



Comhairle Contae Thiobraid Árann
Tipperary County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Competition Reference: RT/750

Closing Date: 4:00pm Friday, 2nd August, 2024

Tipperary County Council is an Equal Opportunities Employer

Community Safety Co-ordinator

Contents

Heading	Page
General Information	3
Introduction	4
The Role	5
Qualifications	6
Responsibilities	7
Citizenship	8
Salary	8
Probation	9
Superannuation	9
Hours of Work	10
Annual Leave	10
Residence	11
Drivers License	11
Code of Conduct/Organisational Policies	11
Training	11
Location of assignment/appointment	11
Commencement	11
Reporting Arrangements	11
Health & Safety	12
The Application Process	12
The Selection Process	13
Key Competencies	14
Feedback	15
Panel Formation	15
Deeming of candidature to be withdrawn	15
References	15
Verification of Educational Qualifications	15
Pre-Employment Medical	15
Garda Vetting	16
Canvassing	16
Confidentiality	16
General Data Protection Regulation	16

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
Housing	Library Services
	Local Authorities Waters Programme

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Community Safety Co-Ordinator**.

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 **Community Safety Co-Ordinator** 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 **Community Safety Co-Ordinator**.

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.

Introduction

Community Safety Policy

The Department of Justice has developed a new [community safety policy](#) based on a key principle that policing is not the responsibility of the police alone and involves other agencies of Government such as health and social services. The Community Safety Policy proposes a whole-of-government approach to community safety. At the heart of this policy is the principle that every community has the right to be and feel safe in order to thrive and flourish.

This new approach will be delivered through Local Community Safety Partnerships (LCSPs), supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area, and will also have a key oversight role in ensuring those actions are followed through.

Objectives of the Local Community Safety Partnerships

The partnership approach is built on two premises:

1. Every community is different and has different problems and issues.
2. Responding to those problems and issues requires a range of inputs from across Government, local services, voluntary sector and the community itself.

The response to the issues identified above requires the following elements:

1. Community engagement in identifying what the needs of the community are;
2. Commitment and buy-in from State, local and voluntary service providers to work together to address those needs.

The LCSPs aim to foster sustained community involvement in identifying needs and co-designing solutions, and sustained commitment from services in working together to address those needs.

Structure of Local Community Safety Partnerships (LCSPs)

Membership of each LCSP will include: residents; community representatives, including representatives of youth, new communities and the voluntary sector; business and education representatives; relevant public services in the area, including HSE, Tusla, AGS, and the local authority; and local councillors, The LCSP will have a maximum of 32 members.

The Role

The Community Safety Coordinator will support the LCSP in its work to bring together a diverse group of agencies and residents to engage in joint planning and co-ordination of services for the community. A main focus will be the design and delivery of community safety projects in the relevant local authority area. The successful candidate will be a key driving force for the work of the LCSP. They will coordinate an office, which will act as a hub for the local community in relation to community safety. The Coordinator will act as a support to community members to identify local priorities and access relevant services, as well as assisting the Local Community Safety Partnership (LCSP) in drafting and delivering on a local community safety plan.

The Community Safety Coordinator will initially manage the work of one staff member, the Community Safety Administrator. The Community Safety Coordinator will be responsible for the day to day running of the community safety activities in the relevant local authority area. The Coordinator may in the course of Community Safety Projects, have project specific contract staff to manage also.

The role is diverse and multifaceted, and the learnings from the pilots have demonstrated that the successful candidate should:

- Demonstrate the ability to engage positively with a diverse range of individuals;
- Have proven experience in developing and managing relationships with a diverse group of stakeholders;
- Demonstrate a proven ability to achieve goals and meet deadlines;
- Demonstrate the ability to work in a community setting with a wide variety of organisations, services and groups;
- Demonstrate strong leadership skills, sound judgement, self-motivation and strong interpersonal skills;
- Have confidence to work on their own initiative;
- Have excellent communication skills, both verbal and written.

The ideal candidate shall also have:

- an ability to identify suitable grant funding at local and National level, research and compile good applications under the necessary criteria;
- a good understanding of community development processes and principles;
- a clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors;
- the ability to work on several projects simultaneously;
- the ability to develop and implement communications plan, including the use of social media;
- the ability to positively contribute to and lead change;
- be able to work independently and as part of a team;
- possess excellent planning and organisational abilities;
- the ability to administer and oversee programme funding;
- a high degree of motivation and resilience;
- a high level of discretion and professional integrity;
- the ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.

Qualifications

The qualifications for the role are the nationally declared qualifications for Administrative Officer (Grade VII) which set out the essential requirements of the post as follows;

The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of Administrative Officer shall be as set out hereunder.

1. Character

Candidates shall be of good character.

2. Health

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

3. Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms;

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**
 - (b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **or**
- (i) have obtained a comparable standard in an equivalent examination, **or**
- (ii) hold a third level qualification of at least degree standard, **and**
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

Desirable

- (a) (i) Hold a recognised NFQ Level 7 qualification in sociology, social policy, law, public health or similar;
OR
- (ii) Have a minimum of three years relevant professional experience;

(b) Have a minimum of 2 years' experience working as a project coordinator or similar role, and

(c) Have a minimum of 1 years' experience in communications, outreach or similar;

(d) Have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.

(e) Experience in one or more of the following areas would be an advantage: local community development, public health, criminal justice system, communications and a demonstrated ability in programme delivery.

Responsibilities

The responsibilities of the post include, but are not limited to, the following:-

- Supporting the establishment and the work of the Local Community Safety Partnership, including through:
 - coordinating the development of a work plan for the LCSP;
 - supporting the development of a local community safety plan;
 - Implementing the TCC Community Safety Plan on adoption.
- Supporting engagement of community members with the LCSP;
- Acting as a focal point for community safety in the area;
- Developing and delivering local community safety projects under the leadership of the Chair of the LCSP;
- Developing and delivering a communications strategy to keep the community informed about community safety activities;
- Proactively engaging and building good relationships with other stakeholders working on community safety in the area;
- Mapping the work by statutory agencies and community organisations that work on community safety activities in the area and liaising with the Local Community Development Committee on any relevant activities;
- Ensuring the provision, collection and reporting of relevant data and information;
- Ensuring that adequate record systems are in place and adhered to;
- Ensuring that detailed reports are prepared for key stakeholders;
- Preparing summary financial and administrative data for internal use;
- Taking the lead on the organisation and management of all community safety project events;

- Managing the work of the Community Safety Administrator and any project specific contract staff or any other persons assigned;
- Building and maintaining good working relationships both inside and outside the partnership, including with key actors in the local authority area;
- Under the leadership of the Chair of the LCSP and management function of the relevant local authority, carrying out duties to ensure the control of expenditure within the partnership's budget;
- Ensuring that petty cash procedures are followed and that adequate records are kept;
- Undertaking all duties which may be required which are commensurate with the role of Community Safety Coordinator in consultation with the Chair of the LCSP and/or other relevant person;
- Other Community Department duties as necessary.

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 Local Authority.

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: €57,675 - €74,978 (2nd 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 1st January 2011, will enter the scale for the position at the minimum point (currently €57,675).

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 35 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 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:

Community Safety Co-Ordinator's 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:

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 in hard copy (4 copies) to the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512 on or **before 4:00p.m. Friday, 2nd August, 2024.** 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 **Community Safety Co-Ordinator** 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

- Proactively identifies problems, areas for improvement and contributes to solutions.
- Knows the limits of his/her decision-making authority and knows when to refer issues to higher authority for consultation or decision.
- Establishes high quality service and customer care standards.
- Translate business or team plans into clear priorities and actions for each area of responsibility.
- Plan work and allocate staff and other resources effectively.
- Implement high quality service and customer care standards and make decisions in a timely and well informed manner.

Personal Effectiveness

- Take initiative and seek opportunities to exceed goals.
- Manage time and workload effectively.
- Maintain a positive and constructive & enthusiastic attitude to the role.

Communicate Effectively

- Have effective, verbal, written and presentation skills.
- Ability to implement a Communications plan, draft press releases and manage social media & web site content.
- Demonstrates ability to ensure positive messaging in relation to the Partnership and Tipperary County Council, as an individual, through the team and in interactions with the public
- Maintains positive, productive and beneficial working relationships.

Local Government Knowledge & Understanding

- Knowledge and understanding of the concept of Local Community Safety Partnerships.
- Knowledge of the structure and functions of local government
- Knowledge of current local government issues and advocate practical approaches to addressing them.
- Clear and realistic view of future trends and strategic direction of local government.
- Understanding the role of an Community Safety Co-ordinator in this context.

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 may be formed from which permanent and temporary vacancies may be filled.

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, 2014 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

