

**CANDIDATE INFORMATION BOOKLET**

**(Please Read Carefully)**

**Panel for**

**Healthy City & County**

**Co-Ordinator**

***Closing Date:***

***4p.m.***

***Thursday, 9th 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 **Healthy City & County Co-Ordinator.**

This Candidate Information Booklet is intended to provide information on the post of **Healthy City & County Co-Ordinator** 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 **Healthy City & County Co-Ordinator**. 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:**

**The Competition**

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 Healthy City & County Co-Ordinator 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 purpose of this recruitment campaign is to form a panel for Waterford City & County Council from which permanent posts may be filled as Healthy City & County Co-Ordinator as vacancies arise and where applicable acting-up vacancies may be filled.

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.

This Candidate Information Booklet is intended to provide information on Healthy City & County Co-Ordinator and the selection process and candidates are advised to familiarise themselves with the detailed information in advance of submitting their application(s).

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for either or both of the posts.

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.

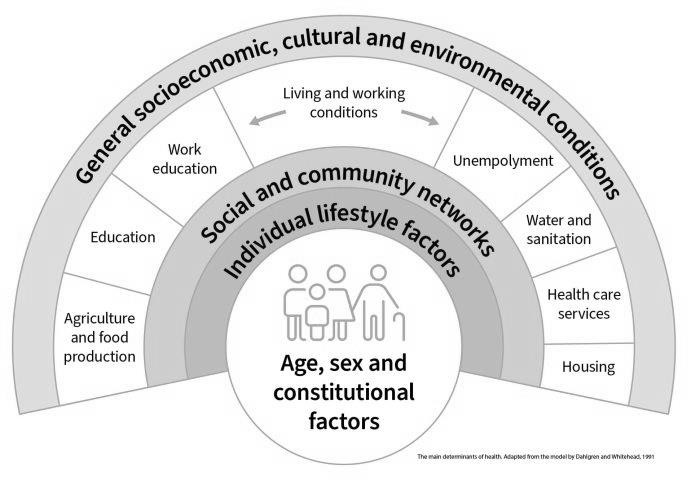
PLEASE NOTE:

* FAILURE TO UPLOAD ALL REQUIRED DOCUMENTS I.E. QUALIFICATIONS, I.D. ETC., AT SUBMISSION STAGE WILL AUTOMATICALLY RESULT IN AN INVALID APPLICATION.
* APPLICANTS SHOULD SATISFY THEMSELVES THAT THEIR EDUCATIONAL QUALIFICATIONS MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION.
* APPLICANTS WITH NON-IRISH QUALIFICATIONS CAN AVAIL OF THE ON-LINE RECOGNITION OF FOREIGN QUALIFICATIONS SERVICE PROVIDED BY QUALITY AND QUALIFICATIONS IRELAND (QQI) AND MUST SUBMIT PROOF OF SAME WITH THEIR APPLICATIONS.
* FAILURE TO FULLY COMPLETE EACH QUESTION ON THE APPLICATION FORM MAY DEEM YOUR APPLICATION INVALID (ANSWERS WHICH REDIRECT TO OTHER RESPONSES ARE NOT PERMITTED).

### **Background**

The Health and Wellbeing Division within the Department of Health has been instrumental in the development of the Healthy Ireland Programmes within Local Government. The Sláintecare Healthy Communities Programme and Healthy Cities and Counties Programme encourage local authorities to lead on health and wellbeing within their communities to bring about improved health and community wellbeing outcomes. This happens across the whole range of local government activities and services to help address what’s called the wider determinants of health and wellbeing – what many people term the causes of the causes of what make people unhealthy. This growing focus and responsibility being given to Local Authorities for community well-being, encourages local government to join- up its effort at the local level leading to improved health and wellbeing outcomes.

The pathway to wellbeing begins well before healthcare ever becomes necessary and public health responsibility extends far beyond the health and social care systems – it also includes many aspects of society spanning the government, community and voluntary sector, private business and most importantly, local communities. In this regard, local government wields significant influence in enabling wellbeing improvements with responsibility for what’s termed the determinants of health and wellbeing (see diagram) – these are the conditions in which people are born, grow, live, work, and age that influence their health and wellbeing outcomes. The Healthy Ireland Programmes play an important role in helping to understand the complex interplay of factors that are crucial in improving overall wellbeing outcomes in communities and encouraging local government to avail of the opportunities to address the public health challenges of today.



### WHO European Healthy Cities

WHO Healthy Cities is a global movement working to put health high on the social, economic and political agenda of National and Local Governments. For over 35 years the WHO European Healthy Cities Network has brought together cities, municipalities and national networks across Europe providing political, strategic and technical support. The Healthy Cities movement has been a driver of change, creating healthier places that support the health and well-being of the people that use them. The Healthy Cities vision acknowledges the critical role that cities, counties and local governments play in tackling health and wellbeing issues through innovation, partnerships, and advocacy. Its approach seeks to put health and community wellbeing high on the political and social agenda and to build a strong movement for public health at the local level.

The WHO European Healthy Cities Network enters Phase VIII (2025-2030) with its overarching goal being to advance health, well-being, and equity for all by addressing health challenges through collaboration, innovation, and sustainability. Core Themes of Phase VIII

*There are seven core themes that form the foundation of the Network’s work in Phase VIII.*

1. *Investing in the* ***people*** *who make up our cities and places.*
2. *Designing urban* ***places*** *that improve health and well-being.*
3. *Promoting greater* ***participation*** *and partnerships for health and well-being.*
4. *Advancing community* ***prosperity*** *through a well-being economy.*
5. *Promoting* ***peace*** *and security through inclusive societies.*
6. *Protecting the* ***planet*** *from degradation.*
7. *Building resilience to effectively* ***prepare*** *for and prevent and respond to health crises.*

The goals of Phase VIII are intended to align with the core themes of Phase VIII and aim to be pursued in an integrated manner, encouraging local government to consider the interconnectedness of social, environmental, economic, and political determinants of health in their local planning and implementation. The goals for Phase VIII are as follows:

***Goal 1:*** *Advance health equity by addressing inequities in systems, services, and health outcomes* ***Goal 2:*** *Build sustainable urban environments that safeguard health, ensure safety and peace and equipped to prevent, withstand and recover from climate, health, conflict-related, and other crises* ***Goal 3:*** *Foster thriving communities by promoting mental well-being, encouraging active participation, and supporting local economies that enhance quality of life across the life course*

The National Healthy Cities & Counties of Ireland Network and the cities of Limerick, Cork, Waterford and Galway were accredited to the Network for Phase VII and the goals and themes proposed for Phase VIII will be significant guiding principles within the work programme for the Healthy County Co Ordinator, with support from the Sláintecare LDO, as required.

### National Healthy Cities & Counties of Ireland Network

The National Healthy Cities & Counties of Ireland Network is an initiative that brings together City and County Councils across the country through the Healthy Cities & Counties Programme to create collaborative and sustainable actions that improve wellbeing outcomes. The National Network has a focus on strengthening the capacity of local government to lead on improving health and wellbeing outcomes and address key health determinants areas at the local and regional level and with regard to specific thematic health and wellbeing areas of interest. The 31 Local Authorities are clustered on a Regional Assembly basis and come together regularly online and in-person for training, planning and networking opportunities. A cross-government steering committee supports the Network's work through enabling the Healthy Cities and Counties Programme to serve as a catalyst for regional and local implementation of the Healthy Ireland Outcomes framework, the Sláintecare Health reform agenda and relevant elements of the Programme for Government: “*Securing Ireland’s Future*”, ensuring strong alignment with National priorities. The Minister for Public Health and Wellbeing is the Political lead for the National Network.

### Health and Wellbeing Sub-Committees

The Health and Wellbeing Sub-Committees, embedded within each Local Community Development Committee (LCDC) across Ireland’s 31 local authorities, provide a key stable platform for delivering integrated community wellbeing action and this aligns directly with the Waterford Local Economic and Community Plan (LECPs). The Healthy Ireland programmes link strongly with the Waterford Health and Wellbeing Sub-Committees to ensure local coherence in improving local wellbeing service delivery and empowering communities, designing services around place, co-benefits of climate action and public health and engaging and carrying out of joined strategic needs assessments to establish community priorities.

### Healthy Ireland Outcomes Framework

The National Framework for Improved Health and Wellbeing, 2013-2025, was launched in 2013 to

make Ireland a healthier place to live, work and play. It’s four high-level goals were: Goal 1: Increase the proportion of people who are healthy at all stages of life.

Goal 2: Reduce health inequalities.

Goal 3: Protect the public from threats to health and wellbeing.

Goal 4: Create an environment where every individual and sector of society can play their part in achieving a healthy Ireland.

A cross-government and cross-sectoral Healthy Ireland Strategic Action Plan, 2021-2025, was developed as a unified roadmap to achieving the high-level goals, with the Department of Health responsible for its strategic planning and implementation. A Healthy Ireland Fund (HIF) was established in 2016 to support implementing project activities that contributed to the Outcomes Framework and the Department of Health has since then, approved four HIF rounds. Round 4, is an outcome-based approach delivered by Local Authorities and though in its final year, has been extended out to 31st December 2026 to progress approved outcomes and the achievement of full spend under HIF Round 4 and also provide maneuverability for a new Outcomes Framework currently being worked on by the Department of Health which is planned for 2026.

### Healthy Ireland Local Government National Office

A National Office to support both Healthy Ireland Programmes was established in 2022 and provides guidance and support to the local development officers/coordinators of the Healthy Ireland programmes across the 31 Local Authorities. This support includes establishment of the programmes in each local authority; relevant upskilling and training; problem-solving and setting up-processes to overcome implementation barriers and enabling effective linkage and liaison between local government and the Department of Health.

The Office is hosted by Waterford City & County Council and the development of a practice-to- policy learning and development cycle, that is inclusive of local communities, to bring shared experiences, learning and challenges from local to national levels of relevant Government Departments is part of its brief. It offers strong enabling support to the Healthy Ireland positions encouraging research and innovation, EU programme participation and data and information gathering exercises that contribute to the implementation of both programmes within local government.

### Healthy Cities and Counties Programme

The Healthy Cities & Counties Programme is a Department of Health funded initiative located within local government with a concerted focus on life-long wellbeing, prevention of illness; enabling wellbeing environments and the reduction of health inequities. More specifically, the programme highlights the important role and responsibility that local government has in enhancing community wellbeing outcomes.

The Healthy Cities & Counties Programme promotes a whole-of-local-government approach and seeks to demonstrate how coherent actions across the wider determinants of health and wellbeing areas of local government activity can produce benefits across broader development objectives and many other related policy areas. This alignment of health and wellbeing activity alongside other local government initiatives with shared objectives is important in driving coherence and collaboration across local government.

The programme has a formal governance arrangement within the LCDC structure which gives it a strong platform from which to build collaborative effort and support high level goal efforts within Local Economic and Community Plans.

The Healthy Cities and Counties Programme has a local Coordinator placed within each of the 31 Local Authorities responsible for the delivery of the programme. A Healthy Ireland Fund secured from the Department of Health is provided to each Local Authority to help leverage activity in specific outcome areas. The fund is used to lever support for projects in specific outcome areas and its management and administration forms part of the overall work programme of the Coordinator.

The primary work of the Healthy Ireland Coordinator is a collaborative and networking role to encourage implementation of key wellbeing determinant objectives within local government, explore resource and partnership opportunity locally, regionally and nationally to influence resource allocation flows to the Local Authority for wellbeing outcome focused projects, and seek out opportunity from a European perspective considering the WHO European Healthy Cities Network approach and relevant EU programme activity.

### **The Position:**

The Healthy City & County Co-Ordinator position is assigned functional responsibility for the management of their respective Healthy Ireland Programme areas.

The Healthy City & County Co-Ordinator is the primary point of contact and liaison with other sections in relation to all operational matters for the Healthy Ireland Programme for which they are responsible and other assigned duties/functions, depending on the organisational arrangements in place.

The post holder will work under the direction and control of the Senior Executive Officer or analogous grade or other officer designated by the Chief Executive or Director of Services as appropriate. The Healthy City & County Co-Ordinator is responsible for management of the day-to-day operations of the relevant programme and is a contributor to the strategic and policy making decisions of the local authority.

He/she will be expected to contribute to the development and implementation of policies and strategies and to work closely with the elected councillors, Oireachtas members and senior managers in delivering services to the highest standard.

The post holder may represent the Local Authority on committees and at meetings, including for example Municipal District meetings, Strategic Policy Committee meetings and may be asked to report on progress in his/her respective section or department.

The post holder will be expected to support the operations of the elected Council, the Strategic Policy Committees, Municipal Districts and other Council Structures.

The job descriptions below outline the requirements for the two Healthy City & County Co-Ordinator positions that operate within a multi-level governance environment—from municipal district and community level to national and EU levels. This is not a conventional Healthy City & County Co-Ordinator position. The postholder will be responsible for coordinating, influencing, and aligning activity across political, managerial, sectoral, and community domains, working at local, municipal district, plenary, regional, national and European levels.

The positions require professionals with the ability to coordinate, influence, and lead cross-sectoral and community initiatives that address health inequalities, promote prevention, and build resilient, inclusive place within their designated Local Authority.

This role will support the delivery of the emerging outcomes framework for Healthy Ireland in 2026, and the WHO European Healthy Cities Network (Phase VIII) objectives at local and regional levels. The roles prioritise actions to improve the wider determinants of health through local government’s statutory and developmental responsibilities, with a strong emphasis on empowering communities, research and innovation, intersectoral collaboration, data management and evidence-informed decision-making.

### **role & duties:**

The Healthy Cities & Counties Coordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Waterford City & County Council for the advancement of the Healthy Cities & Counties Programme.

The Healthy Cities & Counties Coordinator will report under the general direction of a Director of Service or any other officer as designated by the Chief Executive.

Duties include inter alia: Work intensively with communities of interest and place to co-design, develop, and implement locally tailored wellbeing initiatives.

* Apply principles of empowerment, participation, social justice, and equality in all aspects of planning and delivery.
* Work with relevant Healthy Ireland partners to ensure integrated and improved delivery of health and wellbeing initiatives and support programmes across the City/County Council.
* Use and gather relevant local datasets to target communities experiencing the greatest health inequities and build evidence case for resource allocation or intervention.
* Develop a 5 year Healthy Cities & Counties Work Programme based on local need and priorities- established from innovative and participatory community engagement and needs assessment exercises with Annual Action Plans comprising of Healthy Ireland Fund or similar funding to action local priorities.
* Participate in Regional Healthy Ireland Coordinator Cluster and National Network fora.
* Map, align and leverage local authority activities that influence the wider determinants of health and include within relevant Healthy Ireland data gathering exercises.
* Advise elected members and senior executives on relevant policies and programmes related to health and wellbeing and deliver relevant upskilling/enabling opportunities.
* Facilitate Local Authority wide/Regional Health and Wellbeing Networks and support the development of local wellbeing forums, and wellbeing leadership initiatives within communities.
* Work confidently and sensitively with elected representatives, senior executives, and cross-sectoral leaders to address determinants of health activity within the local authority.
* Act as a catalyst and connector across directorates and sections (e.g planning, transport, housing, environment, community) to align activity with health and wellbeing objectives.
* Champion whole-system, place-based, preventative approaches to health and wellbeing, working across local authority directorates and with external partners to create enabling environments that foster wellbeing for all.
* Explore resource mechanisms across all Government Departments and at EU level to address local community priorities.
* Leverage research, data, innovation, and WHO/EU collaboration to encourage local government leadership in improving health and wellbeing outcomes.
* Develop or contribute to funding bids where appropriate in conjunction with communities to resource local priority initiatives.
* Capacity to influence, align, and coordinate across internal directorates and external stakeholders and demonstrate partnership management and stakeholder engagement skills e.g co-ordination of Sláintecare Healthy Communities Local Implementation Team.
* Use local data, research, and evidence to shape decisions and measure outcomes and .
* Represent the Local Authority in regional and national networks and participate in international platforms such as the WHO European Healthy Cities Network.
* Drive whole-of-local-government, whole-of-community and whole-of-place approaches to wellbeing, focusing on the social, economic, environmental and cultural determinants of health.

In addition, appointees will be required to:

* assist in the provision of prudent financial management, budgeting, and resource allocation
* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* prepare reports as required
* attend training as required
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

### **Qualifications**

### **Character:**

Candidates must have on the latest date of receipt of completed applications:

* be of good character with a friendly, open and outgoing disposition is essential
* have the ability to stay focused and resilient under pressure
* the capacity to interact effectively with local elected members and people from a broad range of sectors including local development/community organisations
* have the enthusiasm for meeting and working with a variety of people and groups on an on- going basis

### **Health:**

* Candidates shall 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 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

### **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

### **Education/ experience, etc.:**

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

* 1. hold a third-level degree (NFQ Level 8 or higher) in a relevant field such as community/sports development, youth work, social sciences, public health, social policy, public administration, planning, or related discipline.
  2. have a minimum of 2 years’ relevant experience in any of the following:
     + Local government, public sector, or similar roles involving strategic planning, project coordination, or community engagement.
     + Work with disadvantaged communities or target populations to address social exclusion or inequality.
     + Cross-sectoral coordination or partnership development.
     + Policy development, research, or evaluation related to the determinants of health.
     + Operating effectively within political, community and policy-making environments, demonstrating ability to work across boundaries of role, sector and geography.
     + Project management and delivery, budgeting and performance-monitoring experience.
  3. **Age**

Each candidate must be under 65 years of age on the latest date for receipt of completed application forms for the office.

### **knowledge, skills and attitude etc.:**

* Knowledge and understanding of Sláintecare Reform, Healthy Ireland Outcomes Framework.
* Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders
* An understanding and/or experience of local government structures and political environment
* Facilitation and group-work skills.
* Understanding of those who experience health inequalities.
* Experience of report writing, strategic planning and funding application processes
* Effective communication skills.
* Excellent IT & administration skills, including MS Word, Excel & Power Point
* Experience in managing budgets and finances and experience with processing payments
* Experience in gathering qualitative and quantitative data, analysis, research and evaluation to policy and practice.
* Use of social media and varied communication platforms, including media interviews
* Understanding of multi-level governance and/or experience of working across local, regional, national and European contexts.

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

### **SALARY**

Salary scale: €60,011 - €78,015 (LSI2) per annum (EL 07/25). 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.

### **Probation**

Where a person, who is not already a permanent officer of Waterford City & County Council, is appointed, the following provisions shall apply:

There will be a probationary period of 9 months from date of employment,

The Chief Executive may at his or her discretion extend this period,

You shall cease to hold office at end of the period of probation unless during this period the Chief Executive has certified that your service is satisfactory.

### **Hours of Work:**

While the normal working week will constitute 35 hours, the appointee will be required to work the hours directed by the Chief Executive of Waterford City & County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post. A flexible working hours system is in operation.

### **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:**

Healthy City & County Co-Ordinator 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:**

Healthy City & County Co-Ordinator reports directly to the Senior Executive Officer, Community Department 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.

### **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.

### **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](mailto:recruitment@waterfordcouncil.ie) on or before 4:00p.m. **Thursday, 9th October, 2025**. Late applications will not be accepted.
     + You indicate **“Healthy City & County Co-Ordinator”** 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](mailto: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 **Healthy City & County Co-Ordinator** 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.***

# **Knowledge, Experience and Skills (100 Marks)**

# Demonstrates understanding of the role of Healthy Ireland Programmes and WHO European Healthy Cities Network in the context of wider local authority service delivery.

# Demonstrate awareness of Community Development Principles and a strong understanding of the Social Determinants of Health to support delivery of Healthy Ireland priorities – with clear understanding of the roles that housing, transport, planning, environment, and social infrastructure play in shaping health and wellbeing.

# Demonstrates knowledge & understanding of the structure and functions of local government and in particular working across boundaries and with elected members.

# Demonstrates knowledge of current local government issues, future trends and strategic direction of local and national government and at WHO/EU level.

# Has relevant administrative experience of compiling, preparing and presenting reports, and budget and financial and resource management skills.

# Demonstrates knowledge and understanding of research methods, data management and innovative approaches to their work.

# **Management & Change (100 Marks)**

# Demonstrates experience in the management or coordination of cross-sectoral or cross-departmental initiatives that impact on community wellbeing.

# Ability to lead change processes in partnership with internal and external stakeholders.

# Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant stakeholder interests.

# Demonstrates an understanding of local authority change dynamics, including political considerations and inter-agency working.

# Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.

# **Delivering Results**

# Demonstrates Project planning and delivery skills—especially in settings involving multi-stakeholder coordination.

# Proactively identifies problems, areas for improvement and contributes to solutions.

# A strong focus on prevention, equity, and sustainability in local government or community service delivery.

# Ability to use data, evidence, and performance indicators to monitor progress and inform resource allocation.

# Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.

# **Performance through People (100 Marks)**

# Demonstrates effective skills in engaging and empowering communities—especially marginalised or underserved groups.

# Demonstrates confidence in influencing political and executive leadership to support wellbeing priorities.

# Leads, motivates and engages others to achieve quality results.

# Effectively identifies and manages conflict and potential sources of conflict.

# Demonstrates capacity to foster trust, listen deeply, and navigate competing priorities.

# **Personal Effectiveness (100 Marks)**

# Commitment to equity, inclusion and community empowerment.

# Demonstrates resilience, initiative, and a proactive approach to solving complex problems.

# Maintains a reflective practice approach, learning from experience, data, and feedback.

# Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.

# Demonstrates a curiosity and openness to research, innovation, and EU opportunity.

# Operates effectively in an environment with significant complexity and pace

### **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

### 

### **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**