



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

RECRUITMENT AND SELECTION CAMPAIGN FOR THE POSITION OF DATA PROTECTION OFFICER

CLOSING DATE FOR RECEIPT OF APPLICATIONS

4PM ON THURSDAY 07TH NOVEMBER 2024

Important Notes:

- Please submit *your application form inclusive of all other required documentation* to 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 driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

TABLE OF CONTENTS

The Competition:	3
Character:	3
Health:	3
Education, training, experience, etc:	4
Duties and Responsibilities:	5
Probation	9
Remuneration:	9
Working Hours	10
Annual Leave:	10
Garda Vetting:	10
Outside Employment	10
Superannuation Contribution	10
Communications	11
Stage 1: Closing Date for submission of Application form	11
Stage 2 - Shortlisting	12
Stage 3 - Final Interview	12
The Fine Print	13
General Information	13
IMPORTANT INFORMATION-Terms and Conditions	14

THE COMPETITION:

Galway County Council is establishing a panel for the position of permanent **Data Protection Officer** from which future relevant vacancies may be filled during the lifetime of the panel.

QUALIFICATIONS FOR THE POST

CHARACTER:

Each candidate must 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.

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their own expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

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

EDUCATION, TRAINING, EXPERIENCE, ETC:

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

- (i)(a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,

AND

- (b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

OR

- (ii) have obtained a comparable standard in an equivalent examination,

OR

- (iii) Hold a third level qualification of at least degree standard,

AND

- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

It is Desirable that the successful candidate holds:

- A relevant third level qualification
- A knowledge and understanding of Data Protection
- Strong analytical skills and full proficiency in Microsoft Office and in particular, Excel is essential.
- Knowledge, understanding and previous relevant experience of GDPR & Data Protection law, regulations and directives and their implementation.

- An understanding of how to build, implement and manage data protection programmes.
- The ability to carry out the tasks referred to in Article 39 of GDPR.
- A reasonable understanding of the organisation's technical and organisational structure and be familiar with information systems and data security.
- A satisfactory knowledge of the functions and duties of Local Authorities.
- Knowledge of the organisation's administrative rules and procedures.
- Excellent communication, interpersonal and people management skills.
- Excellent organisational, time management and leadership skills.
- Ability to work effectively under pressure and achieve objectives in a timely manner.
- Ability to work effectively as part of a team.
- Proven problem solving and trouble shooting skills.

Holders of the post should hold a current, full, Category B driving licence and have access to own car.

****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.***

DUTIES AND RESPONSIBILITIES:

The Data Protection Officer is responsible for monitoring the organisation's compliance, informing it of, and advising on its data protection obligations, and acting as a contact point for data subjects and the Data Protection Commission. The Data Protection Officer shall lead, advise, co-ordinate and where appropriate give direction on all aspects of GDPR in Galway County Council. In particular, they will be required to:

- Ensure ongoing monitoring and compliance with the General Data Protection Regulations across the organisation
- Inform and advise the organisation, its employees and customers of their data protection rights and obligations under the GDPR
- Have due regard to the risks associated with processing operations, taking into account the nature, scope, context and purposes of processing and provide advice and recommendations on actions to assist in reducing any risks identified
- Provide advice as required in respect of data protection impact assessment and monitor its performance pursuant to Article 35 of GDPR.

- Cooperate with and act as the contact point for the Data Protection Commissioner on issues relating to processing, including the prior consultation referred to in Article 36, and to consult, where appropriate, with regard to any other matter.
- Provide information, guidance and continual / timely updates to designated GDPR representatives across the organisation
- Facilitate and advise on the development and implementation of policies in relation to the protection of personal data
- Deliver in-house GDPR training and awareness programmes for staff
- Where a data breach or suspected data breach occurs, take a risk-based approach and notify the supervisory authority on behalf of the Council as required, together with maintaining a log of data breaches
- Act as the point of contact for the Data Protection Commission on behalf of the Local Authority
- Maintain a register of the record of processing activities (RoPA) through coordinating and supporting local functional areas in undertaking and maintaining up-to-date local Records of Processing Activities
- Together with the designated GDPR representatives, act as a contact point for data subjects regarding their data protection rights under the GDPR and oversee the processing of data subject rights requests related to processing of their personal data together with maintaining a log of all DSAR's
- Supporting functional areas in ensuring all Data Processing Agreements, Data Sharing Agreements and Joint Controller Agreements with data processors, data controllers and joint controllers are in place and fully compliant with data protection legislation
- Conduct audits and reviews of data protection processes in the Local Authority and make recommendations for implementation
- Provide monthly reports/updates to the Management Team
- Represent Galway County Council at regional and national levels
- Identify and agree work programmes, targets and deadlines and ensure their subsequent implementation. Project Management as required
- Complete all essential training successfully
- Participate in the Performance Management Development System
- Manage budgets as required
- Ensure that services are delivered efficiently - general office management
- Perform any other duties and responsibilities as may be assigned from time to time
- Support Galway County Council's service delivery and fulfil the strategic objectives in Galway County Council's Corporate Plan.

KEY COMPETENCIES

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing and/or interview processes will be based primarily on the information provided by candidates in the application form:

<p>Strategic Management and Change (100 marks)</p>	<p>Political Awareness Has a clear understanding of the political reality and context of the local authority and its responsibilities.</p> <p>Strategic Ability Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with the purpose, mission and vision of the Council Is effective in translating the mission and vision into operational plans and outputs</p> <p>Bringing About Change Effectively manages the introduction of changes, fosters a culture of creativity in employees and overcomes resistance to change.</p>
<p>Delivering Results (100 marks)</p>	<p>Problem Solving and Decision Making Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions having regard to corporate goals, operations objectives and available resources. Establish high quality service and customer care values</p> <p>Managing Resources and Outcomes Manages the allocation, use and evaluation of internal and external resources to ensure they are used efficiently to deliver on operational plans. Promotes the achievement of quality outcomes in delivering services.</p> <p>Ensuring Compliance Abides by the laws, regulations and procedures that determine local government operations and the discharge of employee duties Ensures that relevant legislation, regulations and policies apply to all work practices and procedures.</p>
<p>Performance through People (100 marks)</p>	<p>Lead and Motivating Leads, motivates and engages others to achieve quality results and to deliver their part of operational plan.</p> <p>Managing Performance Effectively manages performance. Empowers and encourages people to deliver their part of operational plan.</p> <p>Communicating Effectively Recognises the value of an requirement to communicate effectively Has good interpersonal skills Presents ideas effectively to individuals and groups.</p>

<p>Personal Effectiveness (100 marks)</p>	<p>Qualifications and Knowledge Keeps up to date with developments, trends and best practice in area of expertise and responsibility. Ensures knowledge, skills and qualifications are up to date. Participates in management and leadership development opportunities to develop as a leader. Shares information, knowledge, experience and learning with others.</p> <p>Integrity Is honest and trustworthy in all dealings. Adopts an even handed approach and is fair, consistent and open in all matters. Models and promotes appropriate social and ethical standards in all interactions. Demonstrates a strong commitment to delivering an effective Public Service.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles Does more than is required, anticipating situations and acting to pre-empt problems Creates new opportunities</p>
--	--

DETAILS AND PARTICULARS

PROBATION

Where a person is appointed to Galway County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

REMUNERATION:

Holders of the post will be paid at the appropriate point on the pay scale in accordance with the relevant Department Circular. New entrants to the Local Authority Sector will be appointed to the minimum of the scale.

Point	01/10/2024
1	€58,252
2	€59,677
3	€61,341
4	€63,011
5	€64,680
6	€66,172
7	€67,700
8	€69,179
9	€70,656
LSI 1	€73,185
LSI 2	€75,728

WORKING HOURS

The standard working week will be 35.17 hours per week. The role will involve flexible working hours and may include evening and weekend work.

ANNUAL LEAVE:

30 Days per annum

RESIDENCE:

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

GARDA VETTING:

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

OUTSIDE EMPLOYMENT

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

The Local Government Superannuation Scheme applies.

COMMUNICATIONS

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. 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

- Applications may be submitted to 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.

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.

STAGE 2 - SHORTLISTING

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

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.

THE FINE PRINT

GENERAL INFORMATION

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 Acts 1997 & 2003.
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 25th 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 & 2003.

To make a request to access your personal data please submit your request by email to: 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

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 and the national website 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 25th 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 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 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 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.