



Comhairle Contae Chill Mhantáin
Wicklow County Council

CANDIDATE INFORMATION BOOKLET

ROLLING RECRUITMENT **EXECUTIVE ENGINEER**

Ref: 10/2025

Please Note

This competition will be on a rolling recruitment process, over several phases. Phase one will close at 12 noon on Thursday 5th June 2025, however this competition will remain live and all applications are welcome after this date for subsequent phases

Closing Date for receipt of application:

Thursday 5th June 2025 at 12 noon





Comhairle Contae Chill Mhantáin

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 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th 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

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Comhairle Contae Chill Mhantáin Wicklow County Council

ROLLING RECRUITMENT – REF: 10/2025 Phase 1

The Competition

EXECUTIVE ENGINEER

The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Executive Engineer.

The Council may have a requirement for Executive Engineers across a range of disciplines, including but not limited to Road Maintenance & Construction; Road Design; Water Services; Housing Construction and Design; Community Projects; Planning and Environmental Services and Flood Relief Capital Projects. The Council works may include a variety of project works in conjunction with other agencies and state bodies.

The Executive Engineer will report directly to the Senior Executive Engineer/Senior Engineer, or such person as may be assigned from time to time by Wicklow County Council under the direction and supervision of the appropriate line manager, the post holder will provide engineering or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

A panel may be formed from which any future permanent and temporary positions may be filled.

Qualifications

1. Character

Candidates shall 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, Experience, etc.

Candidates shall:

- a) hold an honours degree (Level 8 in the National Framework of Qualifications) in Engineering;
- b) have at least five years satisfactory relevant engineering experience;
- c) possess a high standard of technical training and experiences; and
- d) possess a high standard of administrative experience.

Wicklow County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

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.

The Person

Candidates shall **hold a valid Irish/EY full driving licence for class B vehicles** or a licence acceptable to NDLS for exchange, free from endorsement and disqualification.

Candidates will demonstrate through their application form and at interview that they have/are:

- Excellent communication (written and oral) and interpersonal skills;
- Self-motivated with a record of demonstrating initiative in a work place environment;
- Sufficient knowledge and understanding of engineering works;
- Good judgement, problem-solving and decision- making skills;
- Competence in the area of information technology;
- Good technical knowledge base;
- Appreciation, understanding, knowledge and practice of health and safety issues;
- Good understanding of Local Government policy, issues, initiatives and services;
- Excellent people management skills;
- Excellent financial/budgetary skills;
- Excellent influencing and negotiating skills;
- Ability to work alone or as part of a team;
- Good planning and organisational skills;
- Ability to analyse data and formulate recommendations

Main Responsibilities

The main responsibilities of the role may include the following:

- Supervising, managing, and carrying out engineering/ancillary services to include the preparation and management of work programmes.
- Management of consultants and contractors including procurement where required.
- Administering construction works contracts where required.
- Responsibility for the management of the day-to-day operations of the work unit/section/department.
- Managing staff performance, conduct, and development as required.
- Budget management and preparation, ensuring that works are implemented within allocated budgets and ensuring accurate and timely draw-down of scheme funds from funding agencies.
- Maintaining and proactively developing a culture of Health & Safety in the workplace while ensuring compliance with Health & Safety legislation and regulations.
- Ensuring works are implemented in accordance with all relevant legislation and regulations including planning and procurement requirements.
- Liaising with and responding to other local authorities, government departments and statutory agencies.
- Representing the Council at meetings with, elected members, community/general interest groups, businesses, and residents.

- Preparation of technical reports for meetings.
- Managing public consultation and engagement processes including liaison with the public and other key stakeholders.
- Working effectively with the Elected Members and staff in all Council Directorates towards the successful delivery of services.
- Working with senior management in devising and implementing strategies leading to improved efficiencies in delivery of service.
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

Desirable Skills & Experience

The ideal candidate should be able to demonstrate a strong ability in the following areas:-

- Delivering quality outcomes and ensuring compliance, communicating effectively and managing resources.
- Have knowledge of health & safety legislation and safety regulations
- Management and supervision of staff.
- The ability to manage deadlines and effectively handle multiple tasks.
- Be experienced in all stages of the planning and delivery of engineering projects.
- Have excellent interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives.
- Have good experience of providing updates, presentations, and reports, taking feedback, and ensuring any learning from same is used to enhance outcomes.
- Have experience of managing finances and budgets and ensuring value for money.

These duties are indicative rather than exhaustive and are carried out under general guidance.

Persons employed will be required to work in any location within the Wicklow County Council administrative area.

Principal Conditions of Employment

A panel may be formed from which future temporary positions may be filled. The position will be fulltime, temporary and pensionable.

Duties

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

- 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
- 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 and ancillary services of an advisory, supervisory or executive 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.

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

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 their inclusive salary) payable to and received by them by virtue of their office or in respect of services which they are 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.

The salary scale is from **€59,067 - €82,108** per annum (includes 2nd LSI) 03/2025. The rate of remuneration may be adjusted from time to time in line with government pay policy. Increments are payable, subject to satisfactory performance and in accordance with current Government Pay Policy and the provision of the Public Service Agreements.

Hours of Work

The person appointed will be required to work a 35 hour per week Monday to Friday which equates to a 7 hour to be accounted for with attendance hours of 9.00 a.m. to 5.00p.m. with one hour lunch between 1.00p.m. and 2.00p.m. There may be a requirement to work additional hours from time to time for which Time in Lieu will apply. No overtime applies to this post. Flexi Time Scheme is also in place.

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 their duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. Travel and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with

appropriate rates in line with relevant Department Circulars and Local Authority Travel and Subsistence Policy.

The holder of the office must indemnify Wicklow County Council, as employer, on their car insurance policy.

Garda Vetting

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

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.

Completed applications forms must be submitted to wccrecruitment@wicklowcoco.ie or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, on or before the closing date of **Thursday 5th June 2025 at 12 noon** this competition will remain live and all applications are welcome after this date for subsequent phases.

Please note the following instructions:

- A Curriculum Vitae will not be accepted
- It is recommended that forms are typed and not hand written.
- Before signing the form, please ensure you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations. 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.
- Wicklow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for 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. four fully completed signed copies of the application form, will not be accepted.
- Wicklow 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 Wicklow County Council.

Completing A Competency Based Application Form

A competency based application form requires you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered; as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary.

Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Wicklow County Council is seeking candidates that demonstrate strong administrative and communication skills. They must also be self-motivated and committed to delivering quality public services.

Executive Engineer role can include responsibility for the management and successful delivery of a range of projects and services across a range of disciplines, including, but not limited to, Regeneration, Road Maintenance, Construction and Design, Water Services, Housing Construction and Design, Housing Maintenance, Planning and Community Development.

Competencies for the post

Key Competencies for the post of Executive Engineer are set out as follows:

- **Management & Change**
- **Delivering Results**
- **Performance through people**
- **Personal Effectiveness**

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 600 words.** Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none"> • Proactively identifies areas for improvement and develops practical suggestions for their implementation • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively • Delegates work effectively, providing clear information and evidence as to what is required • Successfully manages a range of different projects and work activities at the same time
Delivering Results	<ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives • Structures and organises their own and others work effectively • Is logical and pragmatic in approach, delivering the best possible results with the resources available • Applies appropriate systems/processes to enable quality checking of all activities at the same time
Performance through People	<ul style="list-style-type: none"> • Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise • Provides clear information and advice as to what is required of the team • Is flexible and willing to adapt, positively contributing to the implementation of change • Leads by example, coaching and supporting individuals as required

Personal Effectiveness	<ul style="list-style-type: none"> • Communicates in a fluent, logical, clear and convincing manner verbally and in writing • Is able to listen effectively and develop a two-way dialogue quickly • Treats other with diplomacy, tact, courtesy and respect; even in challenging circumstances • Collaborates and supports colleagues to achieve organisational goals
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Selection Process

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

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. The application forms will be examined against pre-determined criteria based on the requirements for 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.** Based on examination of the application form, candidates will be selected who appear to be most suitable for the position. The candidates shortlisted will be invited to attend for interview. **Interviews may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

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.

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

Examples of some of the current Employee Benefits include:

- A range of Work Life Balance schemes
- A staff Well-being Strategy
- 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

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 know that is a condition of the Collective Agreement that persons availing of the Scheme 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.

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

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.

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. You will be contacted by email 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 by email. 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

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



wccrecruitment@wicklowcoco.ie



@wicklowcoco



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