



Comhairle Contae Thiobraid Árann
Tipperary County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Competition Reference: RT/855

Closing Date: 4:00pm Friday, 12th June, 2026

Tipperary County Council is an Equal Opportunities Employer

Royal Sites of Ireland –
Community Engagement
Officer

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

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

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

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Royal Sites of Ireland – Community Engagement Officer** on a Fixed Term Contract for 48 months.

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 Royal Sites of Ireland – Community Engagement 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 Royal Sites of Ireland – Community Engagement 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.

Royal Sites of Ireland – Community Engagement Officer

Job Specification - Background and Purpose of the Role:

The Royal Sites of Ireland are a group of six unique collectives of largely prehistoric monuments and sites associated in early medieval and medieval sites as the principal ancient sites of royal inauguration in Ireland. This is intended to be a transnational serial nomination involving the Irish and UK Governments.

Spread throughout the island, four of the sites represent the ancient Kingdoms of Ireland and its current provinces of North (Emain Macha – Navan Fort), South (Rock of Cashel), East (Dún Ailline) and West (Rathcroghan). Tara was the seat of the High Kings of Ireland situated in the ancient 'fifth' province of Meath (Midhe) while the Hill of Uisneach the 'omphalos' or centre was where the 5 kingdoms met.

The respective Local Authorities of Kildare, Meath, Westmeath, Roscommon and Armagh City, Banbridge & Craigavon, with Tipperary as lead authority have been working together during the lifetime of the last Tentative List to develop the case for 'outstanding universal value' the key attribute for world heritage sites. This partnership will continue with the new Tentative List and the Local Authorities will engage with local stakeholders, landowners, Department for Communities (NI) representatives, OPW and the Department of Housing, Local Government and Heritage to prepare a nomination dossier.

The National Monuments Service plays a key role in the protection of Ireland's archaeological heritage. NMS has responsibility for archaeological issues at over 800 National Monuments in the ownership or guardianship of the Minister. NMS is also responsible for the formulation and implementation of policy relating to the protection of Ireland's archaeological heritage (including implementation of the 1972 World heritage Convention). Other responsibilities include surveys of archaeological sites, compilation of inventories of sites and monuments, regulating archaeological excavations, and providing advice on archaeological issues.

Ireland's Office of Public Works (OPW) is the operational manager of National Monuments entrusted to State care as part of OPW's Estate Management responsibilities. This includes management of National Monuments and State-owned lands at sites placed on the 2022 Tentative List. Furthermore, OPW provides visitor services at more than 70 heritage sites nationwide.

The Royal Sites of Ireland is intended to be a transnational serial nomination that includes Navan Fort, Co. Armagh, which is in Northern Ireland (UK). Historic Environment Division within the Department for Communities is the government lead on the historic environment of Northern Ireland (NI) and owns and manages Navan Fort as a State Care Monument. The UK Government's Department of Culture, Media and Sport (DCMS) acts as State Party to the World Heritage Convention but works closely with the Devolved Administrations to meet its international obligations as set out under the 1972 World Heritage Convention.

World Heritage

World Heritage properties and sites are places of outstanding importance to all people no matter where they live, and form a common inheritance for humanity. They are recognised by UNESCO as having such Outstanding Universal Value that their conservation is important for current and future generations. The World Heritage Convention was adopted by the UNESCO General Conference in 1972. Currently, 194 countries (known as “States Parties”) have ratified the Convention, including Ireland in 1991. The Convention established the World Heritage List as a means of identifying that some places, either natural or cultural, are of such significance as to be the responsibility of the international community as a whole. By signing up to the Convention, States Parties pledge to conserve not only the World Heritage Properties in their territory but also to avoid deliberate measures that could damage World Heritage Properties in other countries. As such, the World Heritage List serves as a heritage conservation tool. At the moment there is 1121 designated sites. The Convention is overseen by the World Heritage Committee, composed of 21 countries elected by the States Parties. The Committee decides which places shall be added to the World Heritage List. It has three Advisory Bodies to advise on professional issues and is supported by UNESCO’s World Heritage Centre in Paris. The Centre advises States Parties on the preparation of site nominations, organises technical assistance on request and coordinates reporting on the condition of sites. It also coordinates emergency action to protect threatened sites and administers the World Heritage Fund.

The Nomination Process

The World Heritage Unit, within the National Monuments Service (NMS) in the Department of Housing, Local Government and Heritage acts the Government’s focal point for the implementation of the World Heritage Convention in Ireland. The Department submits the nomination dossier to UNESCO for inclusion of properties on the World Heritage List and reports to UNESCO on the state of conservation of our World Heritage properties. No site in Ireland can be nominated for World Heritage status without first being placed on Ireland’s Tentative List for at least one year.

In July 2022, the Minister for Housing, Local Government and Heritage announced the Royal Sites of Ireland as one of 3 successful bids to be added to Ireland’s Tentative List of properties for potential future nomination to the World Heritage List 2020-2030. In September 2024, the Royal sites of Ireland Project Coordinator was appointed to progress the nomination on behalf of the project Working and Steering Groups. In July 2025 an external World Heritage expert team was appointed to prepare the Preliminary Assessment request and the Nomination Dossier for UNESCO.

Purpose of the Role

The main purpose of the role of the Royal Sites of Ireland Community Engagement Officer is to engage with local communities, stakeholders and rights-bearers at each of the six sites through online and in-person communications. The main objective is to support the Project Coordinator and the Royal Sites of Ireland Working and Steering Groups to progress the nomination of the Royal Sites of

Ireland to the UNESCO World Heritage list, and to meaningfully engage the relevant actors in this process.

The Royal Sites of Ireland Community Engagement Officer will be a key member of the nomination team who have been designated by the six relevant local authorities to progress this nomination in line with the 2023 guidance on nominating World Heritage sites, published by the Department of Housing, Local Government and Heritage: [A Guide to World Heritage Nomination](#).

The Position

The position is for a period of **4 years**, subject to the nomination progressing on the current timeline. The position will be managed through Tipperary County Council. Due to the geographical spread of the 6 sites it is anticipated that this will be a hybrid working position and will require extensive travel to the six sites, local authority offices and other stakeholder locations as required.

The position may from time to time require work to be conducted/completed outside of normal office hours. The position will involve day-to-day administrative duties.

Duties and Responsibilities

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

Coordination

- Support the Project Coordinator to co-ordinate the activities of the six local authorities in the development of the World Heritage nomination bid for the Royal Sites of Ireland.
- Participate in site visits/ meetings as required to support stakeholder engagement activities, to document these stakeholder meetings and to represent an additional point of contact and information for the stakeholders at each site.
- Support the Project Coordinator to plan for and prepare for representing the Royal Sites of Ireland at national and international level meetings with NMS, OPW, DfC/DCMS and UNESCO as required.
- Support the Project Coordinator to progress the world heritage management framework and conservation management plans for the component parts of the tentatively listed site and document this process for the nomination file.
- Liaise with appointed consultants as required to ensure smooth delivery of services.
- Support the Project Coordinator with the establishment of an academic forum.

Communications

- Liaise with local communities at each of the six sites and facilitate open communication and dialogue in relation to the UNESCO nomination process and conservation of the sites.
- Implement the agreed project communications plan to ensure that all stakeholders to the nomination process are kept up to date and informed, to facilitate collaboration across the six sites and to promote the significance of the Royal Sites and the benefits of World Heritage.
- In collaboration with the Project Coordinator and Working Group, publish press releases, post relevant social media notices, oversee website management and updates, maintain an email distribution list and circulate email updates to stakeholders as required to ensure that stakeholders and local communities are kept informed on the nomination process.
- Liaise with site teams, landowners, community groups, historic interest groups and other identified actors to increase awareness and understanding among partners, stakeholders and the wider public of the nomination process and support the smooth delivery of the project objectives.
- Promote the RSI brand, logo, website and visual identity at each of the six sites to expand the reach of the project and increase knowledge and awareness of the site's unique history and the nomination process.
- Liaise with schools and identified groups to promote the history of the Royal Sites of Ireland and the value and meaning of World Heritage.
- Plan and deliver local community engagement campaigns through marketing and social media platforms to explain and promote the project.
- Plan and run events and activities around heritage week, the seasonal celebrations (Imbolc, Bealtaine, Lúnasa, Samhain) and at other times throughout the year to promote the Royal Sites and nomination.

Administration

- Arrange and manage the yearly schedule of online Working and Steering Group meetings for the RSI nomination team.
- Arrange and manage workshops and in-person meetings to progress the nomination as required by the nomination team.
- Manage scheduling and coordination of project meetings, accurate recording of meeting minutes and collation of meeting documents and records for the nomination file.
- Implement file management system to organise all existing and future reports, files, images, historical data and other documentation generated in relation to the nomination process. This will be done in collaboration with the Project Coordinator.
- Ensure the collated documentation is made available to the nomination team and World Heritage expert as required to support the preparation of the nomination dossier.
- Support the coordinator and site teams to prepare/commission images, maps and surveys to progress the conservation management of the sites and for the nomination dossier.

- Support the coordinator and site teams to obtain/ commission and maintain records of any archaeological assessments, heritage impact assessments, cultural significance evaluations, technical papers and other relevant reports required for the conservation management of the sites and for the nomination dossier.
- Provide data, briefing and updates to senior managers in Tipperary Council and the Working and Steering Groups as requested.

Financial

- Support the Project Coordinator with the procurement of goods and services relating to the project activities as agreed with the Working and Steering groups and as set out in the yearly Annual Program of Deliverables (APOD).
- Support the Project Coordinator by preparing budget and recoupment reports for TCC, the Steering Group and the NMS World Heritage Unit along with any other funding partners.

The Royal Sites Community Engagement Officer will perform other such duties as may be assigned from time to time. Nothing will be carried out by the Royal Sites Community Engagement Officer that falls within the ambit of the statutory obligations of NMS and OPW and/or DfC/DCMS.

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.

Reporting

The Royal Sites Community Engagement Officer will be functionally based in Ballingarrane House, Clonmel and the successful candidate will report directly to the appropriate supervisor in the Section or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose

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.

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.

In order to demonstrate that they can deliver the key responsibilities of the post, each candidate must, on the latest date for receipt of completed application forms

1. Have obtained a qualification at level 7 on the National Framework of Qualifications in a heritage related field.
2. Have significant work experience working in a role relevant to this position in the public sector or heritage sector. This may involve for example experience from the arts, heritage, [UNESCO World Heritage](#) libraries, community development, or sustainable economic development.
3. Have demonstrable knowledge of relevant national, regional and local policies and strategies of relevance to heritage and culture in local government, or ability to acquire same.
4. Satisfactory knowledge and understanding of the local areas represented by the 6 Royal Sites.
5. Leadership skills and experience in collaborating and working cross functionally with other teams and stakeholders and the ability to interact with staff at all levels in the organisation.
6. Have excellent interpersonal, communication, presentation and organisational skills and can demonstrate previous experience managing communications with diverse stakeholder groups.
7. Have strong understanding of the importance of systems, process and structures in enabling efficient delivery of an effective team with the ability to prioritise and multi-task.
8. Be able to demonstrate competence in influencing and negotiating, delivering quality outcomes and the ability to work in direct contact with a diverse range of stakeholders including agencies/bodies, voluntary groups, heritage organisations, visitor centres and guide

- staff.
9. Satisfactory ICT skills with comprehensive working knowledge of office productivity tools.
 10. Experience of budget preparation and management.
 11. Must hold a clean, current Class B Driving Licence and will be required to have access to their own car. Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

The Ideal Candidate Should Have:

- An ability to work within a multi-disciplinary team including supervision of staff;
- Good planning, operational and project management skills;
- Good communication/presentation and interpersonal skills;
- Good knowledge, or the ability to quickly acquire same, of local government functions, services and activities, particularly in relation to planning and development;
- Good working knowledge of planning legislation and the principals, practices and techniques of planning;
- A good working knowledge and understanding of planning;
- An ability to work under pressure and to think laterally, maintaining a solution orientated mind-set in dealing with a wide range of issues;
- Good report writing skills and strong IT skills;
- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

Salary:

Current Salary Scale: €52,239 - €62,484 (2nd 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 1st January 2011, will enter the scale for the position at the minimum point (currently €52,239).

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

Training:

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

Location of assignment/appointment:

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

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

Commencement:

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

Health & Safety:

Tipperary County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all 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 (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, 12th 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 Senior Staff 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:

Delivering Results

- Plan and prioritise work and resources effectively
- Establish high quality service and customer care standards
- Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.
- Create opportunities or overcome obstacles by re-thinking or re-conceptualising practices or procedures.
- Takes account of broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Puts forward solutions to address problems.

Leading, Motivating and Managing Performance

- Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage team performance.
- Lead by example demonstrating through their own behaviour a clear sense of quality service delivery.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.

Personal Effectiveness

- Takes initiative and seeks opportunities to exceed goals
- Structures and organises their own work and others work effectively.
- Maintains a positive, constructive and enthusiastic attitude to their role.
- 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.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.

Local Government Knowledge & Understanding

- Has knowledge and understanding of local government structure including service requirements.
- Understands the key challenges facing the local government section.
- Knowledge and experience of operating ICT systems.

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

