Comhairle Contae Chill Dara
Kildare County Council

# Candidate Information Booklet

**PLEASE READ CAREFULLY**

# Executive Architect

**Closing date for receipt of completed application forms is 4.00 p.m. on the 10th December 2026**

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

Comhairle Contae Chill Dara
Kildare County Council

# Contents


**The Position & Role** ..... 2
**The Competition** ..... 3
**The Candidate** ..... 3
**Duties and Responsibilities** ..... 4
**Qualifications** ..... 6
**Competencies for the post of Executive Architect** ..... 8
**Particulars of Employment** ..... 10
The Post ..... 10
Location ..... 10
Commencement ..... 10
Working Hours ..... 10
Reporting Arrangements ..... 11
Probationary Period of Employment ..... 11
Remuneration ..... 11
Superannuation & Retirement ..... 12
Annual Leave ..... 12
Residence ..... 12
Outside Employment ..... 13
Code Of Conduct/Organisation Policies ..... 13
Training ..... 13
Health and Safety Regulations ..... 13
Canvassing ..... 13
**Communications** ..... 13
Before You Proceed ..... 14
Shortlisting ..... 14
Interview Stage ..... 14
Feedback ..... 15
Deeming of candidature to be withdrawn ..... 15
Pre-Employment Checks ..... 15
Confidentiality ..... 15
Citizenship ..... 16

## 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:

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

## The Position & Role

Aligned to the Housing Directorate of Kildare County Council, the Architects Section primarily provides services associated with the delivery of social and affordable housing. Over the years Kildare County Council has developed expertise in the areas of housing design, sustainable building construction, Age Friendly and Universally designed housing, design and architectural conservation. Much of the current pipeline of projects will be delivered using BIM (Building information Modelling) principles and constructed using MMC (Modern Methods of Construction). Projects are delivered using traditional employer designed schemes as well as contractor Design and build schemes. The Architects Section provides advice on housing maintenance and the energy efficiency retrofitting, adaptation, alteration and extension of the social housing stock and, on occasion, also provides architectural, planning, procurement, design and conservation services on a cross-departmental basis.

The Council is the owner or developer of a significant stock of social housing, civic and community buildings and amenities. It is also the prime custodian of the County's public realm.

The initial vacancy is expected to be in the Architects Section/Housing Capital team within the Housing Directorate. The appointee will have responsibility for designing and managing construction projects and other ancillary works required for the

successful development of the County in the areas of, but not limited to all aspects of New Social & Affordable Housing, Housing Regeneration, Conservation, Town Center Regeneration and Urban Renewal, Corporate Projects and Works to the Public Realm.

Opportunities may arise in other business units of the Council including the multidisciplinary Strategic Projects & Public Realm Team and the Town Centre First Team.

## The Competition

Kildare County is seeking to establish a panel of Executive Architects to fill permanent and contract posts that arise during the life of the panel.

## The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that they have:

- Possesses strong professional architectural knowledge and skills
- Has a record of achievement in the design and management of construction projects of a scale relevant to Kildare County Council including housing developments;
- Has the skills and ability to establish working relationships with colleagues in the Council, public representatives and other agencies;
- Has an excellent understanding of the requirements of the Planning and Part 8 processes;
- Has an understanding of Part V of the Planning and Development Act (as amended);
- Has an understanding of the design standards relating to social housing from site selection through to detailed design;
- Has experience in project execution from project planning, feasibility, preliminary and detailed design, statutory consents, tender, contract administration, and site inspection through to project completion;
- Have an ability to work independently and on his/her own initiative;
- Has satisfactory experience supervising staff and be able to work within and lead multi-disciplined teams and have the ability to motivate and encourage staff to achieve maximum performance;
- Has experience in managing design team consultants;
- Has an excellent working knowledge of the Building Regulations
- Can demonstrate proven abilities in quality architectural and urban design;
- Is familiar with the use of the public works and works related services contracts, has a working knowledge of the Capital Works Management Framework and experience in the preparation of tender documentation using the various forms of public works contracts;
- Has a working knowledge of public procurement and in particular procurement for public works and works related consultancy services;
- Is self-motivated, decisive, has excellent problem-solving skills, strong organisational skills, good judgement, excellent communication skills, and has

excellent IT skills particularly in graphic presentation, associated Autodesk AutoCAD and Autodesk Revit skills.

- Has a working knowledge of the principles involved in Building Information Modeling;
- Has a working knowledge of energy performance in buildings including nZEB
- Has an excellent appreciation and understanding of quality urban design
- Has a working knowledge of the Building Control Amendment Regulations 2014 and 2015 (BCAR process);
- Has a knowledge of and understands the roles and responsibilities identified in the Safety, Health and Welfare at Work (Construction) Regulations 2013 including undertaking the role of Designer and of the Project Supervisor for the Design Process (PSDP);
- Has a good working knowledge or demonstrates an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the County Council operates and adhere to corporate policies, protocols and procedures.

**Portfolio**

Candidates may be asked to bring a sample portfolio to the interview for review by the interview panel to assist the candidate in demonstrating their skills and abilities. It should be noted that any material presented in a portfolio must be a genuine representation of the candidates own work. A maximum of 5 A3 sheets should be included in the portfolio.

**Driving Licence**

Applicants must at the date of application, hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

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

## Duties and Responsibilities

The duties of the post include the following:

- Designing new social housing and mixed use schemes, design and adaptation of existing Council housing stock, including the regeneration of existing housing estates, design of works to community facilities and Council buildings and other built environment improvements works;
- Project managing housing schemes and other built environment/capital works projects
- Managing and maintaining Council property effectively
- Providing urban design services;
- Carry out inspections on existing building and potential development sites lands and preparing feasibility reports and recommendations

- Working with and managing Design Teams and external consultants engaged by Council;
- Managing and supervising staff as required and working as part of a multidisciplinary team;
- Assist in leading, motivating, mentoring and developing staff and promoting high standards of performance;
- Managing all stages of the construction process from procurement to Final Account;
- Conducting feasibility studies to assess the suitability of sites for acquisition for development by the Council:
- Performing the duties of Employers Representative and administering Public Works Contracts at construction stage including on-site inspection/monitoring/instructing/reporting;
- Be proficient in Revit, and have a knowledge of Autocad.
- Have an understanding of Building Information Modeling (BIM);
- Dealing with variations, claims, disputes and performance bonds and insurances;
- Assisting in identifying and agreeing work programmes, targets and deadlines and their subsequent implementation to a high standard of design and technical quality;
- Reporting to the Department of Housing, Planning and Local Government (DHLGH) in relation to the status of housing projects and the application of the DHLGH single stage and 4-stage processes;
- Representing the Council at a variety of meetings;
- Working effectively with the Elected Members and Council staff towards the successful and speedy implementation of designated projects;
- Preparing reports and presentations for the Council, committees of the Council, Central Government and other stakeholders;
- Communicating effectively with client Departments, public representatives and/or the public as may be required;
- Assisting in the preparation and managing of budgets including conducting value for money exercises;
- Assisting with any office management tasks which may be assigned;
- Ensuring that all appropriate records are established and maintained consistent with office procedures and policies;
- Attending training and continuing professional development as required and as necessary to maintain registration as an Architect;
- When requested fulfill the duties of Project Supervisor for the design Process (PSDP) on behalf of Kildare County Council in accordance with the Health Safety & Welfare (Construction) Regulations 2006;
- When requested fulfill the duties of Design Certifier and or Assigned Certifier as required under the Building Control (amendment) Regulations 2014;
- Have a detailed knowledge of Construction Health and Safety, Planning Legislation, Building Regulations and the Building Control process.
- Acting in the role of Senior Executive Architect as required to cover for annual leave and other forms of leave;
- Carry out any other duties that may be assigned from time to time.

## 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.:**

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

a. Hold a professional qualification in Architecture that is prescribed under the Building Control Act 2007, or a qualification in Architecture, that is equivalent to a qualifications so prescribed in Section 14 of the Building Control Act 2007 and

b. be eligible for registration as an Architect under the Building Control Act 2007 without requiring further assessment. Any appointment by the employing local authority will be subject to registration under the Act;and

c. Have at least four years satisfactory relevant experience of architectural work;and

d. Have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specification;and

e. Have a satisfactory knowledge of public service organization or the ability to acquire such knowledge.

**Candidates shall also:**

- Have highly developed skills in using architectural design and urban design to promote excellence in the quality of projects, to promote quality in the built environment and public places and to contribute to environmental and social sustainability;
- Demonstrate an ability to exercise sound judgement and a high level of technical expertise in the up keep of the Council's extensive building stock, which includes a significant portfolio of social housing, historic buildings, protected structures and major civic buildings;
- Possess an accreditation in or demonstrate a good working knowledge of architectural conservation, low energy design and/or urban design;
- Have a strong, outward looking perspective and a track record of successful inter-agency collaboration and co-ordination;
- Have a good knowledge of the legal, regulatory and governance framework

within which the Council operates and the ability to adhere to corporate polices, protocols and procedures.

- Have excellent interpersonal and communication skills;
- Possess excellent organisational and IT skills;
- Demonstrate an ability to effectively manage financial resources within a budgetary control framework and in particular the Department's payroll, Revenue and Capital budgets;
- Have excellent knowledge and experience of project management and public procurement;
- Have a deep knowledge and awareness of the Building Regulations and the Building Control Act, and their application in the workplace;
- Have a good working knowledge of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- Demonstrate an understanding of the role and duties of line managers and an ability to take a structured and procedurally sound approach to achieve management objectives in the workplace.

**Desirable Skills & Abilities**

It is desirable that candidates demonstrate that they:

- Have excellent Autodesk Revit skills (or similar parametric 3d drafting software) and a strong understanding of BIM (Building Information Modeling) and its implementation.
- Have a record of achievement in the management, procurement and delivery of large and varied building construction and public realm projects;
- Have an excellent appreciation and understanding of quality urban design;
- Have experience in the design of building and public realm sketch plans, feasibility studies, 3D visualisations, working drawings, details and specifications.
- Have proven ability in developing and delivering guidance on matters of architectural policy, importance, significance within a large organisation and to members of the public;
- Have a track record in managing change and is flexible to a changing working environment;
- Have the ability to demonstrate the necessary vision, leadership and experience to lead staff in the delivery of the Council's architectural services.

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

## Competencies for the post of Executive Architect

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:

| | |
|---|---|
| **Management and Change** | **Strategic Ability**<br>• Thinks and acts strategically. Translates strategy into operational plans and outputs.<br>• Demonstrates innovation and creativity to secure successful strategic outcomes<br>• Demonstrates knowledge and understanding of the roles and responsibilities identified in the Safety, Health and Welfare at Work (Construction) Regulations/legislation.<br>**Political Awareness**<br>• Has a clear understanding of the political reality and context of the organisation.<br>**Networking and Representing**<br>• Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.<br>**Bringing about Change**<br>• Challenges the status quo to see how systems, processes and practices may be improved.<br>• Demonstrates flexibility and an openness to change. |

| | |
|---|---|
| **Performance through People** | **Leading and Motivating**<br>• Motivates others individually and in teams to deliver high quality work and customer focused outcomes.<br>• Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.<br>• Experience supervising staff and working with and leading multi-disciplined teams.<br>• Ability to motivate and encourage diverse stakeholders to achieve maximum performance;<br>• Has experience in managing design team consultants; |

| | |
|---|---|
| | • Has effective verbal and written communication skills.<br>**Managing Performance**<br>• Effectively manages performance.<br>• Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility, and accountability.<br>**Communicating Effectively**<br>• Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups. |
| **Delivering Results** | **Problem Solving and Decision Making**<br>• Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.<br>**Operational Planning**<br>• Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods.<br>• Establishes high quality service and customer care standards.<br>**Delivering Quality Outcomes**<br>• Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively. |

| | |
|---|---|
| **Personal Effectiveness** | **Relevant Knowledge**<br>• Keeps up to date with current developments, trends and best practice in their area of responsibility.<br>• Demonstrates the required specialist knowledge, understanding and training for the role.<br>• Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.<br>**Resilience and Personal Well Being**<br>• Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.<br>• Can operates effectively in an environment with significant complexity and pace.<br>**Integrity**<br>• Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. |

| | |
|---|---|
| | **Personal Motivation, Initiative and Achievement**<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.<br>• Keeps up with qualifications, current developments, trends and best practice in this area.<br>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.<br>• Manages their time effectively, focusing on essential tasks and responsibilities. |
| **Knowledge, Experience and Skills** | • Knowledge and understanding of the structure and functions of local government including service requirements.<br>• Knowledge of current local government issues.<br>• Understanding of the role of an Executive Architect.<br>• Understanding key challenges facing the local government sector and Kildare County Council.<br>• Knowledge and experience of operating ICT systems. |

## Particulars of Employment

### The Post

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

## Location

Kildare County Council reserves the right to assign you 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.

Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section. You may be required to work overtime on various occasions.

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

The Executive Architect reports directly to the Senior Executive Architect 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

€60,858 per annum to €80,801 per annum (maximum)
€83,348 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€84,596 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 Pages 6 and 7 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition. During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

## 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.

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. **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 8, 9 and 10

Candidates must achieve a minimum of 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

**Critical Skills Occupations**
Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (Stamp 4) Candidates should ensure that the post they are applying for is included in the Critical Skills Occupation list.

**Non Critical Skills Occupations**
Candidates must, by the date of submission of application form, 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
**(d)** Switzerland on the free movement of persons; or
**(e)** 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
**(f)** 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
**(g)** 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.