



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

**PLEASE READ CAREFULLY**

*Competition Reference: RT/854*

*Closing Date: 4:00pm Friday, 12<sup>th</sup> June, 2026*

*Tipperary County Council is an Equal Opportunities Employer*

**Assistant Arts Officer**

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

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Assistant Arts Officer**.

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 Assistant Arts Officer and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of Assistant Arts Officer.

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

## **Assistant Arts Officer**

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

#### **Introduction:**

#### **The Role:**

The Assistant Arts Officer will work under the control and supervision of the Arts Officer or other designated officer. Holders of the office may be assigned to work in all appropriate areas in the course of their employment. The Assistant Arts Officer will support the work of the Tipperary Arts Office in the delivery of The Tipperary Arts Strategy, broader Tipperary County Council strategies and the TCC/Arts Council Framework Agreement as assigned by the Arts Officer.

- This position will be based in the Civic Offices, Nenagh, Co. Tipperary.
- This position is a permanent contract on a whole-time and pensionable basis.
- It should be noted that out of hours work is a requirement for this role.
- It should be noted that it is a requirement for this role that the successful candidate holds a full clean, Class B driving license and has access to their own vehicle.

Tipperary County Council's current Arts Strategy (2023 – 2027) builds on a strong legacy of over two decades of arts provision in the county and aims to maximise opportunities for arts development in the years ahead. The Arts Office works to support and develop programmes and practices which enable artists, cultural producers, organisations and communities to realise their artistic ambitions, with a view to making Tipperary a better place through the arts.

Working with a range of partners and stakeholders, Tipperary Arts Office works to improve the artistic life of the county by integrating the arts into the County Council's overall cultural, social and economic development policies to ensure the arts are central to civic life.

The work of the specialist team at Tipperary Arts Office in implementing Tipperary County Council's vision for the arts is multi-faceted and imaginative, and encompasses a wide range of services, actions, and activities. This includes provision of information and advice, advocating for the arts at a local and national level, brokering partnerships and collaborations, undertaking research and planning, seeking investment for the arts, and supporting artists, cultural producers and the arts infrastructure through the management of a range of schemes and programmes.

The Tipperary Arts Strategy outlines four Strategic Priorities which informs our work.

This post will support delivery on the Tipperary Arts Strategy across all objectives and with a particular focus on *Strategic Action 4, Creative Communities and Partnerships* as outlined in our Framework Agreement with The Arts Council. This

strategic action is concerned with the development and provision of opportunities for deepening the range and richness of encounters with the arts for all citizens. Our ambition is to create greater public engagement and participation in the arts, particularly in contexts such as with older people, in the area of arts and disability, in the area of health, youth and community contexts. We also strive to ensure cultural diversity in our programmes and activities which reflects the diversity of our towns and villages.

This post holder will take a lead operational role in key existing arts engagement programmes such as Culture Night Programmes, Tipperary Youth Theatre and Youth Arts Development, in addition to progressing stated desired outcomes in our Framework Agreement under this strand which include:

- That more people in Tipperary feel welcome and valued as audiences, co-creators and participants in the arts
- Venues in Tipperary will have achieved a greater role in reaching out to new audiences, specifically marginalised groups and new communities who may have barriers in participating.

The Assistant Arts Officer will have a key role in carrying out and supervising administrative and operational responsibilities in the Arts Office. This role will support the strategic planning for the development and delivery of arts services and the delivery of community focused and inclusive arts programmes. Linking artists with audiences and communities is central to our approach across this strand of programming and activity. A key challenge is to find ways of working with a range of partners to increase participation in an appropriate and sustainable way, working in line with both Framework Agreement and Arts Plan strategies.

### **Duties of The Post Include:**

Reporting to the Arts Officer, under the Directorate of Culture & Libraries, or other such nominated officer, the key responsibilities of this Assistant Arts Officer shall, in the context of Tipperary County Council's current Arts Strategy and its successor include, but shall not be limited to:

- To plan, manage and deliver Tipperary County Council's existing audience engagement programmes including Culture Night, Tipperary Youth Theatre, Tipperary Bealtaine Festival, artists residencies and partnership projects.
- To lead and support work with partner organisations delivering audience engagement programmes to build engagement strategies.
- To develop strategies for working with the arts infrastructure to ensure accessibility for marginalised groups, people with disabilities and to increase participation amongst these groups.
- To research needs in terms of access to the arts in health settings and for people with a disability and marginalised groups.
- To plan and develop a new strand of programming which addresses identified needs.
- To work with the arts infrastructure to make visible opportunities for participation by young people in the arts in Tipperary.
- To support youth arts development initiatives in partnership with relevant partners.

- To lead the development of socially engaged arts practice and planning across a range of settings for Tipperary Arts Office.
- To work with Tipperary County Council to build this strand of service provision as required.
- Support Tipperary County Council in the ongoing development and delivery of arts services provided by the local authority.
- Manage the delivery of projects to a high artistic standard within budget and within prescribed timeframes as determined by the local authority
- Manage arts office open calls (both annual and newly emerging) including bursaries, schemes and awards to support artists and arts practice.
- Demonstrably increase the levels of public engagement in the arts throughout the county
- Improve opportunities and support for artists and those working in the arts
- Identify and prepare funding applications seeking to secure additional resources to enable the implementation of the Tipperary Arts Strategy and assist with existing annual funding applications.
- Have responsibility for the day-to-day management of agreed arts budgets;
- Work with the Arts Office team to compliment and support the design and delivery of Arts Office led programmes and policy initiatives and deliver tasks that will be assigned from time to time at the discretion of the local authority.
- Assist with and contribute to the implementation of the County Arts Plan. This may include sourcing and providing specialist advice and information, programme design and scheduling, devising contracts, monitoring, assessing and evaluating performance against agreed targets, and ensuring that the necessary financial and management systems are in place;
- With the County Arts Officer, identify, negotiate, develop and maintain partnerships, within the local authority, with external agencies, networks and individuals ensuring clarity over respective aims, roles and responsibilities to grow resources for the sector;
- Provide mentoring, information, advice and guidance both internally and externally in the field of arts development, as appropriate;
- Assisting in the preparation of plans for the development of the arts as may be required by the Local Authority.
- Prepare documentation and reports as appropriate;
- Represent the Arts Service and Tipperary County Council at internal and public meetings, events and functions as required;
- Carry out all duties in compliance with appropriate policies and procedures including the maintenance of records and information;
- Work in a flexible manner in line with the organisation's corporate objectives and role and to be willing to perform such other appropriate duties in relation to the arts in the region as may from time to time be assigned by the Council;
- Travel throughout the county as required by the role;

In addition, the appointee will be required to:

- ensure compliance with all regulations relating to procurement of services
- comply with Health and Safety legislation at all times
- ensure an efficient and effective response to all stakeholders
- attend training as required
- participate in corporate activities and responsibilities appropriate to their grade
- undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
- deputise for other employees of a higher grade as required

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, the Arts Officer or such designated Officer as may be assigned from time to time by the Council.

**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:**

#### **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.

#### **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
- g) Non-EEA citizens with a valid work permit.

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

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

- Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an Arts, Arts Administration, Event Management, Festival/Event related studies, project management or related discipline.
- Have at least three years satisfactory relevant arts development and administration experience including experience in the area of programme development and budget management.
- Have a satisfactory knowledge of public service organisation.
- Hold a full clean, Class B driving license and have access to their own vehicle.

### **Salary:**

Current Salary Scale: €52,239 - €62,484 (2<sup>nd</sup> LSI)

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 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 €52,239).

Remuneration is paid fortnightly by Pay Path 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) the maximum period shall generally be one year for permanent contracts and such other period as may be required in relation to temporary or fixed term/purpose contracts as set out in the council's probationary policy. No probationary period shall exceed 12 months in duration.
- (c) such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

### **Superannuation:**

The relevant Superannuation Scheme will apply.

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

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

1.5% of their pensionable remuneration

**plus**

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

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

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

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

### **Retirement Age**

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

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a

compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

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

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

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

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

Therefore, such retirees may not apply for this position.

### **Hours of Work:**

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

### **Annual Leave:**

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

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

### **Residence:**

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

### **Drivers Licence:**

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

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

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

Employees are be required to adhere to all current and future Tipperary County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

### **Training:**

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

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

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

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

### **Commencement:**

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

### **Reporting Arrangements:**

The Assistant Arts Officer will report directly to the Arts Officer or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

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

### **Health & Safety:**

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

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

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

Tipperary County Council operates under OHSAS 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:

- a) You complete the application form online via the advert link or through [www.tipperarycoco.ie](http://www.tipperarycoco.ie) (Note: a written application form/C.V. **will not** be accepted as an application or as part of an application).
- b) Applicants are required to submit their applications electronically and all sections of the application form must be fully completed, with 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.***
- c) Your employment history section includes **all periods of employment and unemployment (if applicable)** and are accurately recorded and accounted for.
- d) Copies of your educational certificates and relevant qualifications are attached with your application.
- e) Your application is submitted electronically along with all required documentation on or before **4.00 p.m. on Friday, 12<sup>th</sup> June, 2026.** Applications submitted after the closing date will not be accepted.

**Note: No amendments can be made once a fully completed application, supported by the required proof of qualifications and eligibility, has been submitted. Applicants should retain a copy of their application form for personal reference.**

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 Assistant Arts Officer and placed on a panel.

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

**Key Competencies:**

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed in addition to Local Government knowledge and experience:

<b>Management and Change</b>	
<b>Implementing Change &amp; Strategic Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to understand the need for change; implements change in an orderly and determined manner to meet strategic objectives</li> <li>• Demonstrates innovation and creativity in achieving strategic outcomes and in designing artistic programmes</li> <li>• Demonstrates the ability to plan strategically in terms of resourcing and administration</li> <li>• Demonstrates an awareness and understanding of the potential range of contexts involved in collaborative work, particularly when working in partnership with others.</li> <li>• Effectively manages change, fosters creativity and overcomes resistance to change.</li> </ul>
<b>Delivering Results</b>	
<b>Organising Work Programmes and Implementing Solutions</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to translate needs identified through research into clear priorities and actions for their area of operation</li> <li>• Demonstrates the ability to convert business/team plan objectives into specific work plans, program activities and schedules, considering the broader operational plan when setting priorities</li> <li>• Demonstrates the ability to establish high quality service and customer care standards</li> <li>• Acts decisively and makes timely, informed and effective decisions.</li> <li>• Takes responsibility and is accountable for the delivery of agreed objectives.</li> <li>• Successfully manages a range of different projects and work activities at the same time.</li> <li>• Structures and organises their own work and others work effectively</li> <li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation.</li> </ul>

<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</li> <li>• Demonstrates the ability to source, manage and monitor financial resources in a dynamic environment.</li> <li>• Demonstrates the ability to manage people effectively including volunteers and participants</li> <li>• Identifies and achieves efficiencies</li> <li>• Is logical and pragmatic in approach, delivering the best possible results with the resources available.</li> <li>• Delegates work effectively, providing clear information and evidence as to what is required</li> </ul>
<b>Performance through People</b>	
<b>Leading and Directing</b>	<p>Demonstrates the ability to lead and motivate others in a manner that provides clarity of purpose and a focus on delivery</p> <p>Demonstrates the ability to provide a positive sense of purpose for the team in terms of its contribution to council strategic objectives</p> <p>Demonstrates the ability to work in partnership with others towards a shared objective/goal</p>
<b>Performance Management</b>	<p>Demonstrates the ability to lead and develop programmes and approaches to achieve corporate objectives through the effective management of performance</p>
<b>Personal Effectiveness</b>	
<b>Communicating Effectively</b>	<p>Demonstrates the ability to recognise the value of and requirement to communicate effectively both internally and externally</p> <p>Demonstrates excellent written and verbal skills</p> <p>Demonstrates excellent interpersonal and listening skills</p> <p>Demonstrates excellent IT communication skills across platforms</p>
<b>Knowledge &amp; Understanding of the post/of local government</b>	
	<p>Demonstrates knowledge &amp; understanding of the role and of the structure and functions of local government</p> <p>Demonstrates knowledge of current local government issues and future trends</p> <p>Demonstrates understanding of the role of Assistant Arts Officer in this context</p> <p>Demonstrates knowledge and understanding of the arts sector in Ireland at local and national levels.</p>

### **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 both permanent and temporary vacancies may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

### **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.

### **Important Notice**

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



Comhairle Contae Thiobraid Árann  
Tipperary County Council

