



Comhairle Contae Chill Mhantáin  
Wicklow County Council

## CANDIDATE INFORMATION BOOKLET

Administrative Officer  
REF: 49/2024

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Closing Date for receipt of application:

**Thursday, 16<sup>th</sup> January 2025 at 12 noon sharp**



Human Resources Department, Wicklow County Council  
[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie) | (0404) 20159 | [www.wicklow.ie](http://www.wicklow.ie)

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# Comhairle Contae Chill Mhantáin

## Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2024 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



# Comhairle Contae Chill Mhantáin Wicklow County Council

## Administrative Officer

Ref: 49/2024

### The Position

The position of Administrative Officer is a management grade within the Council. An Administrative Officer is responsible for organisation and management of all aspects of a section or sections including staff. Duties may also include representing the Department or Council on various committees and contributing through the business planning process to the formulation of policy. The person selected will possess an in-depth knowledge and experience in the policy and strategic issues and responsibilities of a Local Authority. Knowledge of the strategic direction and initiatives of the Council will also be required. The person appointed will have excellent interpersonal /communication, negotiating and decision-making skills. The post holder will be directly accountable for the work of the staff reporting to them. The Administrative Officer will be expected to work closely with colleagues to ensure that the activities of the Council are effectively coordinated and delivered. The positions are in various sections of the organisation, the duties will vary depending on assignment. Wicklow County Council now invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for Administrative Officer may be filled throughout the lifetime of the panel.

### Duties & Responsibilities

The duties of the office shall be to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be required, in relation to the area of any other local authority.

**The duties of the post include, but are not limited to, the following: -**

Providing high level administrative support based on a thorough understanding of the overall workings and policy of a section.

- Supervision and Management of Staff
- Manage workload effectively within team ensuring that the targets set for that work area are reached
- Project Management as required
- Policy formation
- Supervise and Participate in the Performance Management Development System
- Successfully manage the relationship and attending meetings with internal departments and external service providers as needed
- Possess a high degree of initiative and be able to work both as an individual and as a team member

- Maintain/develop appropriate records, reports and documentation as required
- Have the ability to manage financial resources with a budgetary control framework and manage budgets as required
- Continuously monitoring existing procedures to ensure they comply with best practice and the development of new/improved procedures where appropriate
- Have a good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace;
- Any other duties as may be assigned

## Qualifications

### 1 Character

Candidates shall be of good character.

### 2 Health

Candidates shall 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.

On the latest date for receipt of completed application forms, candidates shall have:-

- (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.
- (iv) shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

### Confined Competition

- (v)
  - (a) be a serving employee in a local authority, or a regional assembly and have no less than two years' satisfactory experience in a post of Clerical Officer or analogous post, **and**
  - (b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

**In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.**

## **PRINCIPALS OF EMPLOYMENT**

### **(Confined to employees of the sector, open Competition and Confined to employees of Wicklow County Council)**

A panel may be formed from which future positions may be filled. The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future. Recruitment to the post of Administrative Officer (Grade VII) will be on the following basis:

- Panel A 50% confined to employees of the sector
- Panel B 30% open, and
- Panel C 20% confined to employees of Wicklow County Council

Panel A (Confined to the Local Authority Sector) will comprise of successful applicants, in order of merit, from within the Local Authority Sector only, i.e. candidates serving in a Local Authority or Regional Assembly (where applicable).

Panel B (Open Competition) will comprise of all successful applicants in order of merit and may include candidates serving in a Local Authority, Regional Assembly and external candidates.

Panel C (Confined to Wicklow County Council) will comprise of successful applicants, in order of merit, from within Wicklow County Council only.

The office is whole time, permanent and pensionable.

#### **1. Probation**

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be six months but the Chief Executive may, at her discretion, extend such period;
- (c) such persons shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

#### **3. Salary: €58,252- €75,728 gross per annum (includes 2<sup>nd</sup> LSI)**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform.

Starting pay shall be determined in accordance with appropriate Departmental circular letters. New Entrants will be placed on the minimum of salary scale.

**4. Hours of Work**

The person appointed will be required to work a 35 hour week Monday to Friday, which equates to 7 hours per day to be accounted for within attendance hours of 9 a.m. to 5 p.m. A Flexi Time Scheme is also in place.

**5. Travel**

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

**6. Residence**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**7. Health**

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo at his/her 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 the candidate.

**8. Garda Vetting**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**9. Annual Leave**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

**10. Retirement Age**

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004 and The Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

## **11. Superannuation**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 3.5% of net pensionable remuneration (i.e. 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 dependant or qualified children).

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

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.





# Comhairle Contae Chill Mhantáin Wicklow County Council

## **ADMINISTRATIVE OFFICER REF: 49/2024 (Grade VII)**

**CLOSING DATE: Thursday, 16<sup>th</sup> January 2025 at 12 Noon sharp**

**FOUR APPLICATION FORMS (one original and three copies)  
SHOULD BE RETURNED TO:**

DIRECTOR OF SERVICES  
ORGANISATIONAL DEVELOPMENT | HR | CORPORATE  
WICKLOW COUNTY COUNCIL  
COUNTY BUILDINGS  
WICKLOW

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO  
ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

### **PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

- A Curriculum Vitae will not be accepted
- It is recommended that forms are typed and not hand written.
- Before signing the form, please ensure you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Wicklow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for interview.
- Applications received after the closing date and time specified will not be accepted.
- Applications received that do not comply with the requirements set out in the booklet i.e. four fully completed signed copies of the application form, will not be accepted.
- Wicklow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Wicklow County Council.

## Application Process

### Application Form

Application forms are available on our website.

Completed applications forms must be submitted to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie) or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, Co. Wicklow, on or before the closing date of **Thursday, 16<sup>th</sup> January 2025 at 12 noon sharp**. Late applications or any amendments to applications will not be accepted.

### Competencies for the post

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. **Responses should not exceed 600 words**. Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

**Key Competencies for the post of Administrative Officer are set out as follows:**

- **Management & Change**
- **Delivering Results**
- **Performance through People**
- **Personal Effectiveness**

COMPETENCY	BEHAVIOURS
<b>Management &amp; Change</b>	<ul style="list-style-type: none"><li>• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies</li><li>• Clear understanding of political reality and context of the local authority</li><li>• Embeds good governance practices into day to day activities, practices and processes</li><li>• Develops and maintains positive and productive professional relationships both internally and externally to the local authority</li><li>• Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>• Acts decisively and makes timely, informed and effective decisions</li><li>• Pinpoints critical information and addresses issues logically</li><li>• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources</li><li>• Establishes high quality service and customer care standards Allocates resources effectively to deliver on operational plans</li><li>• Identifies and achieves efficiencies</li><li>• Ensures compliance with legislation, regulation and procedures</li></ul>

<p><b>Performance through People</b></p>	<ul style="list-style-type: none"> <li>• Effectively manages performance of individuals and teams to achieve operational plan targets and objectives</li> <li>• Leads by example to motivate staff in the delivery of high quality outcomes and customer service</li> <li>• Develops staff potential</li> <li>• Manages underperformance or conflict</li> <li>• Understands effective communications at all levels within the organisation</li> <li>• Actively listen to others</li> <li>• Demonstrates high level of verbal and written communication skills</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally</li> </ul>
<p><b>Personal Effectiveness:</b></p>	<ul style="list-style-type: none"> <li>• Initiative and creativity</li> <li>• Knowledge and Understanding of Local Government</li> <li>• Enthusiasm and positivity about the role</li> <li>• Resilience and Personal Well-Being</li> <li>• Personal Motivation</li> <li>• Understands the importance of corporate governance</li> <li>• Commitment to integrity and good public service values</li> </ul>

## Selection Process

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

### 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 Wicklow 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 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 above. This will prevent you from incurring unnecessary expense in progressing in the competition.

## Short-Listing

Wicklow 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. Wicklow 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, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow 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 online 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.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview.

**Interviews may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

## **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 Wicklow 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 Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow 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 Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow 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 Wicklow 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.

## **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

## **Panel**

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

## **Terms and Conditions**

Examples of some of the current Employee Benefits include:

- The Council's Blended Working Policy
- A range of Family Friendly Policies
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should know that is a condition of the Collective Agreement that persons availing of the Scheme will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the

employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. Applicants will be required to declare whether they have previously availed of either of the above schemes.

**WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Frequently Asked Questions

## 1. *Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie).

## 2. *What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

## 3. *I have submitted my CV. What happens next?*

Wicklow County Council will carry out an eligibility check on all CV's to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. 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/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## 4. *What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

## 5. *What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

## 6. *How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?*

Wicklow County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form 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 postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



[www.wicklow.ie](http://www.wicklow.ie)



[recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie)



@wicklowcoco



<https://www.facebook.com/WicklowCountyCouncil/>