs and oversee the design and delivery of infrastructural projects including the procurement and management of consultants and contractors using current best practice procedures
- Establishing frameworks and procuring and recommending appointment of consultants and contractors and supervision of same;
- Designing and preparing tender and contract documentation, assess tenders and making recommendations on same;
- Fulfil duties of PSDP & PSCS where required
- Manage budgets as efficiently and effectively as possible in respect of capital works
- Support the Regional Energy Services Manager in the delivery of Energy and Decarbonisation related Projects

### **b) General**

- Managing and supervising engineering/administrative workforce and associated industrial relations issues;
- Managing staff performance and development through the Council's Performance Management and Development System (PMDS);
- Ensuring that staff are trained and operate within the relevant skill sets;
- Preparing and effectively managing budgets;

- Identifying opportunities for improvements or achievements of efficiencies in service delivery;
- Maintaining and proactively developing a culture of Health & Safety in the workplace;
- Ensuring compliance with Health and Safety legislation and regulations and Tipperary County Council's Safety Management Systems;
- Ensuring works are implemented in accordance with all relevant legislation and regulations including planning and procurement requirements etc.;
- Dealing efficiently, effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses and residents;
- Liaising with and responding to other local authorities, government departments and statutory agencies;
- Compiling, preparing and presenting reports as necessary to a variety of stakeholders including organization of public consultation meetings and processes;
- Representing the County Council at meetings with elected members, community/general interest groups, businesses and residents;
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time

**These duties are indicative rather than exhaustive and are carried out under general guidance.**

**Persons employed will be required to work in any location within the Tipperary County Council administrative area.**

### **Qualifications:**

#### **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.

**Character**

Candidates shall be of good character

**Health**

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

**Education, Training, Experience, etc.**

Candidates shall:

- (a) Hold an honours degree (level 8 in the National Framework of Qualifications) in Civil Engineering, Energy Engineering, Sustainable Energy, Mechanical Engineering, Electrical Engineering, Energy Management, or a related field;
- (b) Have at least five years satisfactory relevant engineering experience or a similar role, preferably within a property/facility management environment;
- (c) Possess a high standard of technical experience
- (d) Possess a high standard of administrative experience.
- (e) Have satisfactory knowledge of public service organisation.

Candidate must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case.

**Salary:**

Current Salary Scale: €57,336 - €79,701 (2<sup>nd</sup> LSI) (Circular EL 02/2024)

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 €57,336).

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.

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 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 initial base for this post is Corporate Services section, Civic Offices, Clonmel.

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:**

Executive Engineers 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 ISO 45001 accreditation. All employees are required to cooperate with the implementation of any and all measures necessary to achieve and sustain same.

### **The Application Process:**

Only fully completed, typed 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, degrees etc.
4. You submit your application on or before 4:00p.m on Friday 26<sup>th</sup> July, 2024 to Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512. Late applications will not be accepted.

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 **Executive Engineer – Facility & Energy Management** 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 **in addition to** local Government knowledge and understanding:

### **Management & Change**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Displays the ability to think and act strategically from a management and engineering perspective.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required including managing underperformance.
- Places high importance on staff development, training and maximising skills & capacity of team.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.

### **Problem Solving & Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Makes timely informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
- Takes account of broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Uses judgement to make sound decisions with a well reasoned rationale and stands by these.
- Puts forward solutions to address problems.

### **Managing Resources**

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own work and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering a high quality customer service, for internal and external customers.

## **Personal Effectiveness**

- Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role.
- Manages time and workload effectively with particular reference to statutory obligations and timeframes.
- Demonstrates the required specialist technical knowledge, understanding and training for the role.
- Personal Motivation, Initiative and Achievement; is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.
- Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.

## **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.

## **Panel Formation:**

A panel will be created from this competition from which both permanent and temporary assignments may be made.

## **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, (once enacted) 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.

### **Imporant 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

