

**CANDIDATE INFORMATION BOOKLET**

**(Please Read Carefully)**

**INTERNAL AUDITOR**

***Closing Date: 4:00 p.m. Friday, 10th 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.

Waterford is a coastal county located in the South-East of Ireland in the province of Munster. It has a population of 127,363 (2022 Census) across the City & County. Waterford city is the capital of the South-East Region, while the principal county towns are Tramore and Dungarvan. The city is currently the fastest growing city in Ireland.

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 mission of Waterford City & County Council is to make Waterford a vibrant and sustainable place for all its people who live, work, visit or invest here. Waterford is positioned to lead in terms of development and be the economic driver of the South-East region. Waterford City and County Council is committed to ensuring Waterford remains a key enabler of growth by supporting the delivery of Project Ireland 2040.

There are 32 Elected Members. At a strategic level, the Council operates through its Corporate Policy Group comprising of the Mayor 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.

Waterford City & County Council employs almost 900 staff with a diverse range of skills, ability and knowledge who between them deliver almost 1,100 public services. The work of Waterford City and County Council is critical to the economic and social wellbeing of Waterford.

The 2024 Revenue Budget of the Council is €183.31 million. The Council has a multi-year capital programme (2023-2026) representing a spend of over €600 million on infrastructural development to meet the County’s current and future needs.

This competition presents an opportunity to gain employment with Waterford City & County Council in the role of **Internal Auditor.**This Candidate Information Booklet is intended to provide information on the post of **Internal Auditor** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Internal Auditor**. 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.

### **The Position:**

Waterford City and County Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Internal Auditor**. The Internal Auditor will engage at the highest levels with Council management, the Audit Committee and external parties for improving governance and related matters within the organisation.

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The internal audit activity evaluates risk exposures relating to the organisation's governance, operations and information systems, in relation to:

* + Effectiveness and efficiency of operations
	+ Reliability and integrity of financial and operational information
	+ Safeguarding of assets
	+ Compliance with laws, regulations and contracts.

While management is responsible for internal controls, the internal audit activity provides assurance to management and the audit committee that internal controls are effective and working as intended. An effective Internal Audit activity is a valuable resource for management and the Audit Committee due to its understanding of the organisation and its culture, operations and risk profile. Internal Audit is required to give an opinion on the adequacy and effectiveness of the whole system of internal controls within the organisation, and shall develop an overall audit strategy taking account, *inter alia*, available resources, knowledge of the organisation, the work of external auditors and its own assessment of risk.

Based on the overall audit strategy, Internal Audit will undertake medium term and annual programmes of work to provide the required assurance. These will be drawn up by the Internal Auditor in consultation with the Senior Management Team via the Head of Finance and the approval of the Audit Committee.

The programme will be designed to appraise the soundness, adequacy and application of the internal control systems and ascertain the extent to which the system of internal control:

* + promotes Value for Money and the efficient / effective use of resources
	+ ensures the integrity and reliability of financial and other information
	+ ensures compliance with laws & regulations, and the organisations policies and procedures
	+ ensures that the assets of the organisation are properly controlled and safeguarded from losses arising from fraud, irregularity or corruption

**Internal audit may also be called upon to:**

* + review performance and performance measurements
	+ carry out special investigations
	+ provide a consultative role to management
	+ co-operate with external audit
	+ Examine and report on compliance with the requirements in relation to EU co- funded projects

**Duties and Responsibilities**

Key duties and responsibilities of the Internal Auditor will include the following:

* + To lead the Internal Audit Unit within the Council
	+ To work with management to ensure that a system is in place which ensures that all major risks are identified and analysed, on an annual basis
	+ To provide both management and the Audit Committee with an opinion on the internal controls
	+ To plan, organise and carry out the internal audit function including the preparation of an audit programme, scheduling / assigning work and estimating resource needs
	+ To report to both the Audit Committee and management on the policies, programmes and activities of the Internal Audit Department
	+ To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
	+ To review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management
	+ To report on the value for money that the organisation obtains in all its activities with special regard to economy, efficiency and effectiveness
	+ To conduct any reviews or tasks requested by management and the Audit Committee, provided such reviews and tasks do not compromise the independence or objectivity of the Internal Audit function
	+ To coordinate coverage with the external auditors
	+ To identify and agree work programmes, targets and deadlines and to ensure their subsequent implementation
	+ To build effective teams, develop motivation and commitment
	+ To undertake any other duties of a similar level and responsibility as may be required from time to time
	+ The post holder will be directly accountable for the work of the staff reporting to them. The post holder will be expected to provide effective leadership for all of the staff within their area of responsibility
	+ The post holder will contribute actively to developing and implementing policy.

### **Qualifications**

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

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.

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

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

• a professional qualification in Finance or Auditing

• have satisfactory experience of audit and accountancy work, including management

accounting and /or financial accounting, and

• be experienced in the management of staff, and

• possess a knowledge of public sector finance, and

• hold a full driving license, Category B, free from endorsement and have access to a vehicle for use in carrying out duties.

***The Ideal Candidate will possess the following skills and competencies:***

• ability to report to, engage with and win the confidence of senior management, the Audit Committee and external stakeholders.

• logical and persuasive, with the skills and ability to influence people at all levels.

• apply appropriate discretion and maintain confidentiality and political sensitivity in carrying out duties.

**4**. **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.

### **RELEVANT EXPERIENCE AND KNOWLEDGE OF AUDIT PROCEDURES, TECHNIQUES AND FINANCIAL SYSTEMS**

In additional candidates must be able to demonstrate that they have the following skills;

* A thorough knowledge of local government legislation/regulations, Council policies/procedures and financial systems
* A thorough knowledge of the principles, procedures and practices of accounting and financial records and transactions (particularly in relation to the Councils Financial Management System)
* A knowledge of audit procedures, including risk assessment, planning, techniques, test and sampling methods involved in conducting audits
* An ability to use IT systems (including Computer Assisted Audit Techniques)
* An ability to maintain and update knowledge of developments related to internal audit, particularly new auditing techniques and practices.

### **SALARY**

Salary scale: €55,847 - €72,602 (LSI2) per annum (EL 02/23). Payment of increments is dependent on satisfactory performance. Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. 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:**

Internal Auditor 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:**

Internal Auditor reports directly to the Financial Account 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. **Friday, 10th May, 2024**. Late applications will not be accepted.
		+ You indicate **“INTERNAL AUDITOR”** 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 **Internal Auditor** 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.***

|  |  |
| --- | --- |
|  **Management & Change**  **(100 Marks)** | * Thinks and acts strategically.
* Develop and maintain positive, productive and beneficial working relationships.
* Effectively manage the introduction of change and demonstrates flexibility and openness to change.
 |
|  **Delivering Results** **(100 Marks)** | * Contribute to the development of operational plans and lead the development of team plans.
* Plan and prioritise work and resources effectively.
* Establish high quality service and customer care standards.
* Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations.
 |
|  **Performance Through People**  **(100 Marks)** | * Lead, motivate and engage employees to achieve quality results. and to deliver operational plans.
* Effectively manage performance.
* Effectively identify and manage conflict.
* Effective verbal and written communication skills.
 |
|  **Personal Effectiveness**  **(100 Marks)** | * Take initiative and seek opportunities to exceed goals.
* Manage time and workload effectively and operate in an environment with significant complexity and pace.
* Maintain a positive, constructive and enthusiastic attitude to the role.
* Putting in place efficient and effective working structures and meeting objectives.
* Ability to develop and maintain productive relationships with all customers and stakeholders.
 |
|  **Knowledge & Understanding of the Internal Audit Role and Function in the context of Local Government** **(200 Marks)** | * Displays a thorough knowledge of local government legislation/regulations, Council policies/procedures and financial systems.
* Displays a thorough knowledge of the principles, procedures and practices of accounting and financial records and transactions (particularly in relation to the Councils Financial Management System).
* Displays a knowledge of audit procedures, including risk assessment, planning techniques, test and sampling methods involved in conducting audits.
* Displays knowledge of current local government issues and advocates practical approaches to addressing them.
* Holds a clear and realistic view of future trends and strategic direction of local government.
* Understands the role of an Internal Audit in this context.
 |

### **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**