



Comhairle Chontae na Gaillimhe  
Galway County Council

# CANDIDATE INFORMATION BOOKLET

RECRUITMENT AND SELECTION CAMPAIGN FOR  
THE POSITION  
OF  
BUSINESS DEVELOPMENT & OPERATIONS  
OFFICER  
(GRADE VII)  
(3-YEAR CONTRACT)

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS

4.00 P.M. ON THURSDAY 27<sup>TH</sup> FEBRUARY 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 driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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## **THE COMPETITION:**

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The purpose of this recruitment campaign is to form a panel from which temporary vacancies may be filled for the position of Business Development & Operations Officer (initially for Portumna Courthouse & Loughrea Town Hall but also other Regeneration projects that may come on line).

## **BACKGROUND:**

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Portumna Courthouse and Loughrea Town Hall are vital, multi-purpose arts, events, remote working and community spaces: homes for original and adventurous arts, performers and artists from across the world and offer new exciting homes for the Arts in County Galway. Both venues are housed in grand former civic buildings, the old Town Hall in Loughrea and the old Courthouse in Portumna.

These venues will reinvigorate arts, and community while creating remote working opportunities following capital investment from both the Department of Rural and Community Development through the Rural Regeneration Development Fund and Galway County Council funding. Both buildings are poised to become a vibrant home for unique and ambitious exhibitions, performance and events, welcoming more and more people through their doors every year.

The artistic exhibition and performance programme will be developed in liaison with the local stakeholder arts groups including Loughrea Arts Recreation and Culture, Portumna Arts Group, the Shorelines Arts Festival and other stakeholders as deemed appropriate.

### **Main Purpose of the Role**

The Business Development & Operations Officer, initially for Portumna Courthouse & Loughrea Town Hall is a key role in the organisation, responsible for ensuring a high level of service to all users of the building (staff, tenants, artists, audiences, event hirers, local community etc.), leading on all health and safety and due diligence compliance, and ensuring the upkeep and maintenance of the building to a high standard.

The Business Development & Operations Officer will be a temporary 3-year contract position and will operate across both Portumna Courthouse and Loughrea Town Hall venues initially but will contribute to the growing Regeneration Projects/Portfolio of Galway County Council.

# QUALIFICATIONS FOR THE POST

## CHARACTER:

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Each candidate must be of good character.

## HEALTH:

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

## 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, ETC:

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

- a) be a serving employee in a local authority or regional assembly, and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post, and
- b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff and

c) be computer literate and have good verbal and written communication skills and be comfortable speaking in public.

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- (i) hold a professional qualification at degree level (level 8 NFQ) or above in Business/Entrepreneurship, Community Development, Arts, Tourism, Heritage or equivalent and
- (ii) have experience of working in or working with small and micro businesses, local community groups and be familiar with the broad range of supports, agencies and funding opportunities available to support same and
- (iii) be computer literate and have good verbal and written communication skills and be comfortable speaking in public.

**Candidates must possess a current unendorsed full driving licence (Category B) and have access to his/her 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.***

**Desirable Experience:**

- Have a minimum of 5 years relevant post-graduate working experience.
- Have significant experience in working in cross-sectoral collaborations, with multiple stakeholders to deliver on projects;
- Have the capacity to interact effectively with local elected members and people from a broad range of sectors and groups.
- Have the ability to maximise financial resources within a budgetary control framework and demonstrated experience in the management of budgets;
- Be computer literate and have excellent verbal and written communication skills and be comfortable presenting and speaking in public;
- Have a good understanding and knowledge of local government and its role.
- Have a proven background in business, community development, arts and/or venue management, with particular experience in managing events/ staging exhibitions.
- Have health and safety knowledge, especially of its practical application within the context of both a venue, and live events.
- Have strong interpersonal and networking skills, a connector, with genuine interest in supporting the success of others.
- Manage processes, developing standards, promoting process improvement.
- Have the ability to work independently and unsupervised, using own initiative.
- Have good marketing and presentation skills - experience of marketing and communications, including social media.

- Have experience of managing staff or volunteers.
- Have experience of developing and maintaining key stakeholder relations.
- Have knowledge of building management and property maintenance
- Have an open, positive and hands-on approach to all tasks as well as being an efficient and effective problem solver.
- Have the ability to remain adaptable and flexible at all times.
- Have strong attention to detail with the ability to prioritise a complex workload by utilising excellent organisational skills.
- Have good communication and relationship building skills.
- Have capable knowledge of finance and accounts. A head for figures, margins, budgets, and revenue.
- Have a minimum of two years' experience in supervisory or management role.

The ideal Candidate will demonstrate:

- High level skills in strategic leadership, relationship management, communications, and planning.
- Ability to work effectively with all stakeholder groups, business owners, communities, state agencies, educational & training organisations, multidisciplinary teams, executives and elected representatives.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyse, and resolve issues.
- Ability to both manage and work with others to achieve agreed outcomes and ability to prioritise tasks and work schedules in an effective manner.
- Ability to identify and promote arts, tourism and economic development projects and initiatives.
- Ability to manage publicity and marketing to generate positive outcomes and outputs.
- Capacity for innovation in thinking and delivery.
- Have knowledge of event scheduling system, online booking systems.
- Have strong Microsoft Office skills (particularly in Outlook, Word and Excel).
- Have the ability to develop venue management systems as required.
- Understand the importance of maximising commercial income in a community venue.
- Have a passion and interest in contemporary culture, particularly in art, theatre, cinema, dance, music and/or comedy.

## **DUTIES AND RESPONSIBILITIES:**

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### **General**

- To act as a duty manager for the buildings.
- To promote and maintain the highest standard of customer service.
- To publicly represent Loughrea Town Hall and Portumna Courthouse in a prepared and professional manner.

- To work outside standard hours as required.
- To maintain confidentiality.
- To undertake any other duties which may be reasonably requested to ensure the smooth running of both venues.
- To ensure the smooth, safe running of all activity across Loughrea Town Hall and Portumna Courthouse.

### **Buildings and Facilities:**

- Ensure all building areas are presented to a high standard, are secure and health and safety compliant at all times.
- To oversee all building maintenance issues, reporting to the Director of Corporate Property as necessary, and ensuring that urgent repairs are carried out in a timely manner.
- To ensure that all necessary building maintenance contracts are kept up to date and that best value is obtained at all times.
- To ensure that all building systems are maintained and fully operational at all times, with a particular focus on all life safety systems and the burglar alarm and operational equipment.
- To work with the Galway County Council's Health & Safety Section to maintain and revise, as appropriate, a safe and efficient evacuation procedure for the building, updating staff evacuation training regularly and to a high standard.
- To ensure that all building users are trained in the unlocking and securing of the building, evacuation procedures and all other necessary health and safety practices.
- To ensure that all casual staff/community volunteers are fully trained in a robust and detailed manner, specifically in relation to evacuation procedures and health and safety practices.
- To be the primary key holder for the buildings, responding to security and fire alarm calls when required.
- To work with Galway County Council Buildings and Facilities Manager to oversee the management of the cleaning contract, ensuring the highest standards are maintained throughout the two buildings.
- To work with Galway County Council IT section to ensure the operation of IT facilities and telephone requirements across both remote working hubs.
- To work with Galway County Council Health and Safety Section to ensure all periodic inspections and checks that meet licencing and health, and safety obligations are carried out appropriately, and certification, risk assessments and any other due diligence and/or auditable paperwork is completed and maintained professionally.
- To maintain a proactive and effective relationship with building tenants (in particular the Café operator at Portumna Courthouse), assisting with communication and administration as required.

## **Event & Artistic Programme**

- To create event plans and risk assessments for both large and small-scale events, festivals and artistic activity,
- To work proactively with the rest of the stakeholders to deliver and duty manage the events and artistic programme to the highest quality.
- To support all event hirers and artists to deliver the best possible activity.
- To ensure all internal and external marketing and tourist information displays are maintained effectively and in accordance with marketing/communication plans.
- To provide support to all users of the building with regards delivery of the event artistic programme.

## **Management & Administration**

- Identify opportunities for new growth and assist with the planning for longer term development.
- The development and execution of a marketing and communication plan for Portumna and Loughrea centres to include the creation of marketing channels, calendar of events etc.
- The marketing of the facilities to artistic and culture groups and the agencies that reach out to same both through a marketing campaign and through ongoing relationships with key tourism development bodies as the plans and branding emerge.
- The promotion of an open and inclusive arts and culture centre, at the heart of which is a culture of shared learning and experience.
- Encouraging networking benefit and synergies among users of the facilities
- Building media relationships, maximising awareness of Portumna Courthouse and Loughrea Town Halls multi-purpose arts/performance and remote working social spaces.
- Prepare quarterly key performance indicators and financial and business monitoring and evaluation reports.
- To prepare and implement a communication plan for both venues.
- To manage the social media platforms and web presence of both venues.
- To network with existing remote working hubs via platforms such as the Atlantic Economic Corridor Hub Network.
- Facilitate and nurture an ethos of collaboration and enterprise among those utilising the coworking space.
- To ensure effective management of the occupiers of the remote working spaces including the operation and management of the booking procedures.
- To liaise with voluntary groups, the community and industry (including schools, local history, and other community groups), as well as grant agencies to secure sponsorship for events, publications, and development projects.
- To manage budgets effectively, always minimising expenditure where reasonably possible.



The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

## COMPETENCIES

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form and at interview of competence under each of these headings:

<b>Management &amp; Change</b>	<p><b>Strategic Ability:</b> Displays the ability to think and act strategically to ensure that his/her functional responsibility is properly aligned with purpose, mission and vision of the Council. He/she is effective in translating the mission and vision of the Corporate Plan into operational plans and outputs.</p>
	<p><b>Networking and Representing:</b> Establishes, maintains, participates and contributes to networks and works collaboratively with stakeholders to enhance service delivery. Sustains a positive image and profile of Galway County Council.</p>
	<p><b>Bringing about Change:</b> Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making:</b> Can pinpoint the critical necessary information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p>
	<p><b>Operational Planning:</b> Contributes to operational plans and develops team plans in line with priorities and actions for his/her area of operation, having regard to Corporate goals, operational objectives, and available resources. Establishes high quality service standards.</p>
	<p><b>Managing Resources:</b> Manages the allocation, use and evaluation of resources to ensure efficient delivery of service delivery objectives.</p>

<b>Performance through People</b>	<b>Leading and Motivating:</b> Leads, motivates and engages others to achieve quality results. Leads by example in terms of commitment, flexibility, and a strong customer service ethos.
	<b>Managing Performance:</b> Effectively manages performance. Builds and leads effective Teams/Sections/Units. Empowers and encourages people to deliver their part of the operational plan, using Team Development Plans and Personal Development Plans.
	<b>Communicating Effectively:</b> Recognises the value of and requirement to communicate effectively with all employees. Has effective verbal and written communication skills. Presents ideas effectively to individuals and groups.
<b>Personal Effectiveness</b>	<b>Personal Motivation, Initiative and Achievement:</b> Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.
	<b>Resilience and Personal Well Being:</b> Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.

## DETAILS AND PARTICULARS

### PROBATION

Where a person is appointed to Galway County Council or Galway City 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;

### REMUNERATION:

The current salary scale ranges from **€58,252 - €75,728** per annum and entry to the scale shall be determined having regard to Departmental Circulars.

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**

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35.10 Hours per week.

## **ANNUAL LEAVE:**

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30 days per annum.

## **RESIDENCE:**

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Holders of the post shall reside in the district in which their duties are to be performed or within reasonable distance thereof.

## **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 **4p.m. on Thursday, 27<sup>th</sup> February 2025**

You must submit the following with your application:

***Copy of Declared Qualifications***

***Copy of driving licence.***

- 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.

**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

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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. 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.

**[Galway County Council may conduct the interviews for this recruitment competition online via Microsoft Teams](#)**

## -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 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**  
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.
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.