



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Energy Efficiency Officer

Closing date for receipt of completed application forms is 4.00 p.m.
on the 15th August 2024.

***Kildare County Council is committed to a
policy of equal opportunity.***



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Contents

The Position & Role	2
The Competition	5
The Candidate	5
Duties and Responsibilities	5
Qualifications	8
Competencies for the post of Energy Efficiency Officer	10
Particulars of Employment	13
The Post	13
Location	13
Commencement	13
Working Hours	13
Reporting Arrangements	13
Probationary Period of Employment	14
Remuneration	14
Superannuation & Retirement	14
Annual Leave	15
Residence	15
Outside Employment	15
Code Of Conduct/Organisation Policies	15
Training	16
Health and Safety Regulations	16
Canvassing	16
Communications	16
Before You Proceed	17
Shortlisting	17
Interview Stage	17
Feedback	18
Deeming of candidature to be withdrawn	18
Pre-Employment Checks	18
Confidentiality	18
Citizenship	19

Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Energy Efficiency Officer with Kildare County Council.

The Position & Role

Kildare County Council is now seeking applications for the post of Kildare Energy Efficiency Officer who will capitalise on opportunities and support the local authority and the Mid-East Energy Unit to deliver on the ambitious targets of 50% improvement in energy efficiency and 51% absolute reduction in carbon emissions, set for 2030 with a trajectory for net zero by the end of 2050.

The office is whole time and pensionable.

Context

Strengthened national climate policy responses to help tackle the global phenomenon of climate change call for a reduction in emissions of 51% by 2030, with a trajectory towards achieving net-zero emissions by the end of 2050.

The role of local government is considered significant at the forefront of climate action. This is reflected in the local government sectoral strategy published in April 2021; ***Delivering Effective Climate Action 2030 (DECA 2030)***, where an overarching commitment on leadership is highlighted to ensure a coherent approach to climate action across the administrative and political structures of all 31 local authorities with the support and assistance of the four Climate Action Regional Offices (CAROs). This is further reinforced at the regional and local levels through the **Local Authority Climate Action Charter** that commits local authorities to both adaptation and mitigation actions to help deliver on sectoral and national climate obligations.

As part of national obligations on climate action, local authorities are also prescribed to develop and implement a **Local Authority Climate Action Plan**, of a five year duration, to bring forward mitigation and adaptation measures in an integrated manner. As part of the climate action plan each individual local authority is responsible for reducing greenhouse gas emissions from across its own assets, infrastructure and operations, whilst also taking on a broader role of influencing and facilitating others to meet their own targets. In addition, each local authority must bring forward plans to develop a **Decarbonisation Zone (DZ)** as a demonstrator for what is possible for decarbonisation and climate action in a place-based manner.

Kildare County Council has a well-established and ambitious role on climate action. In addition to maintaining strong advocacy for the leadership role of local government on climate action, it hosts the Eastern and Midlands CARO which works across the largest climate action region in the country with 17 local authorities, to drive the climate action agenda at local, regional and national levels. Kildare County Council is a signatory of the **EU Covenant of Mayors** platform for local climate and energy actions. It also fulfils all requirements relating to the delivery and reporting on public sector energy obligations as part of the SEAI M&R system.

More recently, Kildare County Council has entered a working partnership with adjoining local authorities of Wicklow, Meath and Louth to establish the **Mid-East Energy Unit** that will utilise Pathfinder support from the SEAI to address combined climate mitigation ambitions and identify, progress and deliver prescribed energy efficiency and carbon reduction projects in the local authority and the region.

Kildare County Council Climate Action Plan 2024-2029 was published January 2024 in line with requirements of the Climate (Amendment) Act 2021 and implementation of the plan including advancement of the Maynooth Decarbonising Zone (DZ) is pertinent to leading out on behavioural change. Kildare County Council is now seeking applications for the post of Kildare Energy Efficiency Officer who will capitalise on opportunities and support the local authority and the Mid-East Energy Unit to deliver on the ambitious targets of 50% improvement in energy efficiency and 51% absolute reduction in carbon emissions, set for 2030 with a trajectory for net zero by the end of 2050.

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the plan including advancement of the Maynooth Decarbonising Zone (DZ) is pertinent to leading out on behavioural change.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at Energy Efficiency Officer Grade as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Good interpersonal skills and the ability to establish positive relationships with staff of the Council, Councillors, partners, external agencies and suppliers etc.
- Well-developed presentation and negotiation skills: able to communicate clearly, pleasantly and confidently with staff and stakeholders both orally and in writing.
- Confident in their technical abilities, can work under pressure and to tight deadlines. Able to work on your own initiative and be a self-starter, prioritising work with minimum supervision.
- Must be committed to self-development and be enthusiastic about acquiring new skills.

Duties and Responsibilities

Working as part of the Energy Management Team and reporting to the Climate Action Coordinator in Kildare County Council, the Energy Efficiency Officer will be responsible for a range of projects and initiatives to advance both the local authority's and the Mid-East Energy Unit's commitments on energy efficiency and emission reductions.

The Energy Efficiency Officer is responsible for the following specific duties:

Kildare County Council obligations:

- Lead a strengthened Energy Management Team of the local authority to deliver on energy/emission targets and objectives, including:
 - Developing and maintaining relationships with key energy/emission departments within the local authority and developing a knowledge of their activities and energy/emission project needs and provide advice in the delivery of projects.
 - Working with all local authority departments and collaborating with others as is necessary to ensure deadlines are met and any barriers to deadlines are highlighted early.
- Lead in the development and implementation of ISO 50001 Energy Management System, including:

- Convening energy dedicated meetings and workshops with Significant Energy Users (SEU) owners in each of the relevant local authority departments.
- Generating energy performance reports for SEU's in line with ISO 50001 requirements
- Identifying energy and emission saving projects that can be evaluated by the energy team and incorporated into the Energy & Emission Investment Strategy 2030, a Register of Opportunities & Annual Action Plans.
- Monitor and Report on requirements for the local authority which involves the
 - Management/Maintenance of M&R database for SEAI (MPRNs, GPRNs, Unmetered Public Lighting, Fleet fuel, other machine fuels etc.)
 - Supporting local authority departments in collecting and sorting of all data annually to meet monitoring and reporting requirements.
 - Annual Monitoring & Reporting to SEAI & data verification.
 - Identification of potential energy efficiency projects on an ongoing basis
- Mentor local authority departments in ensuring all energy/emission statutory obligations of the local authority are met; M&R, DEC's, NDBER's, Building Audits, Organisational Audit, including
 - Assist in the generation of DEC's (Display Energy Certificates) for public buildings
 - Supporting the local authority in priorities and addressing the gaps in meeting their energy/emission statutory obligations
 - Assist and/or support the procurement of services to carry out feasibility studies and energy audits of local authority facilities
- Assist in the implementation of energy efficiency and emission reduction measures across the local authority, including
 - Investigating and identifying potential solutions to data gaps in developing evidence-based analyses.
 - Supporting the local authority departments to implement and/or procure energy audits
 - Energy/emission project design, specification and implementation.
 - Help identify and develop EU and national level funding applications for energy/emission planning research and projects.
 - Manage the Energy Management Tool including data inputs, monitoring and reporting.
- Support the Energy Management Team and the Climate Action Office of the local authority to meet implementation and reporting commitments of the Covenant of Mayors and the delivery of energy, emission reductions and climate actions of the Local Authority Climate Action Plan.
 - Take a lead role in the development and implementation of the Maynooth DZ.

- Active involvement in translating guidelines for local authorities on developing the climate action plan to the context of Kildare County Council.
- A key role in supporting and leading communities in the development of Sustainable Energy Communities (SEC).
- Collaboration with a range of local and regional stakeholders, Municipal Districts, Public Participation Networks, Strategic Policy Committees and Community Groups.
- Building organisational capacity to mainstream mitigation actions across all services and functions.
- Support the local authority to integrate low-carbon energy policy requirements into local authority policies and strategies (e.g. Local Authority Climate Action Plan, County and Local Development Plans, Local Economic and Community Plans, Corporate Plan etc.)
- Undertake any other duties as may be required to support the implementation of the local authority's agenda on energy efficiency and emission reduction.

Mid-East Energy Unit obligations:

- Build effective relationships with the Mid-East Energy Unit energy representatives from Wicklow , Meath and Louth County Councils to help integrate and embed energy and emission reduction across the region.
- Work constructively as part of and within the governance arrangements established for the Mid-East Energy Unit to which Wicklow County Council is lead authority.
- Work collaboratively as an active member of the Mid East Energy Unit, with Wicklow, Meath and Louth County Councils, SEAI, Energy Agencies and other relevant partners to define, develop and implement aggregated projects of scale across the region and innovative solutions to delivery meaningful energy efficiencies and emission reductions.
- Encourage and lead stakeholder engagement and collaboration through the Mid East Energy Unit with Government Departments, SEAI, Energy Agencies and other relevant partners in the development of the local authorities energy and emission projects and ensure maximum benefit from EU and national funding opportunities.
- Build and maintain senior level stakeholder relationships across the region with other public and private bodies and relevant networks, associations and service providers to support the objectives of the Energy Unit.
- In partnership with Wicklow. Meath and Louth County Councils, lead the development and implementation of Energy and Emission Investment Strategies to 2030 ensuring a coordinated, cross-organisational approach that supports delivery of local authority targets.
- Support the Mid-East Energy Unit to identify and progress targeted actions and appropriate supports that will deliver measurable progress towards local

authority energy and emission targets.

- Any other duties as may be required to support the implementation of the Mid-East Energy Unit on energy efficiency, emission reduction and carbon emissions reduction.

Qualifications

Character:

Each candidate must 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 and Experience etc.:

Essential Requirements:

Candidates shall on the latest date for receipt of completed application forms for the office: -

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering, Planning, Science, Environmental Science, Architecture or related discipline.
- ~~(b)~~ have at least five years satisfactory relevant experience
- (c) possess a high standard of technical training and experience and demonstrate a record of excellent project management skills resulting in successful outcomes, simultaneously managing and coordinating multiple projects of differing scale, nature and complexity, bringing them to a conclusion on time and on budget.
- (d) possess a high standard of administrative and management experience
- (e) have satisfactory knowledge of Local Authority operations, particularly in respect of their responsibilities for and enhancing their capacity on Energy Efficiency, Emission Reduction, Carbon Reduction and Climate Action.
- (f) Have a high level of technical competence and experience in delivering successful outcomes, formulating, implementing and managing strategies, plans, studies or processes including stakeholder engagement.
- (g) Demonstrate a successful track record in managing and motivating staff including strong judgement and problem-solving skills.
- (h) have excellent interpersonal, communication and influencing skills;

- (i) Have technical report writing skills and ability to communicate findings to a non-technical audience.
- (j) Have an excellent knowledge of health and safety legislation and regulations and their application in the workplace and competence and experience of financial and budget management.

Desirable Requirements:

- (a) Possess excellent knowledge of local government functions, services and activities.
- (b) Demonstrate a high level of IT competence;
- (c) Demonstrate knowledge and experience in climate change adaptation and mitigation, an understanding of Irish climate action policy at national, regional and local levels with particular reference to prescribed emission reduction targets and energy efficiency improvements.
- (d) Demonstrate robust knowledge of the Covenant of Mayors framework, ISO 50,001, M&R and accountability of the local authority for delivering on targets for energy efficiency and emission reductions.
- (e) Demonstrate a high level of technical knowledge and experience in project appraisal, delivering projects on time and on budget.
- (f) Demonstrate knowledge of working with communities to deliver projects and other interventions, including involvement of experience of working with all forms of media.
- (g) Have a knowledge of the Sustainable Energy Authority of Ireland (SEAI) and the various energy efficiency campaigns and funding schemes ongoing nationally, regionally and locally.
- (h) Have experience of building strategic relationships with external stakeholders at all levels including local, regional and national and be capable of working in close collaboration with key partners and in seeking co-operation and consensus with a whole range of external bodies and representative groups.
- (i) Demonstrate experience of working closely with Elected Members and have a knowledge of existing Local Government structures and 'Putting People First'.
- (j) have experience of managing and coordinating multi-disciplinary and cross sectional 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.

(k) have experience of maintaining sound employee relations and conflict resolution.

(l) 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.

(m) be experienced in contributing to the operations and strategic planning processes and in the implementation of the agreed aims of same.

Have a knowledge of Local Government funding streams with a particular focus on the availability of climate action funds at a national and European level.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

Competencies for the post of Energy Efficiency Officer

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 to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<p>Strategic Management and Change</p>	<p>Strategic Ability 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>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing 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>Bringing about Change Demonstrates flexibility and an openness to change.</p>
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	<p>Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
<p>Performance through People</p>	<p>Leading and Motivating 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>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating 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>

<p>Delivering Results</p>	<p>Problem Solving and Decision Making 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>Operational Planning 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>Managing Resources 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>Delivering Quality Outcomes 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>
<p>Personal Effectiveness</p>	<p>Relevant Knowledge 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>Resilience and Personal Well Being Demonstrates appropriate and positive self- confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</p>

	Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.
Knowledge, Experience and Skills	<p>Knowledge and understanding of the structure and functions of local government including service requirements.</p> <p>Knowledge of current local government issues.</p> <p>Understanding of the role of an Energy Efficiency Officer</p> <p>Understanding key challenges facing the local government sector and Kildare County Council.</p> <p>Knowledge and experience of operating ICT systems.</p>

Particulars of Employment

The Post

The post is wholetime (i.e., 35 hours per week) and appointment may be permanent or temporary.

Location

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

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

Commencement

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

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

Energy Efficiency Officers report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

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

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

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

Remuneration

€57,336 per annum to €76,126 per annum (maximum)

€78,526 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€79,701 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee’s annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

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

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

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

Health and Safety Regulations

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

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

Canvassing

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

Important Notice

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

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying 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 email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Page 8, 9 and 10 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed 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 shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare 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 shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted 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.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Strategic Management and Change**
- 2. Performance through People**
- 3. Delivering Results**

4. Personal Effectiveness

5. Knowledge, Experience and Skills

A list of these competencies and key indicators are included on pages 10, 11, 12 and 13.

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

Kildare County Council may at their 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 Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare 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 Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

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

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

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

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

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