



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

***PLEASE READ CAREFULLY***

*Competition Reference: RT/694*

*Closing Date: 4:00pm Friday 10<sup>th</sup> May, 2024*

*Tipperary County Council is an Equal Opportunities Employer*

**ROYAL SITES OF IRELAND PROJECT  
CO-ORDINATOR**

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## General Information

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

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

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

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Royal Sites of Ireland Project Coordinator**

Tipperary County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government and Heritage.

This Candidate Information Booklet is intended to provide information on the post of Royal Sites of Ireland Project Coordinator

and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of Royal Sites of Ireland Project Coordinator

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

# Background and Purpose of the Role

## World Heritage

World Heritage properties and sites are places of outstanding importance to all people no matter where they live, and form a common inheritance for humanity. They are recognised by UNESCO as having such Outstanding Universal Value that their conservation is important for current and future generations.

The World Heritage Convention was adopted by the UNESCO General Conference in 1972. Currently, 194 countries (known as “States Parties”) have ratified the Convention, including Ireland in 1991. The Convention established the World Heritage List as a means of identifying that some places, either natural or cultural, are of such significance as to be the responsibility of the international community as a whole. By signing up to the Convention, States Parties pledge to conserve not only the World Heritage Properties in their territory but also to avoid deliberate measures that could damage World Heritage Properties in other countries. As such, the World Heritage List serves as a heritage conservation tool. At the moment there is 1121 designated sites.

The Convention is overseen by the World Heritage Committee, composed of 21 countries elected by the States Parties. The Committee decides which places shall be added to the World Heritage List. It has three Advisory Bodies to advise on professional issues and is supported by UNESCO’s World Heritage Centre in Paris. The Centre advises States Parties on the preparation of site nominations, organises technical assistance on request and coordinates reporting on the condition of sites. It also coordinates emergency action to protect threatened sites and administers the World Heritage Fund.

## The Nomination Process

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

In July 2022, the Minister for Housing, Local Government and Heritage announced the Royal Sites of Ireland as one of 3 successful bids to be added to Ireland’s Tentative List of properties for potential future nomination to the World Heritage List 2020-2030.

# Royal Sites of Ireland

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

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

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

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

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

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

international obligations as set out under the 1972 World Heritage Convention.

## Purpose of the Role

The role of the Royal Sites Project Co-ordinator (RSPC) will be to support the ongoing work of Royal Sites Steering group and Working groups and deliver on the agreed actions as part of the steps to Nomination. The Royal Sites Steering Group is an oversight group that will implement and coordinate policies agreed by the International Inter Governmental Committee, coordinate activities across the Royal Sites and set and raise budgets. It is currently made up of representatives from 6 Local Authorities and the Department for Communities NI but will be expanded to include other stakeholders such as landowners, community reps, OPW, WHU etc. The Working group is made up of 5 Heritage Officers, 1 Tourism Manager, One rep from Department for Communities NI and a Consultant. Their role is to advise the Steering Group and develop policies and actions as needed. They will be a vital link between the Sites, the expertise within the Local Authority and other organisations such as the Department and OPW, and will facilitate the involvement of local stakeholders including landowners in the nomination process. The RSPC will be expected to develop a broad, detailed understanding of the varied challenges facing the nomination of a series of sites such as this and what instruments and supports are available to address those challenges. Ultimately, the RSPC will need to ensure that the Royal Sites nomination process becomes an inclusive participatory process through active participation of the local authorities, local communities, land owners, business community, elected members and government agencies.

The main objective of the RSPC will be to co-ordinate the activities of the six local authorities in the development of the World Heritage nomination bid. The role will involve the delivery of specific Roadmap Actions with and on behalf of the Steering Group (Appendix 1). It will include developing and implementing an extensive public awareness strategy, communication, and promoting engagement and outreach activities with all stakeholders. In this context the role will be multifaceted, concerning itself with outcomes as well as activation.

The RSPC role will also include contributing to a communication model, which will help ensure consistency of approach, deliver shared learnings, and feed key information and feedback to the Steering Group which will involve the Nomination Process.

An annual workplan will be developed and agreed with the Steering Group and the Department.

# The Position

The position is for a period of 6 years. The position will be managed through Tipperary County Council. Due to the geographical spread of the 6 sites it is anticipated that this will be a hybrid working position and will require extensive travel.

## Role Duties and Responsibilities

### Key Duties and Responsibilities

#### Coordination

- Co-ordinate the activities of the six local authorities in the development of the World Heritage nomination bid for the Royal Sites.
- Be a strong presence at all of the Royal Sites, building trust with all stakeholders (it is intended that the RSPC will be a common contact point for the 6 sites).
- Represent the Royal Sites at meetings with the WHU, the OPW, with staff of agencies and Government Departments, inclusive of DfC/DCMS.

#### Nomination

- Work with the WH Expert/s whose role is to oversee the compilation and preparation of the Royal Sites nomination dossier.
- Work closely with the WHU and the OPW (particularly at District level) in relation to the compilation of the Royal Sites nomination dossier.
- Liaise with the Advisory Bodies (i.e., ICOMOS) during on-site missions.
- Deliver on actions set by the Steering Group to progress the preparation of the Royal Sites nomination dossier.

#### Engagement

- Build relationships both internally and externally to maximise participation and engagement with the nomination process. This will include working closely with Heritage Officers, the WHU, the OPW, DfC and other necessary staff in the relevant local authorities together with external consultants/experts, utilising their skills and expertise.
- Facilitate stakeholder engagement and build linkages with the local community and other key stakeholders (i.e., landowners, community organisations, businesses, visitors, elected members and other stakeholders) and providing a central point for advice and representation.
- Communicate information regarding the Royal Sites between stakeholders, the

local community and the general public

- Participate in networks with other Irish Tentative List sites and international site managers

#### **Promotion**

- Facilitate a proposed Academic Forum on the Royal Sites.
- Lead on organising events and communicating activities work for the Royal Sites.
- Promote the significance of the Royal Sites and the benefits of World Heritage, increasing awareness and understanding among partners, stakeholders and the wider public.

#### **Management**

- Lead on preparing and implementing the Management system/plan following consultation with key partners such as the WHU and OPW, DfC, landowners, stakeholders and the public.
- Work with the OPW and WHU, landowners and other relevant partners in relation to the preparation of Conservation Management Plans in relation to the Royal Sites
- Report possible challenges/issues/threats at the Royal Sites to the Steering Group, to the NMS and OPW and to local stakeholders.

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

#### **Reporting**

The Royal Sites Project Coordinator will report to the Royal Sites Steering Group and to an appointed Line Manager in one of the local authorities.

#### **Additional Information**

Candidates must hold a clean, current Class B Driving Licence and will be required to have access to their own car. Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.



# Eligibility, Education and Experience

## Character

Candidates 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.

## 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 and Experience

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

- (a)** Hold a third level qualification (Level 8 in the National Framework of Ireland Qualifications) or equivalent post graduate qualification in subject(s) relevant to the role, for eg archaeology, history, folklore, Irish Studies, anthropology.
- (b)** Each candidate must demonstrate significant experience of the following in a multi-sectoral, multi-disciplinary environment:
  - people management
  - project management
  - community engagement
  - public consultation
  - managing budgets
  - delivery of programmes

- strategic change and management.
- (c) have a recognised track record in heritage management or conservation; have a minimum of three year’s work experience at an appropriate senior level of responsibility in a related position following graduation;
- (d) Demonstrate knowledge or experience of contemporary heritage management approaches including for example, community engagement.
- (e) Possess good communication skills.
- (f) Possess good organisational and management skills.
- (g) Be enterprising, innovative and capable of working to a brief on his/her own initiative.
- (h) Experience and knowledge of local authority structures would be an advantage.

## Requirements & Key Competencies

**In the context of the key duties and responsibilities for the post of Royal Sites Project Coordinator listed above, the ideal candidate will demonstrate the following requirements and key competencies.**

The ideal candidate will demonstrate:

- a breadth and depth of knowledge of Irish geography, archaeology, history and folklore in relation to the Royal Sites of Ireland
- Background knowledge of the World Heritage Convention, Operational Guidelines and nomination process
- excellent capability in working with democratic structures and consultative models.
- knowledge and understanding of the Irish and Northern Irish planning system and building control codes including awareness and experience of sustainable development principles and environmental and climate action prerequisites.
- excellent data management, collation, and analytical skills.
- ability to deliver results on time, on budget and to the highest standards.

- ability to quickly understand and engage with the technical, contextual, and socio-economic elements of a project.
- Experience in facilitating and coordinating multi-disciplinary steering groups; ability to effectively engage with and manage diverse stakeholder groups and develop communication strategies and approaches to drive collaboration and project delivery.
- Experience in project management and knowledge and expertise in Project Management software and Microsoft Office programs.
- ability to work within and lead multi-disciplinary teams.
- Be enterprising, innovative and capable of working to a brief or on their own initiative
- Knowledge of the heritage sector in Ireland/Northern Ireland, the key players and their functions
- Ability to promote and communicate World Heritage values and the nomination to a wide network of local and national potential stakeholders.
- Practical/hands on experience of site management.
- Experience in preparing conservation management plans.
- Experience in partnership working, stakeholder engagement and consultation programmes.
- Experience in volunteer management and outreach.
- Experience liaising with and seeking grant support from key funders.
- the requisite knowledge and ability and be suitable to discharge the duties of the position.

# Key Competencies

The key competencies for the role are outlined below.

Candidates will be expected to demonstrate sufficient evidence, that they possess or have the capacity to acquire the knowledge, skills and qualities as outlined below.

<b>Strategic Management and Change</b>	
<b>Strategic Management and Change</b>	<p><b>Influencing &amp; Negotiating</b></p> <ul style="list-style-type: none"> <li>• Establishes appropriate and productive working relationships at local level, both within the public and private sector</li> <li>• Meets operational goals by working effectively with the various authorities involved in the project and with colleagues.</li> <li>• Effectively influences others to achieve objectives</li> <li>• Adopts a partnership approach in reaching agreement.</li> </ul> <p><b>Strategic Ability</b></p> <p>Displays the ability to think and act strategically. Thinks long term. Can translate mission and vision into clear, specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b></p> <p>Has a clear understanding of the political reality and context of the organisations involved.</p> <p><b>Networking &amp; Representing</b></p> <p>Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the group it represents.</p>
<b>Delivering Results</b>	
<b>Problem Solving and Decision Making</b>	<p><b>Problem Solving and Decision Making</b></p> <p>Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p>

<b>Operational Planning</b>	<p><b>Operational Planning</b> Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p>
<b>Delivering Quality Outcomes</b>	<p><b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services.  Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
<b>Performance through People</b>	
<b>Leading and Motivating</b>	<p><b>Leading and Motivating</b>  Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.  Effectively manages performance.  Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p>
<b>Resilience and Personal Well Being</b>	<p><b>Resilience and Personal Well Being</b>  Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.  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.</p>
<b>Knowledge &amp; Understanding of the role/of local government</b>	
<b>Knowledge &amp; Understanding of Role</b>	<p><b>Knowledge &amp; Understanding of Role</b>  Demonstrates understanding of the role of RSPC in the context of wider local authority service delivery  Demonstrates knowledge &amp; understanding of the structure and functions of local government  Demonstrates knowledge of current local government issues, future trends and strategic direction of local government</p>

## Probation

Where a person is not a permanent officer of Tipperary County Council, 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 cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

## Remuneration

This post will be on a pay scale analogous to Executive Engineer level i.e. €55,519 - €77,176 (2<sup>nd</sup> LSI)

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.

## Working Hours

The standard working week will be 35 hours (35 from 1<sup>st</sup> July 2022). The role will involve flexible working hours and will include some evening and weekend work.

## Annual Leave

30 days per annum. The Chief Executive of Tipperary County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

## Residence

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

## Outside Employment

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

## Superannuation

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

## Retirement Age

There is no mandatory retirement age for new entrants to the public service as

defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.



Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

## Drivers Licence

Tipperary County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Tipperary County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

## Code of Conduct/Organisational Policies

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

## Training

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

## Location of Assignment & Appointment

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

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

## Commencement

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

## Reporting Arrangements

The successful candidate will report directly to the appropriate supervisor in the Section or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

## Health & Safety

Tipperary County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Tipperary County Council operates under OHSAS 18001 accreditation and is seeking to adopt ISO 45001. All employees are required to cooperate with the implementation of any and all measures necessary to achieve same.

## The Application Process

Once fully completed, application forms will be accepted.

Please ensure that:

1. Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
2. You have fully completed all sections of the application form and included all relevant, detailed and accurate information. **Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.**
3. You attach a copy of your educational certificates.
4. You submit your application to the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512 on or before..... Late applications will not be accepted.

Applications submitted after the closing date will not be accepted and any claim in relation to the late receipt of application forms will not be entertained.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Tipperary County Council is satisfied that such person fulfills the requirements.

Tipperary County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

## The Selection Process

Tipperary County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

### **Step 1: Initial Screening**

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

### **Step 2: Shortlisting**

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of

their qualifications and/or experience in their application form and to outline the relevance of their application.

### **Step 3: Interview**

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Tipperary County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Tipperary County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit. Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of **Royal Sites Project Coordinator** and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

- Clear and realistic view of future trends and strategic direction of local government.
- Understanding the role of **Royal Sites Project Coordinator** in this context.

### **Feedback:**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

### **Panel Formation:**

A panel may be formed from which future vacancies may be filled.

### **Deeming of candidature to be withdrawn:**

Candidates who do not attend for interview or other test when and where required by the Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

### **References:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Tipperary County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

### **Verification of Educational Qualifications:**

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

*\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

### **Pre-Employment Medical:**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

### **Garda Vetting:**

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

### **Canvassing:**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

### **Confidentiality:**

Tipperary County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

### **General Data Protection Regulation:**

***Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.***

### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

### **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you

have applied for, with a designated short-listing and/or interview board.



If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

### **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

**Important Notice -The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.**



Comhairle Contae Thiobraid Arann

Tipperary County Council

