



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

RECRUITMENT AND SELECTION CAMPAIGN FOR THE POSITION OF INFORMATION SYSTEMS (IS) ANALYST DEVELOPER (GRADE VI) TECHNICAL DEVELOPMENT

CLOSING DATE FOR RECEIPT OF APPLICATIONS

4PM ON THURSDAY 15TH MAY 2025

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.

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THE COMPETITION:

Galway County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent & fixed-term contract vacancies for the position of Information Systems (IS) Analyst Developer – Technical Development shall be filled.

The successful candidate will be assigned to the Information Systems (IS) department of Galway County Council and will work under the general supervision of the Technical Development Information Systems Project Leader (ISPL) whilst working closely with other members of the ICT team and the wider organisation.

The Technical Development Team manages services including the Local & Wide Area Networks (LAN/WAN) networks, firewalls, telephony, servers, security and other IS projects which support Galway County Council in the provision of services to the Citizens and Businesses of Galway as well as the staff and the elected members of the Council.

This successful candidate will form part of our Technical Development team whose goal is to introduce, improve, support and streamline IS technical processes and services within the Council. Due to the dynamic nature of ICT, and the changing business requirements within the Council, all ICT posts require a flexibility of work in other IT roles as needs require.

Additional duties may be assigned by the Head of Information Systems from time to time.

QUALIFICATIONS FOR THE POST

CHARACTER:

Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.

It is desirable that candidates demonstrate through their application form and at the interview that they have:

- Good interpersonal skills able to establish positive relationships with staff of the Council, Councillors, partners, external agencies, and suppliers etc.
- Well-developed presentation and negotiation skills: able to communicate clearly, pleasantly, and confidently with staff and stakeholders both orally and in writing.
- Confident in their technical abilities, can work under pressure and to tight deadlines. Able to work on your own initiative and be a self-starter, prioritising work with minimum supervision.
- Must be committed to self-development and be enthusiastic about acquiring new skills.

HEALTH

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

EDUCATION, EXPERIENCE ETC.

Each candidate must on the latest date for receipt of completed applications:

- a) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree) in a relevant computing discipline and at least 3 years directly relevant, recent ICT hands-on experience from your employment to date.

Or

- b) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken in the final year and at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

Or

- c) A qualification at Level 7 NFQ major award qualification in a relevant computing discipline and at least 4 years directly relevant ICT hands-on experience from your employment to date*

Or

- d) A level 6 NFQ major award qualification in a relevant computing discipline and at least 5 years directly relevant ICT hands-on experience from your employment to date*

And

Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge

*Relevant ICT hands-on experience should include, but is not limited to; areas such as enterprise architecture, technical infrastructure service design and delivery, system implementation, project management, server and client operating systems, telecommunications and networking infrastructure delivery support, technical support, ICT service management, operations and server support, ICT/Cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, Networking Experience – WAN, LAN, SD-WAN knowledge, Active Directory, DHCP, DNS, Office 365 incl. Teams, SharePoint, Defender Security Suite , Intune & Entra Suite

DRIVING LICENCE

Candidates must hold a full unendorsed driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority.

CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- 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
- 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
- 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

ROLE, DUTIES AND RESPONSIBILITIES:

Galway County Councils Information Systems Department provides critical ICT support to the operational Directorates of the Council. It assists them in achieving their specific operational targets and corporate objectives as well as providing essential Information Technology infrastructure, systems and support to Galway County Council.

The IS Analyst Developer is a key role in the IS Technical Development team, reporting to the IS Project Leader and assisting in the support and implementation of IS systems and technical support for the local authority with an emphasis on the LAN/WAN network, Network Firewalls, Storage Area Network (SAN), Windows Servers & Microsoft 365. The IS

Analyst Developer is responsible for the design, development, support and integration of IS technical systems in Galway County Council.

Note: This is an Analyst Developer grade, but it is not a programming / developer related post.

Duties for the position shall include but are not limited to:

The following list is not an exhaustive list and is provided only as a guidance note on the types of activities which the successful candidate will be required to undertake.

- Maintain, develop, and support the Galway County Council's LAN/WAN network infrastructure,
- Enforce and support the Council's IS Network & Security policies, including maintenance and development of firewalls, endpoint protection, disaster recovery systems and business continuity.
- Roll out patching, firmware upgrades and hardening of devices in accordance with relevant security policies.
- Operate and manage all aspects of the Council's backup and recovery processes.
- Analyse and resolve problems relating to IS networks, email, and internet.
- Install hardware and software operations systems solutions to support infrastructure, database, web, and spatial applications.
- Implement upgrades of IS network expansion, hardware, software, security
- Research, evaluate and recommend solutions and appropriate technology to meet the IS department needs.
- Understand and ensure compliance with relevant Data Protection regulations
- Provide high level technical support in an effective and responsive manner to Staff and Elected Members.
- Provide input to the ongoing program of renewal and investment in IS hardware and software.
- Participate in the planning and implementation of the IS Section's work program

- Keep abreast of information technology evolution, in particular, Networking and Cloud solutions and identify opportunities for such technologies to be gainfully utilised by the Council.
- Testing and deploying new IS Technical systems to ensure proper operation and integration.
- Due to the dynamic nature of the IS environment and the pace of change of systems and equipment, allied to the constantly developing business requirements within Galway County Council, all IS Section posts require a flexibility to work on other IS areas as circumstances change. While the listing above sets out core components related to this post, staff may be required to undertake I.S. work at a similar level in other areas of the IS Department structure.
- Post holders will also be required to perform other duties that may from time to time be assigned to them.

In addition, the following product knowledge would be desirable:

- Networking – Routing, Switching, WAN, LAN, SD-WAN knowledge and experience
- Virtualisation knowledge - Microsoft Hyper-V or VMWARE
- Server Hardware configuration, upgrade and trouble shooting.
- Storage Area Networking (SAN) Systems Administration
- Secure internet gateway & DNS-layer security technology solutions
- Multi-Factor Administration (MFA)
- Active Directory, DHCP, DNS
- IT Security Practices and Protocols,
- Disaster Recovery, Backup and Recovery Applications
- Microsoft Azure Infrastructure and Services support
- Microsoft Office 365 incl. Teams, SharePoint, Entra, Intune & Defender
- Windows Server OS Support
- Microsoft Licensing
- Business Intelligence Tools Operations eg Power BI
- MCSE/MCSA, Network+, Security+
- Prince2, ITIL

SKILLS AND COMPETENCIES:

The ideal candidate shall:

- Have strong and current knowledge of IS Networking LAN/WAN, Firewalls, Virtualization (Microsoft Hyper-V or *VMware*), Active Directory, SAN, DHCP, DNS, and IT Security Practices.
- Disaster Recovery, Backup and Recovery Applications experience.
- Microsoft Cloud Applications support – Entra, Intune, Office 365, MS Defender
- Microsoft Teams Telephony and Integrations support,
- Have experience working in team projects with many stakeholders and complex interdependencies.
- Have excellent planning and organisational skills;
- Have knowledge/awareness of latest developments and trends in IT;
- Have knowledge/awareness of Development and Information Technology Infrastructure;
- Have a high level of interpersonal, team-building and motivational skills;
- Demonstrate the ability to deliver within budgetary constraints
- Demonstrate the ability to implement plans and projects and to support and maintain the ICT vision across the organisation.
- Have a strong record of collaboration, excellent motivational skills and a commitment to meeting deadlines and delivering high quality customer service.
- Possess in depth knowledge of a local authority environment, culture and operations and a strong awareness of the strategic direction of local government.
- Have a good understanding and appreciation of the role of ICT in a statutory body, where there will be a reliance on a robust technological infrastructure to support the activities and operation of the organisation.
- Have a proven record of willingness to take the initiative and adopt a proactive approach to the introduction of ICT-based solutions.
- Have proven skills in an ICT area, keen intelligence, strong detailed analytical ability and sound judgment.
- Have a strong focus on quality of customer service.
- Be a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.
- Be decisive and innovative.
- Have excellent motivational skills and be capable of working equally well as a member of a team and as a leader.
- Have a strong commitment to the implementation of strategic change.

EXPERIENCE AND KNOWLEDGE:

- Significant experience in the following: Networking LAN/WAN, Firewalls, SAN, Windows Server, Office 365, Active Directory, Cloud Applications.
- Evidence of implementing IT systems, techniques, and procedures.
- Must be able to demonstrate commitment to customer service.
- Experience of working with a IS service desk, including service desk system administration based on ITIL work practices.
- Experience delivering projects using recognised methodologies (e.g. Prince2, PMP, ITIL etc.): development of business cases, writing of project initiation documents and identifying project risks.
- Appreciation and knowledge of Information Governance.
- Practical experience of the implementation of change, including development of policies, procedures, and work practices.
- Understanding of IS procurement process within the context of public sector regulations.

KEY COMPETENCIES:

Specialist Skills, Knowledge & Experience	<p>Relevant Knowledge and experience: Demonstrates comprehensively the required specialist knowledge, experience, and skills for the role. Keeps up to date with current developments, trends, and best practice in their area of expertise.</p> <p>Personal Motivation, Initiative and Achievement: Sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties.</p> <p>Resilience and Personal Well Being: Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity: Behaves in an honest, trustworthy, and respectful manner and is transparent, fair and consistent in dealing with others.</p>
Management & Change	<p>Operational Planning: Contributes to operational plans and team plans in line with priorities and action for their area of operations. Tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p>

	<p>Bringing about Change: Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results	<p>Problem Solving and Decision Making: Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. Plan and prioritise work and resources effectively in a busy ICT department</p> <p>Managing Resources: Evaluates & consumes resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes: Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>
Personal Effectiveness	<p>Influencing and Motivating Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Relevant and up to date IT. experience</p> <p>Strong technical knowledge required for the position</p> <p>Experience of managing technical projects and tasks</p> <p>Experience managing an effective ICT service desk</p> <p>Communicating Effectively Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</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:

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	01/3/2025
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. Out of Hours working may be required from time to time.

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

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

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.

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.

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.

FINAL INTERVIEW

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 Freedom of Information Acts 1997 & 2003 and the General Data Protection Regulations.
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**
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 General Data Protection Regulations.
8. **Candidates should note that canvassing will disqualify.**

Your attention is drawn to this important information.

By applying, 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. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. 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. 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 delay's rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.