

**CANDIDATE INFORMATION BOOKLET**

**(Please Read Carefully)**

**Panel for**

**Communications, Marketing & PR Lead**

***Closing Date: 4:00 p.m. Thursday, 9th May, 2024***

***Waterford City & County Council is committed to a policy of equal opportunity***

**General Information**

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. These services generally include housing; transportation; planning; infrastructure; environmental protection; recreation and amenity provision and community development. Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

Waterford City and County Council (Comhairle Cathrach agus Contae Phort Láirge) is the authority responsible for local government in the City & County of Waterford, Ireland. The organisation came into operation on 1st June 2014 after that year's local elections and is a merger of Waterford City Council and Waterford County Council. The mission of Waterford City & County Council is to make Waterford the best possible place for all its people and for those that wish to live, visit, work or invest here.

There are 32 Elected Members. The 2024 Revenue Budget of the Council is €183.31 million. At a strategic level, the Council operate through its Corporate Policy Group comprising of the Cathaoirleach of the Council and the Chairs of the local authority’s Strategic Policy Committees. The Chief Executive and the Council’s Management Team play a key role in supporting and advising this policy group. Day to day management of services takes place under the stewardship of the Chief Executive, four Directors of Service and a Head of Finance who collectively comprise the Senior Management Team.

Working with Waterford City & County Council is now a more inviting prospect than ever. This local authority has immersed itself in many exciting projects in recent years, some which have reached completion while some are ongoing and providing exciting challenges and career highlights for our enthusiastic staff.

This competition presents an opportunity to gain employment with Waterford City & County Council in the role of **Communications, Marketing & PR Lead.**

This Candidate Information Booklet is intended to provide information on the post of **Communications, Marketing & PR Lead** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Waterford City & County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Communications, Marketing & PR Lead**. Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

### **Introduction to Role:**

Waterford City & County Council is currently inviting applications from suitably qualified persons for the above competition. Waterford City & County Council will, following the interview process, form a panel for the post of Communications, Marketing & PR Lead from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Planning and Local Government. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

### **The Position:**

The Communications, Marketing & PR Lead will lead the delivery and implementation of a Communications, Marketing and PR strategy in Waterford City & County Council to ensure that the objectives of the Council are achieved to the highest standard. The key elements of the communications strategy include:

* Prepare and implement an annual communications plan
* Create a positive media perspective towards Waterford
* Promote Waterford to key audiences
* Develop a communications network with key stakeholders and Ambassadors to promote Waterford
* Manage internal and external corporate communications
* Manage local and national media relations

### **duties & responsibilities**

While the Communications, Marketing & PR Lead will work directly with the Senior Management Team and the Director of Economic Development, s/he will also work closely with our diverse and professional staff across the organisation. The role of the Communications, Marketing & PR Lead will encompass the following 2 core areas:

1. ***Communications***

Strategic Communications Planning

* Prepare and implement an annual communications plan for the organisation for both internal and external stakeholders, including timing of key events.
* Develop an influential communications network with the media, local and national stakeholders, decision makers in Government and State Agencies and international networks

Website Development, Media and Social Media Management

* Develop and implement search engine optimisation strategy for website and other online tools
* Liaise with website designers and developers to update the website where necessary, and include new features where relevant.
* Develop and implement internal structures to maintain the website in order to ensure that content is managed and maintained, comprehensive, and up to date.
* Review the website content regularly in conjunction with Council departments, liaising with users, staff, elected members, and other stakeholders.
* Monitor usage of the website, online portal, and social media engagement, and work with Senior Management Team to devise a strategy to increase usage of the facilities.
* Put in place communication channels in mainstream and social media and communication networks to effectively deliver the Council’s message.
* Identify issues emerging in mainstream and social media of relevance to Waterford City & County Council

Relationship Building

* Lead, manage, and maintain an effective communications network across the organisation.
* Work in collaboration with the Council’s service delivery units in managing customer contacts in an efficient and effective manner.
* Develop and maintain relationships with a broad range of press and media contacts.
* Develop and maintain relationships with key local stakeholders in the city & county, the region and at national level

Dissemination of Information

* Write briefing documents and other publications, and ensure that these are communicated effectively to both staff and the public.
* Lead and manage the planning, coordination and organisation of briefings and interviews for the County Mayor and Chief Executive
* As a member of the Council’s emergency planning team, lead and manage the communications elements of the Council’s response to major emergencies and crises e.g. major emergencies, severe weather events etc
* Manage and co-ordinate the preparation and publication of the Council’s Annual Report, periodic newsletters, and other such reports and documents as required.
* Ensure that publications are disseminated and promoted online and in hard copy as appropriate.
* Draft speeches and briefing notes for the Mayor and Senior Management
1. ***Marketing & Public Relations***

Promotion and Media Work

* Draft and distribute regular press releases for the organisation.
* Seek opportunities to promote the organisation, its role, and positive achievements, ensuring that the organisation is presented in an appropriate and professional manner to all its stakeholders.
* Proactively seek out good news stories, prepare press releases and media/press briefing notes regarding same.
* Handle media queries
* Oversee the publication of Waterford City & County Council press releases, news features and staff information material.
* Prepare surveys and questionnaires to ascertain public opinion and perception of Council services, activities, and communications methods
* Ensure that any marketing, promotional material or sponsorship campaigns that are launched are compatible with the organisation’s brand image.

### **General Duties**

The Communications, Marketing & PR Lead will also have other responsibilities, including but not limited to the following:

* Report to the Senior Executive Officer for Economic Development.
* Prepare and implement relevant Performance Indicators and Measures.
* Prepare and submit reports to senior management in relation to organisational performance and the performance of the Communications & Marketing Unit
* Provide guidance on PR tools and communications opportunities.
* Manage internal communications as required
* Responsible for enhancement of the Council’s corporate image and identity.
* Leading the Communications Team
* Undertake any other duties as may be assigned by Management from time to time.

### **Qualifications**

The qualifications for the position of Communications, Marketing & PR Lead shall be as set out hereunder.

1. **Character**

 Candidates shall be of good character.

1. **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. For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their own 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.

1. **Education, Training, Experience, etc.**

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

1. A minimum of 4 years experience in the Communications, Marketing, or Public Relations arena is required, and,
2. The candidate will have a third level qualification in Communications, Marketing, Public Relations, or a related discipline, or have experience in a similar role in the public sector. This is a strategic role, which involves leading the communication of all Council activity to a wide range of stakeholders. Therefore, an understanding of local government, and the particular challenges and opportunities it presents for PR and marketing, is also required.

**\*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.**

1. **Age**

Each candidate must be under 65 years of age on the latest date for receipt of completed Application Forms for the office if they are deemed not to be new entrants to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

However, the age restriction of 65 years does not apply to "new entrants" to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

### **Essential Requirements**

The following specific competencies and skills are deemed essential for the post:

* Experience in the development, management and delivery of ambitious PR and Communications/Marketing Strategies.
* Experience of managing a Communications & PR Team and their performance.
* Ability to operate at a strategic and operational level and prioritise work programmes in a resource-constrained environment
* Experience of establishing and maintaining relationships with key members of the media.
* A good understanding of, and experience in, corporate brand development and management & marketing strategies promoting same
* Track record of collaborative working, networking, and fast-moving project delivery.
* Excellent interpersonal, communication, and influencing skills.
* Excellent written communication skills across a range of media channels
* Experience of acting as a spokesperson/doing media interviews
* Ability to handle sensitive information/issues with good judgment and explain the organisation’s position clearly when required.
* A strong ability to manage a team of staff, including motivating, mentoring, encouraging, innovating, and leadership.
* Excellent computer literacy to include MS Office, social and digital media platforms.

**A minimum of 4 years experience in communications, marketing, PR or a related field is essential.**

### **Desirable Requirements**

The following competencies are desirable but not essential for the post:

* Knowledge and awareness of social, political, or economic trends or incidents that might impact on Waterford City & County Council
* Competency in the Irish language

### **SALARY**

Salary scale: €55,847 - €72,602 (LSI2) per annum (EL 02/23). Remuneration is paid fortnightly directly to the employee’s 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.

### **Hours of Work:**

The normal working hours are 35 hours per week. Flexible working arrangements apply. 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. Waterford City & County Council requires employees to record their hours using the CORE/TDS Clocking system.

### **Annual Leave:**

The annual leave entitlement for the grade is **30 days** per annum. The Chief Executive of Waterford City & County Council retains autonomy with regard to 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.

### **Location of assignment/appointment:**

Waterford City & County Council reserves the right to assign the successful candidate 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.

### **Superannuation:**

The relevant Superannuation Scheme will apply. The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority, 1.5% of their pensionable remuneration **plus** 3.5% of net pensionable remuneration (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 dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration. The provisions of the Spouses and Children’s/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

### **Retirement Age**

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness to carry out the duties to which they have been assigned.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Residence:**

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

### **Drivers Licence:**

Communications, Marketing & PR Lead employed by Waterford City & County Council will be required to use their car on official business. In such situations the employee must hold a current clean driver’s licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Waterford City & County Council with the indemnity specified on the insurance certificate under the heading “Persons or classes of person who are covered”. Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

### **Code of Conduct/Organisational Policies:**

Employees are to be required to adhere to all current and future Waterford City & 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. A full list of relevant policies is contained on the council Intranet.

### **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.

### **Commencement:**

Waterford City & 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 (subject to notice requirements) 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, Waterford City & County Council shall not appoint them.

### **Reporting Arrangements:**

Communications, Marketing & PR Lead reports directly to the Director of Services, Economic Development or to any other employee of Waterford City & County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose. A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

### **Health & Safety:**

Waterford City & County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of 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.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

**The Application Process:**

Once fully completed, application forms will be accepted so please ensure that:

Your application is made on the official application form only – CV’s should not be included. (Note: a

* 1. will not be accepted as an application or as part of an application).
		+ You have fully completed all sections of the application form and included all relevant, detailed and accurate information. ***Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment***.
		+ You attach a copy of your educational certificates.
		+ You submit your application by email to recruitment@waterfordcouncil.ie on or before 4:00p.m. **Thursday, 9th May, 2024**. Late applications will not be accepted.
		+ You indicate **“Communications, Marketing & PR Lead”** in the subject line of the e-mail.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Waterford City & County Council is satisfied that such person fulfils the requirements.

Waterford City & County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Waterford City & County Council accepts no responsibility for communication not accessed or received by the applicant.

**Communications**

Waterford City and 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 for all correspondence in relation to this competition.

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 recruitment@waterfordcouncil.ie The onus is also on each applicant to ensure that s/he is in receipt of all communication from Waterford City and County Council. Waterford City and County Council does not accept responsibility for communications not accessed or received by an applicant.

**Selection Process**

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 Waterford City and 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 you Proceed**

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 in Page 3 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

### **Submission of APPLICATION FOrm**

Applicants are invited to submit application forms in order to apply for the position. Application forms are available on Waterford City and County Council’s website. The information submitted on the application form will then be used to shortlist applications. There is no requirement to submit evidence of education / experience at this point.

Applications must be made on the official application form and all sections must be completed in full. While completing the application form, accuracy is essential. All forms must be clearly legible and in electronic format.

Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position. If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

### **Short-listing**

Waterford City and 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. Waterford City and County Council’s decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

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

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an on-line 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.

### **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 Waterford City and 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 Waterford City and County Council will not be responsible for refunding any expenses incurred.

Waterford City and 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 Waterford City and County Council considered appropriate in the preliminary interview. Interviews shall be conducted by Board(s) set up by Waterford City and 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 Waterford City and 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.

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

**Key Competencies**

Key competencies for the post of **Communications, Marketing & PR Lead** are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form and at interview of their competence under each of these headings.

***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.***

**1. Strategic Management and Change (100 Marks)**

* **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.

* **Political Awareness**

Has a clear understanding of the political reality and context of the organisation.

* **Networking and Representing**

Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

* **Bringing about Change**

Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.

**2. Delivering Results (100 Marks)**

* **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.

* **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.

* **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 minimization of waste.

* **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.

**3. Performance Through People (100 Marks)**

* **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 service ethos.

* **Managing Performance**

Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.

* **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.

**4. Personal Effectiveness – Personal Motivation and Initiative (100 Marks)**

* **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 the importance of communications in the context of the fast pace of change of Local Authorities and their functions

* **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.

* **Personal Motivation, Initiative and Achievement**

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 reflections in order to identify how own performance can be improved.

### **Feedback:**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

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

### **Deeming of candidature to be withdrawn:**

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

Should a candidate decline an offer of employment or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition

### **Citizenship**

Candidates must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. 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
5. 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
6. 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

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### **Verification of Educational Qualifications:**

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

*\* 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*.

### **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 or employee of the Council or person nominated by the City & County Council to interview.

### **Confidentiality:**

Waterford City & 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, 1997-2014.

Records created, maintained and stored by Waterford City & County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Waterford City & County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

### **General Data Protection Regulation:**

Waterford City & County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts,1988 – 2018, (once enacted) and the General Data Protection Regulation.

### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Waterford City & County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

### **Sharing of Information**

As well as the recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board. If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

### **Storage period**

In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Waterford City & County Council will not be able to progress your application form for the competition for which you are applying.

### **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 successful candidates**