

**CANDIDATE INFORMATION BOOKLET**

**(Please Read Carefully)**

**Panel for**

**Assistant Staff Officer**

**Confined to;**

 **Panel A – Open Panel;**

**Panel B – Confined to current employees of Waterford City & County Council**

**(plus Southern Regional Assembly); &**

**Panel C – Confined to current employees of**

**Local Government Sector.**

***Closing Date: 4:00 p.m. Thursday, 16th October, 2025***

***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 2025 Revenue Budget of the Council is €194 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 **Assistant Staff Officer.**

This Candidate Information Booklet is intended to provide information on the post of **Assistant Staff Officer** 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 **Assistant Staff Officer**.

### **The Position:**

Waterford City and County Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Assistant Staff Officer**.

### **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 2 panels for the post of Assistant Staff Officer (Grade IV) from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Planning and Local Government. These panels will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on the following panel(s);

* **Panel A** (Open Panel);
* **Panel B** (Confined to current employees of Waterford City & County Council (plus Southern Regional Assembly); and
* **Panel C** (Confined to current employees of the Local Government Sector).

### **job description**

The Assistant Staff Officer is a key support position within the Council and is assigned to a service delivery area or to support a functional area as required. The Assistant Staff Officer will work under the direction and management of the Staff Officer or analogous grade or other employee designated by the Administrative Officer, Senior Executive Officer or Director of Services as appropriate. The role involves supporting managers and colleagues and working as part of a team in meeting work goals and objectives and delivering quality services to internal and external customers.

### **Essential Requirements for the Post**

The ideal candidate must be able to demonstrate that they have sufficient experience and a proven track record in the following:

* Customer service
* Working effectively as part of a team
* Planning and prioritisation of workloads
* Dealing effectively with conflicting demands
* Working under pressure to tight deadlines
* Adapting to change
* Problem solving
* Administration and report writing
* Operation of ICT systems and standard office software packages
* Project management
* Budget management
* Acting on own initiative
* Ability to communicate effectively across different levels within an organisation
* Maintaining confidentiality

**Duties and Responsibilities**

The duties to be assigned include the following, although this list is not exhaustive and may be reviewed from time to time as organisational needs require :

* To support the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
* To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council’s Corporate Plan and operational plans.
* To ensure high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner.
* To communicate and liaise effectively with employee, supervisors and line managers in other sections and customers in relation to operational matters for their section or work area
* To prepare reports, correspondence and other documents as necessary.
* To provide assistance and support in the delivery of projects as required
* To supervise employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required
* To identify opportunities for improvements in the service delivery within the relevant area of responsibility and to use key performance indicators or other performance indicators effectively as appropriate.
* To compile, prepare and present reports as necessary, including the preparation of reports or letters which may be sensitive and/or confidential in nature.
* To support the implementation of good practices with transparent reporting and communications to deliver accountable services in the department or section.
* To provide assistance in the understanding and interpretation of the Council’s policies and procedures to employees in their area of responsibility and to customers as appropriate.
* To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
* To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
* To support the Council and Municipal District operations.
* To carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
* To provide specialist administrative assistance and support in the delivery of projects as required.
* Deputise for line manager when required.
* To support the Staff Officer in the management and implementation of Health and Safety for the section or department.
* Undertake any other duties of a similar level and responsibilities as may be required from time to time.

### **Qualifications**

### **Post of Assistant Staff Officer – PANEL A - OPEN**

The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of **Assistant Staff Officer (Panel A - Open)** shall be as set out hereunder.

**1. Character**

 Candidates shall be of good character.

**2. 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.

**3. Education, Training, Experience, etc.**

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

(i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, and

 (b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) or

(ii) have obtained a comparable standard in an equivalent examination, or

(iii) hold a third level qualification of at least degree standard, or

(iv) be a serving employee in a local authority, health board, vocational education committee in the State, institute of technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais, the Local Government Computer Services Board, the Border, Midland and Western Regional Assembly or the Southern and Eastern Regional Assembly and have satisfactory experience in a post of Clerical Officer or an analogous post.

**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.

### **Post of Assistant Staff Officer –**

### **PANEL B (WCCC & SRA) & PANEL C (LOCAL GOVERNMENT SECTOR)**

The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of **Assistant Staff Officer (Panel B (WCCC & SRA ) & Panel C (Local Government Sector)** 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.

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

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

1. be a serving employee in a local authority, and have not less than two years’ satisfactory experience in a post of Clerical Officer or an analogous post.

 **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.

### **Desirable requirements**

* Knowledge of the structure and functions of local government, of current local government issues, and of the key influences of local government
* An understanding of the role of Assistant Staff Officer
* An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions
* An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained
* An ability to motivate and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS)
* A career record that demonstrates an ability to supervise staff
* Relevant administrative experience and input to delivery of organisational objectives
* Proven management report writing and analysis skills
* An ability to work under pressure to tight deadlines in the delivery of key operational objectives

**The ideal candidate will also:**

* Be self motivated with ability to work on own initiative
* Have strong interpersonal and communications skills and be capable of representing the Council in a professional and credible manner with all stakeholders
* Have an awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace

### **SALARY**

Salary scale: €35,613 - €54,911 (LSI2) per annum (EL 07/25). 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.

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### **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:**

Assistant Staff Officer 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:**

Assistant Staff Officer reports directly to the Senior Staff Officer 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, 16th October, 2025**. Late applications will not be accepted.
		+ You indicate **“Assistant Staff Officer”** 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 **Assistant Staff Officer** 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 below at interview in order to meet the qualifying standard.***

|  |  |
| --- | --- |
|  **Management & Change** **(100 Marks)** | * Knowing section purpose and its priorities.
* Understanding the role of the Elected Council.
* Understanding and adhering to the code of conduct for all employees.
* Maintaining a positive image of the Council.
* Co-operating with change.
* Safety, Health and Welfare at work.
 |
|  **Delivering Results** **(100 Marks)** | * Identifying problems and contributing to solutions.
* Co-operating with decisions and implementing solutions.
* Taking care of council resources and equipment.
* Complying with all council rules.
* Delivering quality work and services.
 |
|  **Performance Management & Communication** **(100 Marks)** | * Accepting direction.
* Contributing positively.
* Co-operating to reduce conflict.
* Communicating effectively.
 |
|  **Personal Effectiveness**  **(100 Marks)** | * Skills, Experience and Knowledge.
* Resilience and personal well being.
* Integrity.
* Personal motivation and initiative.
 |
|  **Knowledge & Understanding of Role**  **(100 Marks)** | * Demonstrates understanding of the role of Assistant Staff Officer in the context of wider local authority service delivery
* Demonstrates knowledge & understanding of the structure and functions of local government
* Demonstrates knowledge of current local government issues, future trends and strategic direction of local government.
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### **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.

### **Contributing to the Council’s Climate Goals:**

Through the Waterford Climate Action Plan 2024-2029, WCCC has made a commitment to reduce our greenhouse gas emissions by 51% by 2030. We also have a responsibility to facilitate the public in reducing their emissions in the way we build and design infrastructure and WCCC is responsible for preparing for extreme weather. In your work you may be asked to contribute to these efforts, by being energy efficient, in using Green Procurement or in considering the impact of Climate Change on the projects you work on.

### **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.

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### **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**