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CANDIDATE INFORMATION BOOKLET

Age Friendly Regional Programme Manager South East Region – Kildare County Council

Closing date for receipt of applications:
Wednesday, October 30th, 2024 at 1.00pm

Human Resources Department
Meath County Council

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The Competition

The Position

Meath County Council leads the National Shared Service Programme for Age Friendly Ireland.

Meath County Council on behalf of Kildare County Council is currently recruiting a Regional Age Friendly Programme Manager for the South East Region who will be employed and based with Kildare County Council.

Meath County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent & fixed-term contract vacancies for the position of Age Friendly Regional Programme Manager for South East Region shall be drawn.

Age Friendly Programme Details

Ireland's Age Friendly Programme is coordinated by Age Friendly Ireland, an appointed shared service function of local government hosted by Meath County Council. The national Age Friendly Programme office brings together, supports and provides technical guidance to the 31 local authority led, multi-agency Age Friendly Programmes. At city and county level, the programme is implemented through cooperation and partnership of older people with government agencies and service providers working side by side. Under the leadership of the local authority Chief Executives and senior managers, governance is anchored in the 31 multi-agency Age Friendly Alliances, supported by diversely representative Older People's Councils engaged as co-design partners. The local Age Friendly Alliances provide the collaborative framework to involve senior leaders from key stakeholders such as the Local Authority, Health Service Executive, An Garda Síochána, Chambers of Commerce, community sector, third-level institutions, and others, who have sufficient influence and resources to develop and deliver ambitious and collaborative Age Friendly Programmes.

The Programme for Government (2000) outlines a vision of an Age Friendly Ireland. The ageing agenda is also clearly referenced in recent government policies including Housing for All, Housing Options for our Ageing Population, and SláinteCare, as well as in planning, economic, local and community development policies.

Background | Summary of Post

The recruitment campaign will recruit a Regional Age Friendly Programme Manager for the East **will be employed and based in Kildare County Council**, and will work directly for the National Age Friendly Ireland Shared Service in Meath County Council. The Age Friendly Ireland shared service will directly manage the posts.

The role of Age Friendly Regional Programme Manager is to help support the delivery of the four strategic objectives of the National Age Friendly Ireland shared service. They will support the

management of the local Age Friendly Programmes in six counties within the South East region – Carlow, Kildare, Kilkenny, Waterford, Wexford & Wicklow local authority areas. The workload will include one to one support for local Age Friendly Programme Managers in each of these five local authority areas, strengthening local programme structures (Age Friendly Alliances, Older People’s Councils, Interdepartmental Teams), monitoring of programme KPIs, scaling up good practice, reporting, and representing the shared service national office in the region, as well as a thematic lead area. This post will necessitate an appropriate level of seniority and autonomy so as to be in a position to pro-actively deliver on the regional level requirements of the Age Friendly Programme and report directly to the national shared service office.

The Age Friendly Regional Programme Manager will report on performance directly to the National Programme Manager in Age Friendly Ireland. The Regional Programme Manager will support the Chief Officer in Age Friendly Ireland who has overall responsibility for the leadership and strategic direction of the National Age Friendly Ireland shared service. The Age Friendly Regional Programme Manager will play a key role in ensuring the successful delivery of the work in line with their duties and responsibilities.

The Age Friendly Regional Programme Manager will require significant experience of Age Friendly programming and policy with an excellent understanding of the eight domains of the World Health Organization’s global Age Friendly Cities and Communities Programme. He/she will be part of a vibrant and demanding team. He/she will be self-motivated, innovative and dynamic with strong interpersonal and communication skills and initiative and a demonstrable track record of change management and delivering results.

The Age Friendly Regional Programme Manager will be required to develop a strong working relationship with the local Age Friendly Programme Managers in their region supporting the implementation of the local Age Friendly Programme and achievement of local KPIs.

The South East Regional Age Friendly Programme Manager will be employed and based in Kildare County Council.

Region	Host local authority for Regional Role base	Counties Supported
South East Region	Kildare County Council	Carlow Kildare Kilkenny Waterford Wexford Wicklow

Purpose, Duties and Responsibilities

The role of the Regional Programme Manager is allocated between supporting local Age Friendly Programmes in their region to ensure that all programmes are performing at optimal levels and meeting KPIs, reporting to the shared service, leading on thematic areas of work and representing the shared service on national fora to progress objectives and initiatives.

Responsibilities /Duties:

Responsibilities of the post are aligned to the four strategic objectives of the Age Friendly Ireland Shared Service as follows:

Strategic Objective 1: Strengthening and Embedding Local Programmes

- Support the National Programme Manager in the development and implementation of a national strategy and work plan for the programme by supporting a regional structure.
- Work as part of the shared service team to support the development of the programme nationally in collaboration with other Age Friendly Regional Programme Managers and the National Programme Manager
- Support a team-based framework of Age Friendly Programme Managers across the local government sector with a specific focus on supporting adjoining county/city Age Friendly programmes within a specified region.
- Facilitate the development and implementation of a local strategies and infrastructure to support the participating county and city-based programme managers and other stakeholders.
- Advise the local Programme Manager, in the specific region, in building effective alliances and constructive working relationships with local government, HSE and other programme stakeholders to support and build capacity for the implementation of the programme.
- Support the local Programme Manager in the specific region, in a coordinated approach to the development (and where relevant the implementation) of the participating local Age Friendly Alliances, Older People's Councils and Age-friendly strategies and action plans.
- Build relationships with the local authority Age Friendly Housing Technical Advisors in the region.
- Support the establishment of Interdepartmental Teams within each local authority in the region as part of their core programme structure.
- Delivery of Age Friendly training modules as required (such as Age Friendly Business, Age Friendly Communications, Age Friendly Libraries)
- Utilise Age Friendly Ireland's technical resources and implement guidance documents within the region.

Strategic Objective 2: Scaling Up and Replicating Best Practice

- Lead in the development and roll-out of national guidelines to facilitate and support local city and county programme leaders in the delivery of high-quality evidence-based initiatives and the strengthening and embedding of the programme across all local authority areas.
- Manage the effective delivery of specific initiatives that need to be further extended or replicated across all participating age friendly programme areas
- Support regional opportunities for local programmes to work jointly on programmes across a number of age friendly programme areas particularly in the context of health initiatives, transportation, planning and other initiatives
- Support for the collection of data on housing with regard to Age Friendly Housing provision, rightsizing, and the overall implementation of the 'Housing for All' policy
- Support for the delivery and scaling up of the Healthy Age Friendly Homes beyond its pilot phase.
- Take the lead role in co-ordinating the Implementation a limited number of specific projects / pilot initiatives under individual local Age Friendly Strategies

Strategic Objective 3: Measurement, Monitoring and Sharing Learning

- Collect data at local and regional level to inform overall Key Performance Programme Indicators based on the gathering of available evidence.
- Support continuous improvement in the quality and long-term operation and management of the Age Friendly Programme through the design and development of appropriate reporting templates and operational materials to further ensure effective implementation and mainstreaming.
- Support the development of systems and processes to ensure appropriate data is available to inform effective decision making and drive continuous quality improvement.
- Work with the Research Unit in the shared service to co-ordinate the research and dissemination of effective practices and initiatives adopted across the network of 31 local programmes.
- Attend and contribute to team meetings in the national shared service office to monitor progress and effective implementation and input to the overall delivery of the Age Friendly Ireland shared service.
- Identify potential challenges and barriers to progress and communicate same through the National Programme Manager.
- Advise and support local Age Friendly Programme Managers on the development of local annual reports, and assist with strategy preparation and monitoring.
- Support the National Operations, Finance & Communications Manager with communication of programme objectives and outputs and assist with National and Regional communication campaigns

Strategic Objective 4: National Policy

- Represent the National Age Friendly Ireland shared service, at regional level, by attending local Age Friendly Alliance meetings in the neighbouring local authority programme areas in the specific region providing a catalyst to the National Shared Service and updating the local Alliances on key strategic developments at national level particularly in the context of national policy.
- Support the work of a small number of relevant expert working groups at national level when requested.
- Support the Chief Officer at regional level by providing a network and support structure to produce deliverables in partnership with our national stakeholder organisations (for example, Government Departments, HSE, Integrated Care Programme for Older People, NGO sector, An Garda Síochána, business community and others)
- Support the objectives of the Programme for Government 2020 'Our Shared Future' particularly with regard to health care and housing provision for the ageing population

And any other duties as required.

Character

Each candidate must be of good character.

Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education and Experience

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

- a) Have a good standard of education
And
- b) have not less than five years satisfactory experience in a managerial or developmental role
And
- c) possess an excellent standard of administrative, communications, and facilitation and leadership experience

Desirable Experience and knowledge

Meath County Council wishes to recruit a highly functioning individual with the ability to work on their own initiative and manage competing demands within a complex environment. The ideal candidate will have:

- Experience of Age Friendly programming and co-design of initiatives with older people.
- Knowledge and understanding of local government structures and process and/or public service provision
- A background in community development, ideally with experience of managing consultation processes
Excellent interpersonal and communication skills. Ability to work with people and experience in consultation and facilitation is critical. Experience of working with senior management, and engaging with national or international fora.
- A track record in delivering results.
- Experience in innovation and problem solving.
- Experience of working in a multi-agency or multi-stakeholder environment.
- A knowledge of / understanding of the World Health Organization's Age Friendly global framework, health, housing and other relevant policy
- Excellent project management skills
- Well-developed skills and aptitudes in forging partnerships, relationship building and influencing skills.
- Excellent report writing skills and data collection and analytic skills for monitoring purposes
- Experience of budget management and the ability to plan the use of resources effectively, and identifying potential funding streams for Age Friendly initiatives.
- Ability to work collaboratively, achieve results and contribute positively to the National Age Friendly Ireland shared service team.
- An understanding of the local authority's purpose and priorities.
- An awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- Technical IT skills including a knowledge of online working, delivering presentations through various platforms, data collection software;
- Access to own car and driving licence.
- Performance Management experience

This role, while located in a host local authority, will require travel both within the region and nationally on occasions therefore flexibility is required in hours and location of work.

Miscellaneous Provisions

Salary

Salary scale: €58,252 - €75,728 per annum (EL 03/24), Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Planning, Community and Local Government.

Hours of Work

The normal working hours will be 35 hours per week. Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended.

You may be required to complete a time-sheet in accordance with the Organisation of Working Time Regulations, 2001.

Start Date

Meath County Council shall require a person to whom an offer of employment is made to take up an appointment within a reasonable period of time, usually two months from date of offer, to meet the organisational requirements of the Council. Meath County Council reserves the right to withdraw its offer in the event that an appointment is not taken up within such a period.

Leave

30 days per annum

Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

Probation

The following provisions will apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be 9 months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

Travel

It is desirable that holders of the post should hold a full driving licence for class B vehicles and shall be required to drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Meath County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

Residence

The person holding the office must reside in, or at an address convenient to performing the role/function as approved by the Chief Executive.

Safety and Welfare

The holder of the post shall co-operate with the terms of Meath County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Garda Vetting

Successful candidates may be subject to Garda Vetting in advance of appointment to the position.

Outside Employment

The officer may not engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

Superannuation Contribution

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 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). A person paying Class A rate of PRSI who becomes a pensionable officer 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 pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Communications

Meath 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 recruit@meathcoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council does not accept responsibility for communications not accessed or received by an applicant.

Employee Benefits

Examples of some of the current Employee Benefits include:

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- The Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- Meath County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Meath County Council's Social Club
- State of the Art Office Accommodation in the new Civic Headquarters
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

Application Process

Application forms are available on our website.

Completed application forms must be **submitted via the link on our website to Submit.com, no later than 1pm on Wednesday 30th of October 2024.**

Please note that amendments to the application form will not be accepted after the closing date.

All further correspondence will be through your confirmed email address supplied on your application form.

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 Meath 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 above. 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 Meath 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

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

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 Meath 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 Meath County Council will not be responsible for refunding any expenses incurred.

Meath 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 Meath County Council considered appropriate in the preliminary interview.

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

Key Competencies

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.

Delivering Results

- Demonstrate outputs from operational plans
- Plan and prioritise work and resources effectively to maximise value for money
- Establish high quality service and customer care standards
- Collect and analyse the right data to provide evidence of results
- Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations
- Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures

Management & Change

- Think and acts strategically
- Develop and maintain positive, productive and beneficial working relationships
- Effectively manage the introduction of change and demonstrate flexibility and openness to change

Personal Effectiveness, Personal Motivation and Initiative

- Adopts a positive and constructive approach to work
- Sets challenging standards and achieves high quality outcomes.
- Responds positively to the challenges of the role.
- Take initiative and seek opportunities to exceed goals
- Manage time and workload effectively and operate in an environment with significant complexity and pace
- Maintain a positive, constructive and enthusiastic attitude to the role

Relevant Knowledge & Experience

- Knowledge of the structure and functions of older person's services and associated health and local government services.
- Knowledge of current related issues and experience of advocating practical approaches to addressing them
- Clear and realistic view of future trends and strategic direction of such services.

Performance Through People

- Lead, motivate and engage others to achieve quality results and to deliver on operational plans
- Effectively manage performance
- Effectively identify and manage conflict
- Effective verbal and written communication skills
- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience
- Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals / agencies
- Negotiate interagency relationships to achieve common objectives

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.

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.

Fine Print

General Information

1. Meath County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Meath County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality:** Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Meath County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2004.
6. **Deeming of candidature to be withdrawn:** Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
7. **Data Protection:** The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>
8. **Candidates should note that canvassing will disqualify.**

Terms and Conditions

Your attention is drawn to this important information. By submitting an application or attempting any assessment you are agreeing to be bound by the terms set out below:

1. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
2. Candidates in the recruitment process must not:
 - Knowingly or recklessly provide false information
 - Canvass any person, with or without inducements
 - Interfere with or compromise the process in any way.
3. A third party must not impersonate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
 - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
 - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
4. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the essential requirements.

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 Meath 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 recruit@meathcoco.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. Meath County Council cannot change dates and times of any particular stage of the process.

3. I have submitted my application form. What happens next?

Meath County Council will carry out an eligibility check on all application forms 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 short listing 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?

Meath 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 Meath County Council communicate with me throughout the Recruitment and Selection Campaign?

Meath 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 recruit@meathcoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council accepts no responsibility for communication not accessed or received by an applicant. General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[Meath County Council Website](#)



[Meath County Council Facebook](#)



[Meath County Council Twitter](#)



recruit@meathcoco.ie