



## CANDIDATE INFORMATION BOOKLET

An Fóram Uisce intends to hold a competition for the post of:

### Communications and Education Lead

Competition Reference: RT/787

**Closing Date: 4:00pm on Thursday 17<sup>th</sup> April, 2025**

*Tipperary County Council is an Equal Opportunities Employer*

This competition and appointment process is being facilitated by Tipperary County Council acting on behalf of An Fóram Uisce.

**An Fóram Uisce and Tipperary County Council  
are committed to a policy of equal opportunity.**

**PLEASE READ THE INFORMATION BOOKLET AND INSTRUCTIONS FOR COMPLETION OF THE  
APPLICATION FORM CAREFULLY**

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## INTRODUCTION TO AN FÓRAM UISCE

The Water Forum (An Fóram Uisce) was established on a statutory basis in June 2018, in accordance with the Water Services Act 2017. The Forum has advisory roles in relation to water management with the Minister for Housing, Local Government and Heritage, Uisce Éireann, the Commission for Regulation of Utilities (CRU) and the Water Policy Advisory Committee.

The Water Services Act 2017 provides the statutory basis for the Water Forum (An Fóram Uisce). The Act identifies the functions to be performed by the Forum which include advising the Minister on Government water policy in relation to:

- (a) Water Conservation, rural water services and the interests of customers of Uisce Éireann.
- (b) Make recommendations to Uisce Éireann in relation to the performance of its functions and policy documents prepared by it.
- (c) Advise and provide observations to the Commission for Regulation of Utilities in relation to the performance of Uisce Éireann.
- (d) To advise the Water Policy Advisory Committee in relation to the River Basin Management Plan and on matters relating to the EU Water Framework Directive.
- (e) To examine such other water-related matters, including the carrying out of research concerning those matters, as the Minister requests the Forum to examine and to advise the Minister accordingly

The Water Forum is the national statutory body representative of stakeholders with an interest in the quality of Ireland's waters. There are 27 members on the Water Forum who have been appointed by the Minister, representing 16 sectors, including agriculture, angling, business, the community and voluntary, customers of Uisce Éireann, education, environment, forestry, recreation, river trusts, rural water, social housing, tourism, trade unions and youth.

To ensure that the Forum members make informed contributions to policy development, the Forum carries out research and engages with a wide range of experts and stakeholders to ensure that recommendations are based on the most up to date information and science.

Dr Matt Crowe is Chair of the Water Forum. The Forum's work is supported by an Executive team of 5 staff who are employed by Tipperary County Council

and assigned to work with the Water Forum under a hosting arrangement between the Forum and the County Council in consultation with the Department of Housing Local Government and Heritage.

Further information on the work of the Water Forum is available at [www.thewaterforum.ie](http://www.thewaterforum.ie)

## **JOB DESCRIPTION/ROLE PROFILE**

Reporting to the Senior Executive Officer, the Communications and Education Lead (Grade VII) will lead on the planning, delivery, and evaluation of the communication and education elements of the work programme of the Forum. This is a leadership role in the Forum working collaboratively with Forum members, staff and external stakeholders.

### **Key Duties:**

Key Responsibilities of the Communications and Education Lead:

- Manage the implementation of the Forum's communication strategy in co-operation with the Forum members & staff
- Draft the Forum's annual reports, quarterly newsletters, weekly updates, press releases and other reporting.
- Lead on communications events including event management for in person or hybrid workshops, seminars and conferences.
- Strengthen and enhance the Forum's website as an excellent source of water related information for stakeholders.
- Manage the content creation for digital and social media.
- Disseminate Forum research reports, policy positions and other materials.
- Seek opportunities for media engagements for the Forum (press releases, radio interviews)
- Develop and disseminate education resources on the value of water
- Manage the Communications and Education budget and adhere to procurement guidelines and procedures.
- Represent the Forum at outreach events, engaging with relevant agencies and stakeholders
- Engage with stakeholders and agencies to develop relationships and raise the profile of the Forum

- Engage with the Forum’s Members and Executive Team in the delivery of its Strategic Plan.
- Contribute to planning, implementation and evaluation of the Forum’s Team Development Plan and annual work programmes.
- Contribute positively to the culture of the Forum underpinned by continuous improvement.
- Any other duties relevant to the role which may be identified from time to time.

## **REQUIREMENTS FOR THE ROLE**

### **Essential minimum criteria for consideration for the post are:**

- Hold a 3<sup>rd</sup> level qualification (minimum Level 7) in Communications or Science or a in related discipline or be capable of demonstrating the learning from relevant work experience in this area.
- At least five years of relevant work experience.
- Strong writing skills with experience in writing communication material for a variety of audiences
- Experience in media relations
- Experience in organising outreach or communication events, e.g. workshops and conferences
- Experience in digital communications & managing websites and social media content
- Strong communication skills with experience in delivering presentations.
- Excellent interpersonal skills with the ability to network, engage and build relationships with stakeholders

### **Desirable qualifications/experience:**

- Knowledge and understanding in any of the following areas is a distinct advantage: science communications, environmental science and policy.
- Capacity to manage and prioritise workload and respond efficiently to urgent requests
- Flexibility, commitment, and capacity to work as a member of a team
- Ability to work on own initiative
- A post-graduate qualification in a relevant discipline

## **KEY COMPETENCIES**

Candidates are expected to be able to demonstrate in their application form and at interview that they possess the following competencies through the experience and skills they have gained to date, and which are relevant to the key duties and essential requirements listed above.

<p><b>Strategic Management</b></p>	<p><b>Strategic Ability</b></p> <ul style="list-style-type: none"> <li>• Awareness of the context of the strategic, economic, social and environments</li> <li>• Displays the ability to think and act strategically, anticipating trends &amp; events</li> <li>• Strives to develop and implement new ways of working effectively to meet objectives.</li> </ul> <p><b>Networking and Representing</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains positive and beneficial relationships with a range of stakeholders.</li> <li>• Builds networks of technical and professional contacts.</li> <li>• Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</li> </ul> <p><b>Bringing about Change</b></p> <ul style="list-style-type: none"> <li>• Demonstrates flexibility and an openness to respond positively to change.</li> <li>• Influences others and fosters commitment to embracing change.</li> </ul>
<p><b>Delivering Results</b></p>	<p><b>Problem Solving and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Gathers and analyses data and information from relevant sources and applies to project development.</li> <li>• Acts decisively and makes timely, informed and effective decisions.</li> <li>• Uses previous knowledge and experience in order to guide decisions.</li> </ul> <p><b>Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Manages time and workload effectively with particular reference to meeting deadlines.</li> <li>• Delegates, tracks and monitors activity. Establishes high quality service and standards.</li> </ul> <p><b>Managing Resources</b></p> <ul style="list-style-type: none"> <li>• Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver projects.</li> </ul> <p><b>Delivering Quality Outcomes</b></p>

	<ul style="list-style-type: none"> <li>• Promotes the achievement of quality outcomes in delivering services.</li> <li>• Evaluates the outcomes achieved, identifies learning and implements improvements required.</li> </ul>
<b>Communications and Influencing</b>	<p><b>Communicating Effectively</b></p> <ul style="list-style-type: none"> <li>• Has highly effective verbal and written communication skills.</li> <li>• Presents ideas clearly and effectively to individuals and groups.</li> <li>• Able to positively influence people</li> <li>• Recognises the value of communicating effectively with team members and stakeholders.</li> <li>• Actively listens to others.</li> <li>• Present ideas/complex technical messages effectively to individuals and groups and deliver presentations suited to the nature and needs of the audience.</li> <li>• Is effective in communicating a complex or technical message, using language appropriate to the audience</li> </ul> <p><b>Leading and Motivating</b></p> <ul style="list-style-type: none"> <li>• Motivates others individually and in teams to deliver high quality work.</li> <li>• Effectively manages performance including underperformance or conflict.</li> </ul>
<b>Personal Effectiveness</b>	<p><b>Relevant Knowledge</b></p> <ul style="list-style-type: none"> <li>• Keeps up to date with current developments, trends and best practice in their area of responsibility.</li> <li>• Demonstrates the required specialist knowledge, understanding and training for the role.</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</li> </ul> <p><b>Personal Motivation, Initiative and Achievement</b></p> <ul style="list-style-type: none"> <li>• Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</li> <li>• Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role.</li> <li>• Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</li> </ul>

## **Citizenship**

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

## **PRINCIPAL CONDITIONS OF SERVICE**

The successful candidate will enter into a fixed term contract of employment with Tipperary County Council acting on **behalf of The Water Forum-An Fóram Uisce to 31<sup>st</sup> December 2027.**

## **Salary**

The salary scale for the position of Communications and Education Lead is analogous to that of **Administrative Officer in the Public Service** which is:

### **Communications and Educations Lead**

€59,417 - €77,243 (2<sup>nd</sup> LSI)

## **Working arrangements**

The Water Forum is headquartered in Nenagh, County Tipperary and currently has staff located in Dublin, Ennis, Monaghan and Nenagh. The requirements of this post include attendances at meetings of the Forum and on behalf of the Forum at various locations in Ireland. Opportunities for remote working can also be considered, subject to the organisational requirements of the Forum.



The posts require attendance for 35 hours per week and it is likely that parts of the work schedule will be outside normal office hours, so flexibility will be required.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Tipperary County Council requires employees to record their hours using the KELIO Clocking System.

### **Residence:**

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

### **Annual Leave:**

The annual leave entitlement for the grade is 30 days per annum.

### **Probation:**

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

- (a) there shall be a period after such appointment takes effect, during which such person shall hold office on probation;
- (b) the maximum period shall generally be one year for permanent contracts and such other period as may be required in relation to temporary or fixed term/purpose contracts as set out in the council's probationary policy. No probationary period shall exceed 12 months in duration.
- (c) such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

### **Superannuation:**

The relevant Superannuation Scheme will apply.

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration  
**plus**

3.5% of net pensionable remuneration (pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

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

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

### **Retirement Age**

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

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

### **Drivers Licence**

Tipperary County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Tipperary County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

## **Code of Conduct/Organisational Policies**

Employees are be required to adhere to all current and future Tipperary County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

## **Commencement**

Tipperary County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Tipperary County Council shall not appoint them.

## **Reporting Arrangements**

Administrative Officers report directly to the appropriate supervisor in the Section or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

## **Training**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

## **Location of assignment/appointment**

The Water Forum is headquartered in Nenagh County Tipperary and currently has staff located in Dublin, Ennis, Monaghan and Nenagh. The requirements of this post include attendances at meeting of the Forum and on behalf of the Forum at various locations in Ireland. Opportunities for remote working can also be considered, subject to the organisational requirements of the Forum.

Tipperary County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

## **Health & Safety**

Tipperary County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Tipperary County Council operates under ISO 45001 accreditation. All employees are required to cooperate with the implementation of any and all measures necessary to achieve and sustain same.

## **APPLICATION PROCESS**

1. All applications must be made on the official Application Form which is available on the Water Forums website [www.thewaterforum.ie](http://www.thewaterforum.ie) and also on Tipperary County Council's website [www.tipperarycoco.ie](http://www.tipperarycoco.ie). Alternatively, it may be obtained by emailing [recruit@nationalwaterforum.ie](mailto:recruit@nationalwaterforum.ie).
2. Completed, signed Application Forms together with supporting documentation should be submitted by e-mail to [recruit@nationalwaterforum.ie](mailto:recruit@nationalwaterforum.ie) before the closing date.
3. Any claim in relation to the late receipt of Application Forms will not be entertained.
4. Before signing this form, please ensure that you have replied fully to the questions asked. All Sections/Questions in this document must be completed in full (a Curriculum Vitae will not be accepted).
5. You should satisfy yourself that you are eligible under the regulations. The Water Forum and 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 thus put themselves to unnecessary expense.

6. Neither the Water Forum nor Tipperary County Council will be responsible for any expenses which may be incurred by the candidate in attendance for interview.
7. Short listing may apply and will be based on the information supplied on the application form and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in this candidate information booklet and reflect your qualifications, experience and abilities appropriately in the application form, providing appropriate evidence. The number of persons to be invited to interview shall be determined by the Water Forum and Tipperary County Council.

Closing date – completed application forms must be emailed to [recruit@nationalwaterforum.ie](mailto:recruit@nationalwaterforum.ie) **only** (by not later than **4:00pm** on **Thursday 17<sup>th</sup> April, 2025**).

### **Selection Process – shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Water Forum/Tipperary County Council may decide that a number only will be called to interview. A short listing process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

In the event of a short listing exercise being employed, an expert board will be appointed to examine the information provided in each application form, assess it against the criteria based on the requirements of the position and decide which applicants will be shortlisted, relative to the other candidates applying for the position.

It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form.

### **Further information**

Further information with regard to the Water Forum can be ascertained at [www.thewaterforum.ie](http://www.thewaterforum.ie)

### **Feedback**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by the Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

### **References**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Tipperary County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

### **Verification of Educational Qualifications**

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and

any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

*\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

### **Pre-Employment Medical**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

### **Garda Vetting**

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

### **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

### **Confidentiality**

Tipperary County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

## **General Data Protection Regulation:**

***Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.***

### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

### **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

### **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.



Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

**CLOSING DATE** - Completed application forms must be e-mailed to [recruit@nationalwaterforum.ie](mailto:recruit@nationalwaterforum.ie) **not later than 4.00 p.m. Thursday 17<sup>th</sup> April, 2025**

***The Water Forum-An Fóram Uisce thanks you for your interest in this post.***

