



COMHAIRLE CONTAE  
CHEATHARLACH

CARLOW COUNTY COUNCIL

**CANDIDATE INFORMATION BOOKLET – ARTS OFFICER  
(3 Year Specific Purpose Contract – career break cover)**

**CLOSING DATE: 12 noon on FRIDAY, 21<sup>st</sup> FEBRUARY 2025.**

**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**

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

**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 form, in order to determine your eligibility for this post.** The Council cannot undertake to investigate the eligibility of candidates in advance of the interview, 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 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 and 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.

## **The Role of the Arts Officer (3 Year Specific Purpose Contract)**

County Carlow is situated in the southeast corner of Ireland, is endowed with a remarkable and particular history, heritage and culture, along with proud communities that actively contribute their wealth of collective and individual creative talent to the ongoing vitality of the county. The arts give expression and response to contemporary culture, in a myriad of different ways and through a range of approaches, by communicating fresh, sometimes challenging, perspectives on aspects of our lives, identity and on our shared humanity. Promoting broader access to the arts and creative activity, while fostering artistic creation and production, helps nurture and enrich County Carlow's unique sense of place and people as a cultural county.

Carlow Arts Office is charged with developing and delivering high quality, imaginative arts activity with and for the people of Carlow and its visitors. In doing so the Arts Office advocates for and clearly communicates the significant role that the arts play in enriching the wellbeing of society, of our citizens, and in enhancing the public realm.

The Arts Office provides information, advice and assistance to a wide range of clients, and develops policies in relation to the arts such as Arts and Culture and Creativity Strategies. The Arts Office also manages and delivers a number of key cultural initiatives in collaboration with key partners such as Take A Part Carlow, Living Artfully and Culture Night. Other developments include public art, artists in schools and community programmes, Older Person Projects, Care Home Concerts, grants, bursary schemes and the Creative Ireland Carlow programme. The Arts Office continue to work closely with key local, regional and national partners, in creative, public, private, community and voluntary sectors, collaborating on shared agendas. The arts office currently comprised of 6 staff: 1 no. Arts Officer, 2 no. Assistant Arts Officers, 1 no. Clerical Officer, 1 no. Creative Places Bagenalstown Co-Ordinator and 1 no. Creative Communities Engagement Officer.

The role of the Arts Officer is to deliver on the objectives as set out in the Local Authority Arts Plan and other key strategic and policy areas and enable people of all abilities to experience the arts. The ideal candidate must be a self-motivated person with drive, commitment and vision, willing to take on the challenge of implementing the Arts Plan and other key strategies. Candidates will also be expected to possess excellent administration and interpersonal skills and the confidence to work independently and creatively within a complex network of relationships.

### **Duties associated with the post:**

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

- Advising Carlow County Council on all matters to do with Arts/Culture including but not limited to:
  - strategies for effective development and management of the Arts & Culture.
  - fundraising and applying for funding from a variety of sources.
  - the development of the arts/artists in the social, cultural and economic life of the County.
  - the disbursement of grants under the terms of Section 12 of the 1973 Arts Act.
  - Informing of any initiatives which may affect funding and/or policy developments and working towards implementation of proposals.
- Leading a well-motivated and focused team to deliver the Council's arts/culture programme.
- Communicating, implementing and managing all change within the section,
- Determining nature, level and pattern of demand for services.
- Devising, implementing & managing the Council's Strategic Arts Development Plan to include on-going monitoring and measurement of implementation and impact.
- Developing annual service delivery plan for the arts in line with the Corporate Plan priorities and in collaboration with the Senior Management Team having regard to available budgets.

- Identifying and responding to opportunities for the arts, through liaison with a variety of Government Departments, State Agencies, European Institutions and Arts Bodies, collaborating with colleagues to progress the broader cultural and economic development remit of the Council.
- Inputting into the work of Strategic Policy Committee and other local authority committees, as appropriate.
- Establishing & overseeing arts/culture policies that will underpin plans for development, which will be integrated with other aspects of local authority work.
- Devising proposals and responses to national & international policy documents, which will influence the development of arts/culture in the County.
- Sustaining a consultative process with those involved in arts and culture in the County.
- Ensuring balanced arts provision for the county, through identifying, supporting and developing the existing professional, voluntary, community and amateur arts sectors and through harnessing existing regional and national networks.
- Managing and developing the Council's Public Art policy and collection.
- Providing information and advice to artists and the community in general on arts/culture related matters.
- Developing partnerships and working relationships with others in the public and private sector including those in third level institutions/local government/other partners consistent with overall strategy for the Arts in Carlow, to position the arts and the interests of the Arts in Carlow on the working agenda of such partners.
- Creating strategic partnerships with a range of key institutional stakeholders and partners,
- Liaising and work with local schools, wide range of community/voluntary groups and promote the inclusion of all sectors of society in participation of the arts.
- Developing key metrics to better measure, the impact of investment in the arts in the county
- Supporting artists to create work of excellence.
- Responsibility for day-to-day financial management within the section to include budget preparation, identify potential funding opportunities, preparation of funding applications, timely drawdown or recoupment of monies due to the local authority.
- Delivering projects within agreed budget and deadlines.
- Attending meetings and represent the local authority on internal or external committees, working groups or other fora when required.
- Researching, analysing, disseminating and communicating essential information on relevant policies, procedures and legislation.
- Compiling, preparing and presenting reports as necessary.
- Communicating effectively with senior management.
- Planning and prioritising work effectively and be proactive and self-directed.
- Working under pressure to tight deadlines and effectively managing conflicting demands.
- Implementing all Health and Safety management systems within the local authority.
- Working outside of normal office hours, i.e., at evenings and/or weekends, as required.
- Any other duties which may arise in the provision of arts services, and are assigned by the Chief Executive, Director of Service or his/her appointed nominee, from time to time.

## **QUALIFICATIONS – POST OF ARTS OFFICER (3 Year Specific Purpose Contract)**

### **Character**

Each candidate shall be of good character.

### **Health**

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

### **Education, Training, Experience**

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

- (a) Hold primary degree (level 8 on the national framework of qualifications) or equivalent from a recognised awards authority majoring in a relevant area such as arts, arts management, visual culture, cultural studies, fine art, or the performing arts.
- (b) Have at least five years relevant and acceptable management experience in arts management or arts policy development.
- (c) Have organisational and administrative experience.
- (d) Demonstrate an understanding of National Arts Policies, the structures and policy informing the work of Local Authorities in an arts context.
- (e) Have the creative and management expertise to drive the development and delivery of arts policies and the Arts Programme on a county level.

### **It is desirable that each candidate should have: -**

- Capacity to interact effectively with elected members and representatives from a broad range of sectors and groups including local arts/culture interests, local development organisations, social partners and funding agencies and institutions.
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders.
- Satisfactory knowledge of the range of public and private supports, available for local arts/culture development.
- Satisfactory knowledge and understanding of the Local Government sector in Ireland.
- Knowledge and understanding of good corporate governance practices.
- Excellent facilitation, project management and event management skills.
- Strong analytic, report writing and IT skills.
- Experience of preparing both strategic and operational plans and programmes.
- Experience in managing and administering budgets and compiling funding applications.
- Experience in delivering quality customer services.
- Capacity to work effectively as part of a multi-disciplinary team.
- Capacity to plan and prioritise workloads.
- Capacity to deal effectively with conflicting demands.
- Capacity to work under pressure to tight deadlines.

### **The ideal candidate shall: -**

- Have a strong sense of commitment to delivering quality public services and be willing to take on a challenges.
- Be highly motivated and have excellent interpersonal and communications skills.
- Have an ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
- Be capable of working in close co-operation with the elected Council, the Strategic Policy Committees and other Council Departments.
- Take a strategic approach in the formulation and delivery of key policy objectives.

- Have a career record that demonstrates a high level of competence in the management of staff, including managing performance.
- Have the ability to manage financial resources within a budgetary control framework.
- Have effective problem solving and decision-making skills.
- Have the ability to adapt to change.
- Have the ability to manage projects.
- Be able to function on own initiative.
- Ability to communicate effectively across different levels within an organisation.
- Maintain confidentiality.

**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

**Driving Licence:**

The holder of the post **MUST** hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so, holders of office shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

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.

**NOTE: A copy of relevant examination results should be included with your application in order to determine your eligibility for this post.**

## ASSESSMENT PROCEDURE

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

### **Management & Leadership:**

- Demonstrates flexibility and openness to change
- Fosters a culture of change by encouraging improvement suggestions from employees, identifying champions and establishing teams to get things done
- Fosters commitment to change through leadership, and articulates the appropriate and positive reactions to change
- Effectively influences other team members and groups to achieve operational strategy and objectives
- Adopt a partnership approach in reaching agreement

### **Delivering Results:**

- Appropriately evaluates and challenges the available information rather than accepting evidence on face value
- Addresses issues logically and on a step-by-step basis
- Makes timely and reasoned decisions or recommendations within an area of operations, in a consistent, fair and transparent manner.
- Knows the limits of his or her decision-making authority and relative importance of each decision
- Shows good judgement and balance in making decision and or recommendations
- Considers the requirement for inter and cross organisational decision making and actions
- Contributes to the development of operational plans and leads the development of team plans having regard to operational objectives set out in the relevant operational plan
- Negotiates annual resource needs and plans accordingly
- Assumes responsible for getting things done (is accountable)
- Ensures clear allocation of tasks and duties within the team
- Closely tracks and monitors activities to ensure compliance with standard and recommends changes as appropriate

### **Performance through People:**

- Presents ideas effectively to individuals and groups and deliver presentations suited to the nature and needs of the audience
- Actively listens to others and looks for feedback on the messages being communicated
- Relates well to others and maintains positive working relationships
- Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers

### **Building Relationships & Communication:**

- Speaks and writes in a clear, articulate and impactful manner
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholder's perspectives.
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals.
- Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so

**Personal Effectiveness:**

- Sets challenging goals to achieve high quality outcomes
- Is self-motivated and persistent in the face of difficulty
- Responds positively to the challenges of the role
- Learns from experiences and is not afraid to constantly improve
- Is dedicated and enthusiastic about their role
- Looks to meet the needs of the broader organisation rather than focussing on own specific responsibilities
- Demonstrates and encourages innovation and new thinking
- Achieves or exceeds personal work objectives
- Manages own time effectively to objectives
- Demonstrates political awareness

## **Particulars of Post – Arts Officer (3 Year Specific Purpose Contract)**

**The Post**

The post is temporary whole-time and pensionable to cover the vacancy created by the granting of a career break to the existing post holder. 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.

**Health**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**Location of post**

Carlow County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Working Hours**

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

Due to the nature of this post, there will be a requirement to work outside of normal hours, including evenings and weekends, as necessary from time to time for which Time in Lieu on a time for time basis will apply. No additional remuneration/overtime will be paid in respect of such activities. 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.

## **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.

## **Residence**

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

## **Remuneration**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the post of Temporary Arts Officer which is analogous to Administrative Officer (Circular Letter EL 03/2024) is: €58,252, €59,677, €61,341, €63,011, €64,680, €66,172, €67,700, €69,179, €70,656, €73,185 (LSI1) and €75,728 (LSI2) gross per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular Letter EL.02/2020, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011 will enter the scale for the position at the minimum point. Rate of remuneration may be adjusted from time to time in line with Government Policy.

## **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, Louth 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.

## **Vetting**

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda vetting form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.



**Annual Leave:**

The current annual leave entitlement is **30 days**. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

**Sick Leave:**

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

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

**Health & Safety:**

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**Use of Modern Technology**

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

**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 their 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.

**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).

#### **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.

## **RECRUITMENT PROCESS**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position. All applications must be typed and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

##### ***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.

### ***Canvassing***

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

### ***Competitive Interview***

Selection of candidates for appointment shall be by means of a competitive 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.

### ***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 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.

### ***After the Interview***

Carlow County Council will automatically advise you of the result of the interview. This may be done by letter and will include a copy of your individual marking sheet which will include the marks awarded to you for the various competencies at interview and any comments made by the Interview Board.

### ***Taking up Appointment***

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

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