



COMHAIRLE CONTAE  
CHEATHARLACH  
CARLOW COUNTY COUNCIL



## CANDIDATE INFORMATION BOOKLET

### Post of Sports Partnership Programme Manager (analogous to Grade 6) (3 Year Fixed Term Contract)

**CLOSING DATE: 12 noon on THURSDAY, 12<sup>th</sup> December 2024.**

**FOUR APPLICATION FORMS (one original completed, signed copy and three full copies of the original) SHOULD BE RETURNED TO:**

ADMINISTRATIVE OFFICER  
HUMAN RESOURCES SECTION  
CARLOW COUNTY COUNCIL  
COUNTY BUILDINGS  
ATHY ROAD  
CARLOW R93 E7R7

#### PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted.
- All applications forms **MUST** be typed and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations - copy of educational results **MUST** be submitted with your application. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified or via email will **not** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy, 3 copies of the application form, and copy of educational results, will **not** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

## General Information

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. These services generally include housing; transportation; planning; infrastructure; environmental protection; recreation and amenity provision and community development. Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

The County of Carlow (Contae Cheatharlach) is located inland within the South East of Ireland in the province of Leinster covering an area of 896 square kilometres. The County is strategically located and has excellent access to transport infrastructure through its location on the M9 Dublin Waterford motorway, the Dublin Waterford main rail line and the N80 national road linking Rosslare Europort to the Midlands.

Carlow is a progressive, vibrant County which is attractive, inclusive and accessible. Carlow County Council (CCC) is committed to providing the highest quality public services for local residents, visitors and for new and existing companies. Creating an environment for economic growth and excellent quality of life for all is a priority for this Council. The population of County Carlow recorded in the 2022 census was 61,931. The county town of Carlow is located in the northwest of the County along the border with County Laois. The Council is made up of 18 elected members within 3 municipal districts (Carlow, Tullow and Muinebheag). With the Cathaoirleach elected by the members annually.

Along with the Corporate Policy Group, 4 Strategic Policy Committees develop and recommend policy to the Council. Committees are made up of elected members and representatives designated external sectoral interests. The Chief Executive and the Council's Management Team play a key role in supporting and advising this policy group. Day to day management of services takes place under the stewardship of the Chief Executive, and the Senior Management Team. Our Mission is to provide a quality local government service for the people of County Carlow, through the protection and enhancement of the environment and improvement in the quality of life.

This competition presents an opportunity to gain employment with Carlow County Council in the role of Sports Partnership Programme Manager (analogous to Grade 6). This Candidate Information Booklet is intended to provide information on the post of Sports Partnership Programme Manager and the selection process and candidates are advised to familiarise themselves with the detailed information in advance of submitting their application. Carlow 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 & Heritage. Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of Sports Partnership Programme Manager. 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.

## The Role of the Sports Partnership Programme Manager

Sport Ireland (previously the Irish Sports Council) supported the establishment of Local Sports Partnerships around the country to co-ordinate and to promote the development of sport. The key aims of the Local Sports Partnerships are to increase participation in sport and to ensure that local resources are used to best effect. Sport Ireland sees these partnerships as the best mechanism for delivering recreational sport to the greatest number of people.

Sport Ireland and its network of Local Sports Partnerships (LSPs) is committed to the equal treatment of all people when it comes to their participation in sport. In addition to the Sport Ireland Statement of Strategy (2018-2022), the following national policies and plans set out the overarching framework under which sports participation is underpinned:

- The National Sports Policy 2018-2027 recognises the important contribution sport makes to Ireland and the key roles played by the National Governing Bodies of Sport (NGBs), the Local Sports Partnerships (LSPs) and the representative sporting organisations in the delivery of that contribution.
- The National Physical Activity Plan aims to increase physical activity levels across the whole population. It aims to create a society which facilitates people whether at home at work or at play to lead an active way of life.
- The National Participation Plan sets out how Sport Ireland will deliver on the ambition of both the Sport Ireland Strategy and the National Sports Policy

## Duties and Responsibilities

The following is a non-exhaustive list of the primary duties of the Sports Partnership Programme Manager. The appointed person will:

### **Strategy & Governance**

- Assist with the development, delivery, and reporting of the LSP's Strategy & Annual Operation Plan.
- Assist with the continual compliance of the organisation to the Governance Code for Sport.
- Provide direct support to the Coordinator and the LSP team to achieve a coordinated approach to the development of sport and physical activity throughout the community and for agreed target groups.
- Coordinate and manage reviews of the annual operational plan reporting on the effectiveness and impact of work areas.

### **Management & Programming**

- Manage and coordinate the work activities of direct reports to achieve the goals and objectives of the LSP.
- Be responsible for leading staff, monitoring performance, and identifying training and development needs.
- Plan and manage the work activities of work placement students, volunteers, coaches, and tutors.
- Create and implement a comprehensive range of physical activity programmes and events for relevant target groups with a view to creating sustainable participation.
- Support the coordinator in implementing accurate and efficient reporting structures.
- Manage and be responsible for programme budgets ensuring timelines and reporting structures are met and budgets adhered to.

### **Research/Evaluation**

- Manage the implementation of a monitoring and evaluation framework for all projects, programmes, and initiatives.
- Conduct research of participation in sport and physical activity in the community including, where relevant, needs analysis to identify suitable support to increase participation in sport and physical activity in the community and target groups.
- • Prepare reports as appropriate relating to existing and proposed initiatives and present timely and relevant information and advice to the coordinator.

### **Partnerships and Communication**

- Develop relationships with appropriate partner organisations and local community groups to create links and encourage collaboration between partners.
- Work in partnership with stakeholders to share knowledge and information relevant to target groups in the community to identify the needs and demand for new activities.
- Support and guide clubs and communities with various issues as they arise.

# Qualifications

## 1. Character

Each candidate must be of good character.

## 2. Health

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

## 3. Education, Training and Experience

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

- a. Hold a relevant third level Degree.
- b. Have a minimum of two years Management experience.
- c. Coupled with two years' relevant experience, in the areas of sport, social or community development or working in the sport, health or community sectors in a developmental and supportive capacity either in a paid or voluntary capacity.
- d. Experience of the community and voluntary sector, good understanding of programme monitoring and evaluation.
- e. Experience of working in a project team.

## 4. Candidates shall also:

- Strong IT, administrative and organisational skills.
- Ability to monitor and evaluate work and write reports.
- Excellent communication, presentation and facilitation skills.
- Ability to advise, inform, motivate, and support individuals and organisations.
- Ability to prepare, monitor and manage budgets and to prepare funding applications.
- Capacity to lead, organise and motivate staff.
- Experience in managing staff performance, address issues, identify staff learning and training needs.
- Understand research and evaluation methods.
- Understand the public sector and local government environment.
- Awareness of the importance and value of participation in sport / active recreation.
- A constructive, positive, and progressive attitude to working as part of the LSP team.
- Be motivated and committed to sports development and increasing opportunities for participation, among hard-to-reach groups in local communities.
- A commitment to on-going training and development.
- A self-motivated approach to work.

## 5. 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.

# ASSESSMENT PROCEDURE

## Key Competencies

Key competencies for the post of Executive Engineer are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Please take particular note of the competencies listed as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

1. **Management & Change**
2. **Delivering Results**
3. **Leading Motivating & Managing Performance**
4. **Personal Effectiveness**

Candidates short-listed for interview will then be assessed at the interview stage under the three competencies listed above **in addition to** Relevant Knowledge and Experience.

<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Standards Ethics and Governance</li> <li>• Networking and Representing</li> <li>• Bringing about Change</li> <li>• Safety Health and Welfare at Work</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards, particularly with local communities.</li> <li>• Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</li> <li>• Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.</li> </ul>
<b>Leading, Motivating &amp; Managing Performance</b>	<ul style="list-style-type: none"> <li>• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</li> <li>• Effectively manage Team Performance.</li> <li>• Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Takes initiative and seeks opportunity to exceed goals</li> <li>• Manages time and workload effectively</li> <li>• Maintains a positive, constructive and enthusiastic attitude to the role.</li> </ul>
<b>Relevant Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of local government structure including service requirements.</li> <li>• Understands key challenges facing the local government sector and Carlow County Council.</li> <li>• Understands the role of Sports Partnership Programme Manager.</li> <li>• Knowledge &amp; Experience of operating ICT systems.</li> <li>• Good social media and communication skills.</li> </ul>

***Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.***

# PARTICULARS OF POST

## The Post

The post is a wholetime and pensionable on a 3 year contract basis.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority, or which might be inconsistent with the discharge of his/her duties as a local authority employee.

A panel may be formed at interview stage from which future vacancies may be filled.

## Hours of Work

The working hours at present provide for a five (5) day, thirty-five(35) hours working week, hours may vary from time to time. Carlow County Council operate a Flexi Time Scheme with an earliest start time of 8.30 a.m. and a latest start time of 10.00 a.m. and earliest finishing time of 16.30 p.m. and a latest finishing time of 18.00 p.m. with a lunch break consisting of a minimum of 30 minutes to a maximum of 2 hours which must be taken between 12.30 p.m. and 14.30 p.m. A copy of the Flexi Leave Scheme is available, on request.

There may be a requirement to work additional hours from time to time for which Time in Lieu on a time for time basis will apply. Overtime does not apply to this post. All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including evening and weekend work, as necessary. No additional remuneration will be paid in respect of such activities.

## Probation

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

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

## Remuneration

**Salary scale:** Analogous to salary scale of Senior Staff Officer - €55,641 - €67,977 per annum (EL 03/2024).

Entry point of this scale will be determined in accordance with circulars issued by the department of Housing, Local Government & Heritage. Payment of increments is dependent on satisfactory performance. Remuneration is paid fortnightly directly to the employee's nominated bank account.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

## **Annual Leave**

The annual leave entitlement for the post of Sports Partnership Programme Manager is 30 days per annum. The Chief Executive of Carlow 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.

## **Sick Leave**

The terms of the Public Service Sick Pay Scheme will prevail.

## **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.

## **Residence**

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

## **Commencement**

Carlow County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than four weeks (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, Carlow County Council shall not appoint them.

## **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, Carlow 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.

## **Garda Vetting**

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

## **Location and Assignment of Appointment**

Carlow 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.

## **Superannuation & Retirement**

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority. You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

### ***Pension Accrual***

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### ***Pension Abatement***

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

### ***Incentivised Scheme for Early Retirement (ISER)***

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### ***Department of Health and Children Circular (7/2010)***

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### ***Collective Agreement: Redundancy Payments to Public Servants***

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement



will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

## **Driver Licence**

The Sports Partnership Programme Manager employed by Carlow County Council will 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 Carlow 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.

## **Travel**

When required to do so, holders of the post must hold a full driving licence for class B vehicles and shall drive a motor car in the course of the duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Carlow County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Carlow County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

## **Code of Conduct / Organisational Policies**

Employees are to be required to adhere to all current and future Carlow 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.

## **Reporting Arrangements**

The Sports Partnership Programme Manager reports directly to the Sports Partnership Co-Ordinator, or to any other employee of Carlow County Council such as the Chief Executive, Director of Services or other appropriate employee may be designated for this purpose.

## **Health & Safety**

Carlow 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.

## **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.

## Use of Modern Technology

The successful candidate will be required to use all equipment provided, including computers, handheld terminals, mobile phone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

## Data Protection

### Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

### 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, with a designated shortlisting 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.

### 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. Applications that 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 Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow 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 and will be destroyed following the expiry of any panel put in place in respect of this competition.

## Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

## Interview Stage

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 as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Carlow 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 Carlow County Council will not be responsible for refunding any expenses incurred.

Carlow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Carlow County Council considered appropriate in the preliminary interview. Interviews shall be conducted by Board(s) set up by Carlow 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 Carlow County Council considers 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 interview.

### **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 and details of marks will be made available.

### **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 Carlow County Council to interview.

### **Panels**

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 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 4 weeks from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

### **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.

***Carlow County Council is an Equal Opportunities Employer***

