



Comhairle Contae Chill Mhantáin  
Wicklow County Council

# CANDIDATE INFORMATION BOOKLET

(Please read carefully)

## PROJECT LIAISON OFFICER NATIONAL ROADS & GREENWAYS

5 Year Specific Purpose Contract

**Ref: 44 /2025**

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Closing Date for receipt of application:

**Thursday 20<sup>th</sup> November 2025 at 12 noon sharp**



Human Resources Department, Wicklow County Council  
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## WICKLOW COUNTY COUNCIL

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2025 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



## The Competition – Project Liaison Officer

### National Roads & Greenways Ref: 44/2025

#### THE POSITION

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Project Liaison Officer**. It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

The Project Liaison Officer is responsible for

#### THE ROLE

The office is whole-time, temporary and pensionable.

The Project Liaison Officer will be initially based in the Transportation and Infrastructure Delivery Directorate in County Building, Station Road, Wicklow.

Transport Infrastructure Ireland (TII) has prescribed that the duration of the Contract is set at 5 years. This may be extended subject to further TII approval.

The Liaison Officer will act as a Wicklow County Council point of contact to the Project Manager (Kildare NRO) and the appointed Scheme Consultant.

The Liaison Officer will also act as a first point of contact to Wicklow and Dun Laoghaire Rathdown County Council's Officials and Members regarding:

- Informing the Local Authorities of progress on the scheme(s) and provide such information necessary for these Local Authorities to make informed decisions,
- Co-ordinate any arrangements required between the Local Authorities.
- Prepare and give presentations at Council Meetings or to others as requested by the Local Authorities.

As set out in the code of practice the Liaison Officer will, in particular, explain and provide information on:

- the development of the project proposals and the procedures involved;
- the manner and the extent to which individuals and/or their property may be affected;
- the opportunities for individuals to be involved in the planning process and to have their views and objections taken into account by An Coimisiún Pleanála when deciding whether or not the project may proceed to construction, and
- the procedures whereby works to be undertaken as a consequence of the construction of the project, i.e. accommodation works concerning matters such as access, fencing, drainage, underpasses, planting, etc., are agreed between individuals/those acting on their behalf and the local authority.
- The Liaison Officer will seek to provide information in a clear and easily understood format, availing, as appropriate, of drawings and maps in circumstances where planning has sufficiently advanced to accurately depict the likely effects of a scheme on a property holding.



## QUALIFICATIONS

### 1 **Character**

Candidates shall be of good character.

### 2 **Health**

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

### 3 **Education, Experience, etc.**

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

- (a) (i) hold an honours bachelors degree (level 8 on the National Framework of Qualifications (NFQ)) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland;

**OR**

(ii) hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) in Engineering **AND** a post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering;

**OR**

(iii) hold a masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally.

**OR**

(iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status;

- (b) have at least seven years satisfactory relevant experience of engineering work;
- (c) possess a high standard of technical training and experience;
- (d) possess a high standard of administrative and management experience;
- (e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge



**PLEASE NOTE:** 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. Failure to do so will deem your application inadmissible.

The onus is on the candidate to ensure that the relevant qualification is listed on their application form.

In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.

## **DRIVING LICENCE/TRAVEL**

The holder of the office **will be required** to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licence>

## **DUTIES**

**The following is a non-exhaustive list of key duties and responsibilities which may be assigned to an Project Liaison Officer.**

The duties of the office are to give to the local authority and

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 – 2014, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph.

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate professional technical services of an executive, administrative or management nature, as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The Project Liaison Officer shall be part of teams responsible for the National Roads and Greenways within County Wicklow and shall perform the duties allocated on site by the Director of Services or any person designated by the Director of Services.

The Project Liaison Officer shall report to Wicklow County Council's Senior Engineer with responsibility for National Roads and Greenways (Transportation and Infrastructure Delivery) or any other person designated by the Senior Engineer.



The Project Liaison Officer shall as appropriate also co-operate and liaise with the Regional Design Office, the design Consultants appointed for the scheme and Transport Infrastructure Ireland in the discharge of his/her duties.

**The Duties of the Project Liaison Officer shall include, but not be limited to, the following:**

- a. Provide information to stakeholders affected by the Project in relation to, inter alia, proposed land-take, proposed accommodation works and the statutory processes e.g. by providing maps and information published by TII.
- b. Agree access to privately owned lands for Contractors carrying out advance works and surveys (both intrusive and non-intrusive) as part of the Project. Adequate written notice (14 days in accordance with the IFA/DOE/TII Agreement) shall be given to affected stakeholders.
- c. In instances where access to lands cannot be obtained by agreement, make the necessary provisions to exercise the Local Authority's legal entitlement to access lands pursuant to Section 78 of the Roads Act 1993, as amended.
- d. Confirm, in writing where necessary, to affected stakeholders that Contractors acting on behalf of the Local Authority to carry out the above works have the necessary insurance in place to indemnify the stakeholders in the event of personal injury or material damage.
- e. In the case of intrusive surveys (e.g. ground investigation, archaeological test trenching etc.), determine the extent and quantum of compensation due to each affected stakeholder and recommend payments to be made by the Local Authority.
- f. Agree, as soon as possible, the nature and extent of accommodation works required for each affected stakeholder for inclusion in the Project design and/or environmental evaluation.
- g. Assess the accuracy of land ownership records held by the Local Authority and confirm these records with individual stakeholders. Attention should be given to determining private rights-of-way and other burdens which may be affected by the Project and may require inclusion in the compulsory acquisition of land schedule.
- h. Make all reasonable enquiries to establish the identity of land owners where no reliable records exist (e.g. unregistered land).
- i. Act as the primary point of contact / intermediary in dealings between the main contractor and affected stakeholders in areas such as access, disruption to services and disturbance/nuisance during construction.
- j. Ensure that any environmental evaluation mitigation measures relating to land & property are implemented.
- k. Ensure that stakeholders have reasonable access to their lands at all times during the construction of the Project.
- l. Ensure, in conjunction with the Project Manager, if separate, that the necessary approvals are in place to serve the statutory notices (Notice to Treat, Notice of Entry) within the specified time limits.
- m. Maintain accurate records of the Date of Entry by the Local Authority onto scheduled lands and advise the local authority of the total period, if any, for which interest is payable (Date of Land Agreement – Date of Entry = total number of days for which interest is payable).
- n. Ensure that pre-construction surveys on properties and monitoring of wells during construction are carried out to the satisfaction of both the Local Authority and the affected stakeholder.



- o. Assist the property valuation advisor and the Local Authority legal team in cases where the matter of compensation for compulsory acquisition of land has been referred to arbitration.
- p. Encourage meaningful engagement with prescribed bodies or other relevant organisations.

In addition to the above the Project Liaison Officer shall have the following duties in relation to the Local Authorities that do not fulfil the role of Sponsoring Agency (Lead Local Authority):

- q. Inform the Local Authorities of progress on the Project and provide such information necessary for these Local Authorities to make informed decisions.
- r. Co-ordinate arrangements between Local Authorities (e.g. Section 85 agreements, statutory processes, compulsory acquisition of land reports etc.).
- s. Agree accommodation works with the Local Authorities.
- t. Submit Land Agreements to the Local Authorities for approval.

**Other duties of the Project Liaison Officer shall include, but not be limited to, the following:**

- a. Providing support to the Project Coordinator (Wicklow County Council Senior Engineer), Project Manager (Kildare NRO), the Technical Consultants and on site teams.
- b. Liaison with the Motorway Maintenance and Renewal Contractor and PPP Operator
- c. Administration of contracts with Technical Consultants, Specialists and contractors
- d. Financial management, budget monitoring and control, including the submission of grant claims to the Approving Authority
- e. Leading on consultations with the public and elected members
- f. Responding to queries regarding the existing national road network
- g. Progressing legacy issues regarding land acquisition including disposal and vesting orders
- h. Any other duties relating to national roads and greenways in Wicklow that may be assigned from time to time

The person appointed shall be on site during all working hours including night-time and weekend work as required and will be expected to co-ordinate their holidays with contractors holidays.

## **ESSENTIAL SKILLS AND EXPERIENCE:**

The ideal candidate for the position shall:

- have experience of managing and leading multi-disciplinary and cross functional teams and have the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/ her control;
- have experience of maintaining sound employee relations and conflict resolution;
- have experience of managing and scheduling a multiannual portfolio of projects within budget and on time;
- have a track record of delivering results;
- have an understanding of Local Authority services and structures in Ireland or have the ability to quickly acquire same;





- be capable of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
- be experienced in meeting regularly with stakeholders, providing updates,
- presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation;
- be experienced in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
- have excellent interpersonal, communication and influencing skills;
- have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace;
- have experience of managing finance and budgets and ensuring value for money;
- experience of providing information on the pattern of demand and activity and the skills to schedule/programme the carrying out of work;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have good general ICT skills;
- have a focus on the customer and on service improvement including taking ownership and resolving issues arising;

## PRINCIPAL CONDITIONS OF EMPLOYMENT

A panel may be formed from which future Project Liaison Officer may be filled. The position will be fulltime and pensionable.

The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

### Probation

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be three months (temporary contract) and six months (permanent contract) this period may be extended at the Chief Executive discretion;
- (c) such persons shall cease to hold such office 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.



**Salary: €79,090 - €98,708 per annum includes 2<sup>nd</sup> LSI EL 07/2025 (Analogous to Senior Executive Engineer)**

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. 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. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

**Hours of Work**

The person appointed will be required to work a 35 hour week Monday to Friday, which equates to a 7 hour day to be accounted for within attendance hours of 9.00a.m to 5.00pm. with one hour for lunch between 1.00p.m. and 2.00p.m. You may be required to work outside of core hours on various occasions and you will not be entitled to remuneration for any additional hours worked.

**Garda Vetting**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**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.

**Work Permit**

All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Wicklow County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Wicklow County Council and your employment will cease with immediate effect.

**Health**

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.



## **Residence**

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

## **Annual Leave**

Annual leave entitlement will be **30** days per annum exclusive of public holidays and Good Friday.

## **Retirement Age**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

## **Superannuation**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the 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).

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.

All persons who become pensionable officers 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 their pensionable remuneration in accordance with the terms of the scheme.



## APPLICATION PROCESS

### Application Form

Application forms are available on our website under Job Vacancies: [www.wicklow.ie](http://www.wicklow.ie)

Completed applications forms must be submitted to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie) and by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, County Wicklow, on or before the closing date of **Thursday 20<sup>th</sup> November 2025 at 12 noon sharp**. Late applications or any amendments to applications will not be accepted.

### Competencies for the post

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 provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. **Responses should not exceed 450 words**. Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

### ***Key Competencies for the post of Project Liaison Officer – National Roads & Greenways set out as follows:***

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategic Management and Change</b> | <p><b>Strategic Ability</b><br/>Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b><br/>Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b><br/>Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p><b>Bringing about Change</b><br/>Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p> |
| <b>Delivering Results</b>              | <p><b>Problem Solving and Decision Making</b><br/>Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p><b>Operational Planning</b><br/>Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p><b>Managing Resources</b><br/>Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p>                                                                                                                                                                                              |



|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <p><b>Delivering Quality Outcomes</b><br/>Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Performance through People</b> | <p><b>Leading and Motivating</b><br/>Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><b>Managing Performance</b><br/>Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating</b><br/>Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>                                                                                                                                                                                                                                                                                          |
| <b>Personal Effectiveness</b>     | <p><b>Relevant Knowledge</b><br/>Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p><b>Resilience and Personal Well Being</b><br/>Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b><br/>Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation, Initiative and Achievement</b><br/>Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved</p> |

## Selection Process

Selection shall be by means of a competition based on interview. A panel may be formed on the basis of such interviews, from which permanent vacancies may be filled.

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.



***Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.***

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

## Short-Listing

Wicklow County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process **based on the information contained in the application forms** or a shortlisting interview.

**The information you supply in the application form will play a central part of the shortlisting process.** Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear to attain a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview. Interviews will be held in person. The Council will not be responsible for any expenses incurred by candidates in attending for Interview Stage.

## 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 Wicklow 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 Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow 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 Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow 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 Wicklow 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.

### **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

### **Panel**

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

### **Terms and Conditions**

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.





Furthermore, persons who have availed of a Redundancy Payment Scheme should not that 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

**Examples of some of the current Employee Benefits include:**

- Wicklow County Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme – Spectrum Health

**WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.**

**Wicklow County Council will send an acknowledgement of your application in the weeks after the closing date of the competition. If you do not receive any confirmation, please contact [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**





## FREQUENTLY ASKED QUESTIONS

### 1. *Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie).

### 2. *What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

### 3. *I have submitted my Application form, what happens next?*

Wicklow County Council will carry out an eligibility check on all applications to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post **based on the information submitted on your application form**, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. The information you supply in the application form will play a central part of the qualifying and shortlisting process.

You may be contacted by email or letter in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

### 4. *What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

### 5. *What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.



**6. How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?**

Wicklow County Council will contact you when necessary at each stage of the competition either by email or by post. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



[www.wicklow.ie](http://www.wicklow.ie)



[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)



@wicklowcoco



<https://www.facebook.com/WicklowCountyCouncil>