



Comhairle Chontae na Gaillimhe  
Galway County Council

# CANDIDATE INFORMATION BOOKLET

Please Read Carefully

**Recruitment and Selection Campaign for  
the Position**

**of**

**Homeless Accommodation Programme  
Coordinator (Grade VI)**

**(1 YEAR CONTRACT)**

**Closing Date for Receipt of Applications:**

**4.00pm on Thursday, 27<sup>th</sup> March 2025**

**Important Notes:**

- Please submit *your application form inclusive of all other required documentation* to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- Candidates must submit a copy of all declared qualifications and a copy of photographic identification with their application forms.
- Application forms must be fully completed. CVs will not be considered.

# Table of Contents

<b>The Role</b> .....	3
<b>Character:</b> .....	3
<b>Health</b> .....	3
<b>Citizenship:</b> .....	3
<b>Education, Training &amp; Experience</b> .....	4
<b>The Post</b> .....	4
<b>The Person:</b> .....	6
<b>Key Competencies</b> .....	7
<b>The Salary:</b> .....	8
<b>Working Hours</b> .....	8
<b>Annual Leave:</b> .....	9
<b>Pension:</b> .....	9
<b>Residence:</b> .....	9
<b>Probation:</b> .....	9
<b>Garda Vetting:</b> .....	9
<b>Outside Employment</b> .....	9
<b>Superannuation Contribution</b> .....	10
<b>COMMUNICATIONS</b> .....	10
<b>CLOSING DATE FOR SUBMISSION OF APPLICATION FORM</b> .....	12
<b>SHORTLISTING</b> .....	12
<b>FINAL INTERVIEW</b> .....	12
<b>THE FINE PRINT</b> .....	14
<b>GENERAL INFORMATION</b> .....	14
<b>IMPORTANT INFORMATION-TERMS AND CONDITIONS</b> .....	15
<b>CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES</b> .....	16

## The Role

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The Homeless Accommodation Programme Coordinator is required to manage and coordinate Homeless Services in Galway County Council's Housing Department.

The successful candidate will be a team lead working as part of a multi-disciplinary team of Council Staff and External Stakeholders, ensuring the implementation of work programmes to achieve goals, targets and standards set out by the Departmental, Regional Homeless Plan, Statutory Requirements, Direction of the Minister, Team Development Plans and Chief Executive or Delegated Person(s).

The Homeless Coordinator is a key position will responsibility for minimising the numbers of people that present as Homeless in County Galway.

## QUALIFICATIONS FOR THE POST

### Character:

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Candidates shall be of good character and references shall be sought.

### Health

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Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

### Citizenship:

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**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

## Education, Training & Experience

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

- Hold a third level qualification in Social Studies or Social Care or Social Science or a related discipline;

### AND

- Have a minimum of 5 years' experience working in the area of homeless and/or housing service provision.

## The Post

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The duties of the office shall be to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The role and responsibilities of the **Homeless Programme Accommodation Co-Ordinator** encompass the following key areas:

- Co-ordinate the functioning of the homeless services team within the Local Authority.
- Liaison with the Regional Homeless Lead.
- Liaison/Coordination with Housing First, START, Homecare providers/programme managers, or any other short, medium or long term supported housing programmes.
- Preparation of funding applications for homeless services including Section 10 funding.
- Reviewing emergency accommodation provision to ensure that there is adequate provision while ensuring that the best value for money solutions are achieved.
- Liaising with AHBs and service providers of temporary emergency accommodation and own front door including attendance at monthly review meeting and referral, admission and discharge meetings.
- Co-ordination with the aftercare services and attendance at aftercare steering group meetings to ensure that adequate resources and planning are in place to support the service.
- Co-ordinate the count of rough sleeper numbers within the County and ensure that Cold Weather initiatives are in place to ensure that adequate bed spaces are provided.
- Co-ordinate the inter County transfer of persons in temporary emergency accommodation that are at risk or require additional service needs that are not available in the County.
- Co-ordination with other statutory and non-statutory agencies including but not limited to An Garda Síochána, HSE, Tusla, Intreo etc. A strong working relationship with the HSE teams in CHO 5 is required.

- Reviewing, revising, and implementing standard operational procedures and health and safety procedures for homeless staff.
- Co-ordinate and ensure provision of information on preventative measures for households at risk of homelessness including maintenance of accurate and up to date information on the Council's website and social media channels.
- The provision of housing and homeless assessments, advise and support to individuals/families in emergency accommodation and sleeping outdoors.
- Provide signposting, referral and support to individuals and families to link in with appropriate health, social and community services.
- To advocate to services on behalf of individuals/families experiencing homeless.
- Designated responsibility for Child Safeguarding in accordance with the Children First Act, 2015 and Children First Guidance 2017 for the homeless section (mandated person).
- Liaise with the regional SOLO committee and represent the Council at meeting as required.
- To progress and operate protocols to exit households from homelessness in accordance with Government policy under Housing for All - Pathway to eradicating homelessness, increasing social housing delivery and supporting social inclusion.
- Where necessary provide a case management service to homeless individuals/families with complex needs.
- Represent the homeless section/housing, case conferences and on relevant interagency forums.
- Linking with homeless people/families in a variety of settings.
- Providing assessment, advice and support to people who are homeless.
- Providing support with and on behalf of clients.
- Assisting persons in the settling in process.
- Linking persons to health and social services and assisting persons to avail of these services, as appropriate.
- Keeping accurate records including the oversight of the PASS system to ensure that records are up to date and accurate.
- Producing reports and presentations and presenting to Municipal Districts, SPCs, Councils Plenary or other fora as may be required from time to time.
- Production and return of homelessness figures for the Region, The Department, Chief Executives Report, Annual Report or for any other purpose requested by Council Management.
- Oversight in relation to payment of any invoices and preparation of recoups relating to homeless services, homeless HAP etc.

- Provision of up-to-date public information regarding homeless services and ensuring that there is a high level of understanding at community level of the services provided and supports available through the homeless team.
- Other duties as may be assigned from time to time.

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

The 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 issued to the successful candidate.

### **The Person:**

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The ideal candidate should demonstrate the following requirements: -

- Have a strong commitment to teamwork.
- Have good knowledge & experience of services for people who are homeless.
- Have good knowledge and working experience of health and social services.
- Have good report writing and administration skills.
- Have experience of working with individuals and/or families experiencing homelessness.
- Have experience of working with individuals and/or families who have additional welfare support needs in the areas of physical & mental health, domestic abuse and substance misuse.
- Experience of working with individuals that have convictions.
- Have knowledge and experience of supporting people/families to exit homelessness via housing pathways including long term supported, own front door, Housing Assistance Payment (HAP) and social housing.
- Have knowledge and understanding of the structures and functions of Local Government statutory homeless service provision including relevant legislation, strategies and stakeholder engagement.
- Have good knowledge and experience of working with statutory and voluntary agencies within the housing/homeless sector.
- Have good knowledge & experience of working with local community, health and social services.
- Have strong interpersonal and communication skills.

- Be self-motivated with an ability to work on own initiative.
- Have ability to work independently within a team environment.
- Have ability to work under pressure to tight deadlines and to prioritise work.
- Have an awareness of relevant legislation and regulations in the area of Health and Safety and Data Protection.
- Have experience of adhering to and implementing Children First Act 2015 and Children First Guidance (2017) in a service and the role of responsibility of a mandated person.
- Have excellent report writing and organisational skills.

**Candidates must possess a clean, current, Class B Driving Licence and will be required to have access to his/her own car.**

## Key Competencies

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include practical examples which demonstrates these competencies. Interviews will also be competency based and marks will be awarded under these skills sets.

<b>Leadership, Motivation &amp; Decision Making</b>	<p><b>Candidates will be required to demonstrate their ability to:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates understanding of social situations and dynamics and ability to operate effectively.</li> <li>• Empowers, influences, and encourages others to gain supports for ideas, proposals, and solutions.</li> <li>• Builds constructive working relationships characterised by a high level of acceptance, co-operation, and mutual respect.</li> <li>• Acts decisively and makes timely, informed, and effective decisions.</li> <li>• Presents ideas effectively to individuals and groups.</li> </ul>
<b>Personal Effectiveness</b>	<p><b>Candidates will be required to demonstrate their ability to:</b></p> <ul style="list-style-type: none"> <li>• Take initiative and seek opportunities to exceed goals.</li> <li>• Manage time and workload effectively and operate in an environment with significant complexity and pace.</li> <li>• Remain calm under pressure and maintain a positive, constructive, and enthusiastic attitude to their role.</li> </ul>
<b>Interpersonal Skills /Communication</b>	<p><b>Candidates will be required to demonstrate their ability to:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates experience of report writing and correspondence.</li> <li>• Demonstrates experience of work-based dealings with a variety of groups/agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates experience of effecting work-based improvements in the face of opposition.</li> <li>• Demonstrates experience of making presentations.</li> <li>• Demonstrates experience of negotiating successful outcomes.</li> <li>• Demonstrates experience of chairing or contributing to group problem solving.</li> <li>• Demonstrates experience of dealing with and resolving conflict that requires excellent interpersonal, negotiating and communication skills.</li> </ul>
<b>Delivering Results</b>	<p><b>Candidates will be required to demonstrate their ability to:</b></p> <ul style="list-style-type: none"> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards.</li> <li>• Make timely, informed, and effective decisions and show good judgement and balance in making decisions or recommendations.</li> <li>• Contribute to the development of operational plans and lead the development of team plans.</li> <li>• Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.</li> <li>• Take initiative and seek opportunities to exceed goals.</li> </ul>

### The Salary:

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Point	01/03/2025
1	€56,754
2	€58,108
3	€59,758
4	€62,862
5	€64,716
LSI 1	€67,020
LSI 2	€69,337

### Working Hours

35.10 Hours per week. The Homeless Accommodation Programme Coordinator may be required to work outside normal hours from time to time.



**Annual Leave:**

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30 Days per Annum.

**Pension:**

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Local Government Superannuation Scheme. Details provided prior to appointment.

**Residence:**

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The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

**Probation:**

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Where a person who is not already a permanent officer of a Local Authority is appointed to the office, the following provisions shall apply:

- a) There shall be a period after such appointment takes effect during which such person shall hold such office on probation.
- b) Such period shall be twelve months, but the Chief Executive may at his/her discretion extend such period.
- c) Where such person's services are unsatisfactory, the appointment may be terminated by the Chief Executive at any time during the period of probation.
- d) Where, on completion of the period of probation, the Chief Executive certifies that the person's services are satisfactory, such person will finally be appointed.

**Garda Vetting:**

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Garda vetting may be sought in respect of individuals who come under consideration for appointment.

**Outside Employment**

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The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

## Superannuation Contribution

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A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. 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 dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. 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 dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory.

## COMMUNICATIONS

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Galway County Council will contact you when necessary, at each stage of the competition by post /email/sms. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message will be sent to the email address/telephone number originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie).

The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council does not accept responsibility for communications not accessed or received by an applicant.

## -STAGE 1-

# CLOSING DATE FOR SUBMISSION OF APPLICATION FORM

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**The Closing Date for the receipt of completed forms is 4pm on 27<sup>th</sup> March 2025.**

- Applications may be submitted to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time so as to be received by **the closing date.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

## -STAGE 2-

# SHORTLISTING

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Galway County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview or other written, oral or practical tests appropriate to the position. You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## -STAGE 3-

# FINAL INTERVIEW

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### **Final Interview Process**

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Galway County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview.

If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Galway County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Galway County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the postal or email address specified on their application form.

Candidates on the panel, who satisfy all the requirements for the post may be offered employment subject to:

- (i) their place, in order of merit, on the panel.
- (ii) the requirements of Galway County Council.

Please note that interviews may take place via online platform.

# THE FINE PRINT

## GENERAL INFORMATION

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1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.

5. **The Importance of Confidentiality**

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the General Data Protection Regulations and the Freedom of Information legislation.

6. **Deeming of candidature to be withdrawn**

Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

7. **Data Protection**

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts.

To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

8. **Candidates should note that canvassing will disqualify.**

## IMPORTANT INFORMATION-TERMS AND CONDITIONS

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***Your attention is drawn to this important information.***

*By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:*

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
3. Candidates in the recruitment process must not:
  - Knowingly or recklessly provide false information
  - Canvass any person, with or without inducements
  - Interfere with or compromise the process in any way.
4. A third party must not impersonate a candidate at any stage of the process.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

  - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
  - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

# ***CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES***

## **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

## **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

## **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).



- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

#### **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
  - Candidates must not knowingly provide false information on their application.
  - No other person may impersonate or represent a candidate at any stage of a selection process.
  - Candidates must not interfere with or compromise the process in any way.
  - Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

#### **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee

that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.

- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of : -
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board *or*
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## **YOUR RIGHT TO INFORMATION AND TO APPEAL**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

***GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER***



## Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit *your application form inclusive of all other required documentation* to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.

**The onus rests with the applicant to ensure that his/her application form and all required documentation is received by the Human Resources prior to the competition closing date.**