

Comhairle Chontae Chill Mhantáin

Wicklow County Council



CANDIDATE INFORMATION BOOKLET

IS Project Leader (Cyber & Information Security) – Ref: 05/2025

Closing Date for receipt of application:

Thursday 6th March 2025 at 12 Noon sharp



W I C K L O W



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 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th 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 2025 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

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The Competition

IS Project Leader (Cyber & Information Security)

Ref: 05/2025

Wicklow County Council's Information Systems Section provides ICT services to the staff of Wicklow County Council as well as delivering front-line services to members of the public and elected members.

The IS Section is based in County Buildings in Wicklow Town but support must also be delivered to other local authority locations throughout the county.

The IS Project Leader (Cyber & Information Security) is responsible for the day-to-day management of cyber-security within the Council to ensure the security, confidentiality, integrity and availability of the Council's information and data.

The nature of the post requires flexibility regarding working hours which may entail being available to work during non-core times including weekends.

The Position

A panel may be formed from which future permanent and temporary positions may be filled. The successful candidate(s) may be assigned as required to any premises/location in use by the Council now or in the future.

The position will be fulltime and pensionable.

The IS Project Leader (Cyber & Information Security) will manage the security portfolio and related systems in the Council. The successful candidate will be part of the ICT Management Team and will constantly develop, implement, test, support and review the Council's information networks, systems and infrastructure to make sure that the information systems are secure, confidential, intact and accessible.

The role will need to align the Council with the National Cyber Security Baseline Standards.

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of IS Project Leader (Cyber & Information Security).

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.

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

A) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant computing discipline **and** at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

B) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with a relevant computing discipline taken in the final year **and at least 5 years** directly relevant, recent ICT hands-on experience from your employment to date*

OR

C) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant computing discipline **and** at least 5 years directly relevant recent ICT hands-on experience from your employment to date*.

OR

D) A Level 6 NFQ major award qualification in a relevant computing discipline **and** at least 6 years directly relevant recent ICT hands-on experience from your employment to date.*

AND

E) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

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.

Desirable Skills & Experience

*Relevant ICT hands-on experience should include, but is not limited to:

- **Project Management:** Experience in managing projects with many shareholders and complex interdependencies.
- **Experience Managing Projects using recognised methodologies:** development of business cases, creation of cost/benefit analysis, writing of project initiation documents and identifying project risks.
- **Security Incident Response:** Handling security incidents is essential. This involves detecting, analysing, and mitigating breaches promptly. Familiarity with incident response frameworks and tools is essential.
- **Information Security Design and Implementation** including best practices in cyber and data security.

- **Vulnerability Assessment and Penetration Testing (Pen Testing):** Professionals should be adept at identifying vulnerabilities and simulating real-world attacks. Conducting penetration tests helps uncover weaknesses in systems, networks, and applications.
- **Network Security:** Professionals should be well-versed in securing networks. This includes configuring firewalls, remote working solutions, implementing intrusion detection/prevention systems (IDPS), endpoint protection with XDR/MDR, and understanding network protocols (TCP/IP, DNS, DHCP).
- **Identity and Access Management (IAM):** Experience with IAM solutions (e.g. Active Directory, Single Sign-On) is crucial, managing user access, Privileged Access Management (PAM), authentication, and authorization falls within this domain.
- **Encryption and Cryptography:** Practical knowledge of encryption algorithms, digital certificates, and secure communication protocols (such as TLS/SSL) is essential. Protecting data at rest and in transit is a key responsibility.
- **Security Tools and Technologies:** Hands-on experience of implementing IT security tools, techniques and procedures including but not limited to: SIEM (Security Information and Event Management), Multifactor Authentication, Conditional Access, Security Operation Centre (SOC), secure email gateway, Operation System Hardening, Antivirus Software, Vulnerability/Patch Management, Mobile Device Management (MDM), Backup and Recovery Systems, DNS filtering and protection, Intrusion Detection Systems (IDS), and vulnerability scanners.
- **Web Application Security:** Professionals should be familiar with securing web applications. Understanding common web vulnerabilities (such as Cross-Site Scripting, Cross-Site Request Forgery, and SQL injection) and implementing security controls are essential.
- **Cloud Security:** As organizations adopt cloud services, practical experience in securing cloud environments (e.g. AWS, Azure, Google Cloud) is necessary. This involves configuring access controls, encryption, and monitoring.
- **Security Policies and Compliance:** Understanding regulatory requirements (e.g., GDPR, IPAA, PCI DSS) and implementing security policies is essential. Professionals should know how to conduct security audits and ensure compliance.
- **Knowledge and Experience in Managing Procurement Processes,** including tendering, evaluation and contract negotiation.

Certification in Cyber Security is desirable– for example

- SSCP – Systems Security Certified Practitioner
- CompTIA Security +
- GSEC – GIAC Security Essentials Certification
- Certified Information Security Manager
- Certified Information Systems Security Professional
- ISO 27001 lead auditor or related certificate
- Certified Ethical Hacker (CEH)
- Or equivalent security qualifications

Duties

The principal duties and responsibilities may include but are not limited to the following duties:

- **Project managing** complex multi-disciplinary ICT projects and providing leadership on the delivery of ICT services throughout the Council.

- Act as a **senior internal ICT specialist** and primary point of coordination for information security, leading where necessary in the delivery of solutions to complex technical issues.
- **Developing and implementing security policies, protocols & procedures:** This involves creating comprehensive sets of controls, including policies, processes, and measures, to protect systems and data from threats with a key goal to achieve ISO 27001 certification.
- Ensuring that all necessary **technical controls** related to information security are implemented to minimize the risk to the Council's data assets from cybercrime.
- Perform regular **security audits** and assist in the implementation of any recommendations arising.
- **Managing the Council's Information Security Committee (ISC)**, ensuring the group meets, minutes are maintained and all requirements for the committee to operate are provided for.
- Ensure high level ICT **security standards are maintained and continually improved**, e.g. CIS, NIST, NIS 2, National Cyber Security Baseline Standards.
- **Cyber awareness training:** Procuring, implementing and leading the delivery of information security awareness and training.
- **Securing network and digital assets:** Oversee the continuous monitoring and protection of all ICT systems. Evaluate suspected security breaches and recommend corrective actions. Document and assess the impact of any security breaches.
- **Maintain information security records** in accordance with defined policies and procedures.
- **Assessing the information security implementations** to the business due to the adoption or intended adoption of new technologies or services.
- **Developing risk management assessments:** They should be able to identify potential threats and create plans to prevent and mitigate problems.
- **Conducting regular system tests:** They should lead internal and external audits to ensure the effectiveness of security measures. Perform tests and uncover network vulnerabilities. Fix detected vulnerabilities to maintain a high-security standard.
- **Monitoring and management** of system, application and security event logs on key servers.
- **Staying up-to-date with the latest security systems, standards, authentication protocols, and products:** They should continuously learn about new threats and technologies to protect the company's digital assets effectively. Continue to develop ICT skills as technology changes and to enter into an agreed personal development plan. Develop practices to ensure the full ICT Team are kept abreast of new technological developments, and to provide in-house training when required. Supervise and Participate in the Performance Management Development System.
- **Managing and coordinating the response to information security incidents.**
- **Responding to all security breaches:** In the event of a security breach, they should have a plan in place to minimize damage and downtime, including communicating with the team and any external stakeholders.
- **Ensuring compliance with the changing laws and applicable regulations:** They should understand the legal implications of security and ensure the company is always compliant.
- **Vendor management:** Successfully manage the relationship with internal departments and external service providers. They should manage and coordinate with associated vendors, auditors, and consultants.
- **Reporting and communication:** Regularly report to the Head of Information Systems about the status of the information security program, incidents, and potential security risks.
- Representing the council on **national groups and in joint initiatives** with other bodies.
- Possess a **high degree of initiative** and be able to work both as an individual and as a team member. Manage workload effectively within the team ensuring that the targets set for ICT are achieved.

- Coordination, testing and validation of **Business Continuity and Disaster Recovery** plans. Ensuring business continuity and disaster recovery technologies and processes are appropriate to the organisation's needs and risk management policies.
- Complete all mandatory training successfully.
- **Collaborate on the design and execution of projects**, leveraging an extensive understanding of current and emerging technologies within the realm of cybersecurity. Offer technical insights into initiatives undertaken by or affecting the Council, assisting in the developing of Business Cases and Data Protection Impact Assessments if appropriate.
- **Provide insights into technical issues related to security, risk assessment, and threat mitigation.** Assist in the development of long-term, **strategic plans** for ICT requirements within the Council. Plans should include robust cybersecurity measures to safeguard sensitive data and ensure the integrity of systems.
- **General Office Management** ensuring that services are delivered efficiently and in line with corporate objectives.
- Create, Maintain and develop **appropriate records, reports and documentation** as required.
- Performing such other duties and responsibilities as may be assigned from time to time.

Due to the dynamic nature of the IS environment and the pace of change of systems and equipment, allied to the constantly developing business requirements within Wicklow County Council, all IS Section posts require a flexibility to work on other IS areas as circumstances change. While the listing above sets out core components related to the post, staff may be required to undertake IS work at a similar level in the other areas of the IS Section structure.

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.

Principal Conditions of Employment

A panel may be formed from which future permanent and/or temporary positions may be filled. The position will be fulltime and pensionable.

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, this period may be extended at the Chief Executive discretion;
- (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 in satisfactory.

Salary: €58,252 - €75,728 (2nd LSI) gross per annum

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is 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.

Hours of Work

The person appointed will be required to work a 35 hour per week Monday to Friday which equates to a 7 hour to be accounted for with attendance hours of 9.00 a.m. to 5.00p.m. with one hour lunch between 1.00p.m. and 2.00p.m. A Flexi Time Scheme is also in place.

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.

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.

Health

For the purposes 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.

Residence

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

Annual Leave

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

Retirement Age

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

Persons who are NOT new entrants to the Public Service as defined in the Public Services 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.

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.

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.

Application Process

Application form

Application forms are available on our website.

Completed applications forms must be submitted to wccrecruitment@wicklowcoco.ie or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, on or before the closing date of Thursday 6th March 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 IS Project Leader (Cyber & Information Security) are set out as follows:

- Strategic Management & Change
- Delivering Results
- Performance through People
- Personal Effectiveness, Personal Motivation & Initiative
- Specialist Skills, Relevant Knowledge and Experience

Strategic Management and Change
<p>Strategic Ability</p> <ul style="list-style-type: none">• Displays the ability to think and act strategically.• Can translate organisational mission and vision into clear specific and achievable objectives.• Demonstrates innovation and creativity to secure successful strategic outcomes. <p>Networking and Representing</p> <ul style="list-style-type: none">• Develops and maintains positive and mutually beneficial relationships.• Builds networks of technical and professional contacts.• Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. <p>Bringing about Change</p> <ul style="list-style-type: none">• Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change.• Demonstrates flexibility and an openness to change.• Challenges the status quo to see how systems, processes and practices may be improved.• Embeds good ICT governance practices into day-to-day activities, practices, and processes.
Delivering Results
<p>Problem Solving and Decision Making</p> <ul style="list-style-type: none">• Can pinpoint critical information and address issues logically.• Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.

<p>Operational Planning</p> <ul style="list-style-type: none"> • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. • Translates the business/team plan objectives into clear priorities and actions for their area of operation. • Delegates, tracks and monitors activity. <p>Managing Resources</p> <ul style="list-style-type: none"> • Manages the evaluation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. • Drives and promotes reduction in cost and minimisation of waste. <p>Delivering Quality Outcomes</p> <ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services. • Organises the delivery of services to meet or exceed the required standard. • Evaluates the outcomes achieved, identifies learning and implements improvements required.
Performance through People
<p>Leading and Motivating</p> <ul style="list-style-type: none"> • Leads, motivates and engages others to achieve quality results. • Demonstrates the ability to support the line manager and work as part of a team. <p>Managing Performance</p> <ul style="list-style-type: none"> • Effectively manages performance including underperformance or conflict. • Empowers and encourages people to deliver their part of the operational plan. <p>Communicating Effectively</p> <ul style="list-style-type: none"> • Recognises the value of communicating effectively with all employees. • Has highly effective verbal and written communication skills. • Presents ideas clearly and effectively to individuals and groups.
Personal Effectiveness, Personal Motivation and Initiative
<p>Resilience and Personal Well Being</p> <ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Remains calm under pressure and operates effectively in an environment with significant complexity and pace. • Manages time and workload effectively. <p>Integrity</p> <ul style="list-style-type: none"> • Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. <p>Personal Motivation, Initiative and Achievement</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. • Is self-motivated and persistent when faced with difficulties. • Engages in regular critical reflection in order to identify how own performance can be improved. • Takes initiative and seeks opportunities to exceed goals.
Specialist Skills, Relevant Knowledge and Experience
<ul style="list-style-type: none"> • Has clear knowledge and understanding of the IS Project Leader role, the objectives and targets of the role and how they fit into the work of the IS Section/Organisation. • Demonstrates the required specialist knowledge and experience for the role of IS Project Leader. • Keeps up to date with current developments, trends and best practise in their area of expertise and responsibility, keeps up to date with the qualifications and knowledge necessary for the role, shares information, knowledge, experience and learning with others and demonstrates an understanding of components of the job. • Understands potential cyber vulnerabilities and solutions and cyber security standards. • Willing to attain new competencies to assist in the expansion and continuous improvement of the role.

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. 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 not that is a condition of the Collective Agreement that persons availing of the agreement 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 recruitment@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 recruitment@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



recruitment@wicklowcoco.ie



@wicklowcoco



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

