



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

**PLEASE READ CAREFULLY**

*Competition Reference: RT/835*

*Closing Date: **4:00pm on Friday, 30<sup>th</sup> January, 2026***

*Tipperary County Council is an Equal Opportunities Employer*

Healthy Ireland County Co-Ordinator

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Tipperary County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Tipperary, with a focus on making County Tipperary an attractive place to live, work and invest.

The following comprises the areas of service delivery in Tipperary County Council:

Community, Economic Development & Tourism	Fire & Emergency Services – Civil Defence
Local Enterprise	Environment & Climate Action
Planning & Development	Finance
Cultural & Recreational Services	Information Systems
Roads & Transportation	Corporate Services & Human Resources
	Library Services
Housing	Local Authorities Waters Programme

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Healthy Ireland County Coordinator**

Tipperary County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

This Candidate Information Booklet is intended to provide information on the post of Tourism Development Officer and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

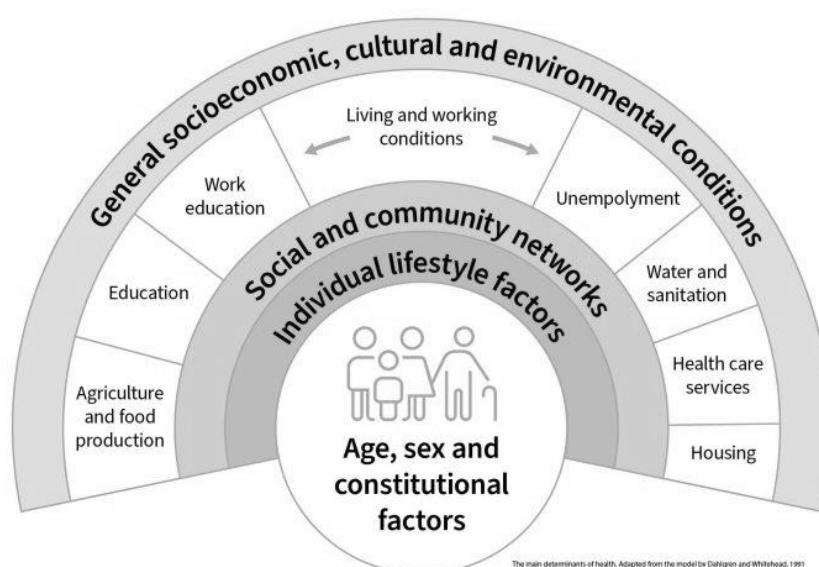
Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Healthy Ireland County Coordinator**.

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

## **Background Information:**

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

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



## WHO European Healthy Cities

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

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

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

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

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

**Goal 1:** *Advance health equity by addressing inequities in systems, services, and health outcomes*

**Goal 2:** *Build sustainable urban environments that safeguard health, ensure safety and peace and equipped to prevent, withstand and recover from climate, health, conflict-related, and other crises*

**Goal 3:** *Foster thriving communities by promoting mental well-being, encouraging active participation, and supporting local economies that enhance quality of life across the life course*

The National Healthy Cities & Counties of Ireland Network and the cities of Limerick, Cork, Waterford and Galway were accredited to the Network for Phase VII and the goals and themes proposed for Phase VIII will be significant guiding principles within the work programme for the Healthy County Coordinator position.

## **National Healthy Cities & Counties of Ireland Network**

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

## **Health and Wellbeing Sub-Committees**

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

## **Healthy Ireland Outcomes Framework**

The National Framework for Improved Health and Wellbeing, 2013-2025, was launched in 2013 to make Ireland a healthier place to live, work and play. It's four high-level goals were:

Goal 1: Increase the proportion of people who are healthy at all stages of life.

Goal 2: Reduce health inequalities.

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

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

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

currently being worked on by the Department of Health which is planned for 2026.

### **Healthy Cities and Counties Programme**

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

The Healthy Cities & Counties Programme promotes a whole-of-local-government approach and seeks to demonstrate how coherent actions across the wider determinants of health and wellbeing areas of local government activity can produce benefits across broader development objectives and many other related policy areas.

This alignment of health and wellbeing activity alongside other local government initiatives with shared objectives is important in driving coherence and collaboration across local government.

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

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

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

## **The position**

The Healthy County Co Ordinator will be responsible for the management of their respective Healthy Ireland Programme areas and act as the primary point of contact and liaison with other sections in relation to all operational matters for the Healthy Ireland Programme for which they are responsible and other assigned duties/functions, depending on the organisational arrangements in place.

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

The Co Ordinator will be expected to contribute to the development and implementation of policies and strategies and to work closely with the elected Councillors, Oireachtas members and senior managers in delivering services to the highest standard. He/She may represent the Local Authority on committees and at meetings, including for example Municipal District meetings, Strategic Policy Committee meetings and may be asked to report on progress in his/her respective section or department. He/She will also be expected to support the operations of the elected Council, the Strategic Policy Committees, Municipal Districts and other Council Structures.

The job descriptions below outline the requirements for the position which will operate within a multi-level governance environment—from municipal district and community level to national and EU levels. The postholder will be responsible for coordinating, influencing, and aligning activity across political, managerial, sectoral, and community domains, working at local, municipal district, plenary, regional, national and European levels. The position require professionals with the ability to coordinate, influence, and lead cross-sectoral and community initiatives that address health inequalities, promote prevention, and build resilient, inclusive place within their designated Local Authority.

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



**It is desirable that candidates demonstrate through their application form and at the interview the following.**

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

**Key duties & responsibilities:**

**These duties are indicative rather than exhaustive and are carried out under general guidance.**

The Healthy County Co Ordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Tipperary County Council for the advancement of the Healthy Cities & Counties Programme. The appointed will report under the general direction of a Director of Service or any other officer as designated by the Chief Executive. Duties include inter alia:

- Lead, embed and continuously advance the health and wellbeing agenda in Tipperary Council in line with Development Plans, Local Economic Community Plans and other related plan;
- Develop strategies and plans to ensure the implementation and evaluation of the key elements of the role (in line with Service Level Agreement (SLA));
- Ensure that the development of the County Healthy Ireland Plan commences and is completed, with the findings informing key policies and other planning processes including the Local Economic Community Plan;
- To provide an annual plan in conjunction with the Department of Health (DoH) and Local Authority Line Manager and provide for an annual review;
- Coordinate the overall planning delivery of Healthy Ireland Round 4, including development of the Programme of Work for Healthy Ireland Round 4; monitor and review progress of the Healthy Ireland Round 4 approved Programme of Work and meeting all reporting requirements;
- Engage with colleagues across Tipperary County Council to ensure the functions being undertaken are integrated into the wider community initiatives being undertaken by the local authority;

- Apply a social determinant of health lens to service planning and local health and well-being agenda;
- Liaise with the local CYPSC Coordinator to ensure overall coherence of all Healthy Ireland funded actions in catchment area;
- Liaise with the local CYPSC Co-Ordinator, Libraries and Creative Ireland to ensure overall coherence of all Healthy Ireland funded actions in catchment area.
- Liaise with Tipperary Sports Partnership, Tipperary Local Authority Integration Team and Tipperary Public Participation Network to support Healthy Ireland agenda
- Support the LCDC/CYPSC Healthy Ireland sub-group to carry out their oversight role
- Work with project partners to ensure that they are aware of and fulfill their reporting requirements
- Ensure overall non-financial and financial reporting to Pobal/Department of Health is complete and submitted in a timely manner
- Work intensively with communities of interest and place to co-design, develop, and implement locally tailored wellbeing initiatives.
- Apply principles of empowerment, participation, social justice, and equality in all aspects of planning and delivery.
- Work with relevant Healthy Ireland partners to ensure integrated and improved delivery of health and wellbeing initiatives and support programmes across the County Council.
- Use and gather relevant local datasets to target communities experiencing the greatest health inequities and build evidence case for resource allocation or intervention.
- Develop a 5 year Healthy Cities & Counties Work Programme based on local need and priorities- established from innovative and participatory community engagement and needs assessment exercises with Annual Action Plans comprising of Healthy Ireland Fund or similar funding to action local priorities
- Participate in Regional Healthy Ireland Coordinator Cluster and National Network fora.
- Map, align and leverage local authority activities that influence the wider determinants of health and include within relevant Healthy Ireland data gathering exercises
- Advise elected members and senior executives on relevant policies and programmes related to health and wellbeing and deliver relevant upskilling/enabling opportunities.
- Facilitate Local Authority wide/Regional Health and Wellbeing Networks and support the development of local wellbeing forums, and wellbeing leadership initiatives within communities.
- Work confidently and sensitively with elected representatives, senior executives, and cross sectoral leaders to address determinants of health activity within the local authority.
- Act as a catalyst and connector across directorates and sections (e.g planning, transport, housing, environment, community) to align activity with health and wellbeing objectives.
- Champion whole-system, place-based, preventative approaches to health and wellbeing, working across local authority directorates and with external partners to create enabling environments that foster wellbeing for all.
- Explore resource mechanisms across all Government Departments and at EU level to address local community priorities.

- Leverage research, data, innovation, and WHO/EU collaboration to encourage local government leadership in improving health and wellbeing outcomes.
- Develop or contribute to funding bids where appropriate in conjunction with communities to resource local priority initiatives.
- Capacity to influence, align, and coordinate across internal directorates and external stakeholders and demonstrate partnership management and stakeholder engagement skills e.g co-ordination of Sláintecare Healthy Communities Local Implementation Team.
- Use local data, research, and evidence to shape decisions and measure outcomes.
- Represent the Local Authority in regional and national networks and participate in international platforms such as the WHO European Healthy Cities Network.
- Drive whole-of-local-government, whole-of-community and whole-of-place approaches to wellbeing, focusing on the social, economic, environmental and cultural determinants of health.

**In addition, appointees will be required to:**

- Ensure compliance with all required local authority financial, management and governance reporting requirements
- Comply with Health and Safety legislation at all times
- Ensure an efficient and effective response to all stakeholders
- Prepare reports as required
- Attend training as required
- Participate in corporate activities and responsibilities appropriate to their grade Undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
- Deputise for other employees of a higher grade as required
- Full valid driving license and access to own transport

**Qualifications for the Post:**

**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 an efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

**Education/Experience**

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

- (i) hold a third-level degree (NFQ Level 8 or higher) in a relevant field such as community/sports development, youth work, social sciences, public health, social policy, public administration, planning, or related discipline.

- (ii) have a minimum of 2 years' relevant experience in any of the following:
- Local government, public sector, or similar roles involving strategic planning, project coordination, or community engagement.
  - Work with disadvantaged communities or target populations to address social exclusion or inequality.
  - Cross-sectoral coordination or partnership development.
  - Policy development, research, or evaluation related to the determinants of health.
  - Operating effectively within political, community and policy-making environments, demonstrating ability to work across boundaries of role, sector and geography.
  - Project management and delivery, budgeting and performance-monitoring experience.

### **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.
- g) Non-EEA citizens with a valid work permit.

### **Salary:**

Current Salary Scale: €60,011- €78,015 ((2<sup>nd</sup> LSI). The salary shall be fully inclusive and shall be as determined from time to time. The employee shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at the minimum point currently €60,011.

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are 35 hours per week. All posts will be offered on the basis of the candidate working wholetime.

### **Location & assignment/appointment:**

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.

Tipperary County Council also reserves the right to, at any stage, reassign the successful candidate to a comparable grade within the local authority.

### **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.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Therefore, such retirees may not apply for this position.

### **Hours of Work:**

The normal working hours are 35 hours per week. Flexible working arrangements apply. 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 CORE/TDS Clocking system.

**Annual Leave:**

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

The Chief Executive of Tipperary County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

**Residence:**

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

**Drivers Licence:**

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 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.

**Training:**

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

**Commencement:**

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:**

Healthy Ireland County Coordinator will report directly to the appropriate Senior Executive Officer 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.

### **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.

### **The Application Process:**

Once fully completed, application forms will be accepted.

Please ensure that:

- a) You complete the application form online via the advert link or through [www.tipperarycoco.ie](http://www.tipperarycoco.ie) (Note: a written application form/C.V. **will not** be accepted as an application or as part of an application).
- b) Applicants are required to submit their applications electronically and all sections of the application form must be fully completed, with relevant, detailed and accurate information. ***Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.***
- c) Your employment history section includes **all periods of employment and unemployment (if applicable)** and are accurately recorded and accounted for.
- d) Copies of your educational certificates and relevant qualifications are attached with your application.



- e) Your application is submitted electronically along with all required documentation on or before **4.00 p.m. on Friday, 30<sup>th</sup> January, 2026.** Applications submitted after the closing date will not be accepted.

**Note: No amendments can be made once a fully completed application, supported by the required proof of qualifications and eligibility, has been submitted. Applicants should retain a copy of their application form for personal reference.**

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Tipperary County Council is satisfied that such person fulfills the requirements.

Tipperary County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

### **The Selection Process:**

Tipperary County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

#### **Step 1: Initial Screening**

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

#### **Step 2: Shortlisting**

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

#### **Step 3: Interview**

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Tipperary County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time

advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Tipperary County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit. Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of Healthy Ireland County Coordinator and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

### **Key Competencies:**

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed **in addition to** local Government knowledge and understanding:

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

- Demonstrates understanding of the role of Healthy County Co-ordinator in the context of wider local authority service delivery.
- Demonstrate awareness of Community Development Principles and understanding of the Social Determinant of Health to support delivery of Healthy Ireland
- Demonstrates knowledge & understanding of the structure and functions of local government.
- Demonstrates knowledge of current local government issues, future trends and strategic direction of local government.
- Has relevant administrative experience in preparing and presenting reports and effective budget and financial and resource management
- Demonstrates knowledge and understanding of research methods, data management and innovative approaches to their work.

#### **Management and Change (100 marks)**

- Demonstrates experience in the management or coordination of cross-sectoral or cross departmental initiatives that impact on community wellbeing
- Ability to lead change processes in partnership with internal and external stakeholders
- Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant stakeholder interests
- Demonstrates an understanding of local authority change dynamics, including political considerations and inter-agency working

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

### **Delivering Results (100 marks)**

- Demonstrates Demonstrates Project planning and delivery skills—especially in settings involving multi-stakeholder coordination
- Proactively identifies problems, areas for improvement and contributes to solutions and the ability to act decisively and make timely, informed and effective decisions.
- A strong focus on prevention, equity, and sustainability in local government or community service delivery
- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors Ability to use data, evidence, and performance indicators to monitor progress and inform resource allocation
- Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.

### **Performance Through People (100 marks)**

- Demonstrates effective skills in engaging and empowering communities—especially marginalised or underserved groups
- Demonstrates confidence in influencing political and executive leadership to support wellbeing priorities
- Leads, motivates and engages others to achieve quality results
- Effectively identifies and manages conflict and potential sources of conflict
- Demonstrates capacity to foster trust, listen deeply, and navigate competing priorities
- 

### **Personal Effectiveness (100 marks)**

- Commitment to equity, inclusion and community empowerment
- Demonstrates resilience, initiative, and a proactive approach to solving complex problems
- Maintains a reflective practice approach, learning from experience, data, and feedback
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles
- Demonstrates a curiosity and openness to research, innovation, and EU opportunity
- Operates effectively in an environment with significant complexity and pace

***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***

### **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.

### **Panel Formation:**

A panel will be created from this competition from which both permanent and temporary assignments may be made.

### **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.

### **Important Notice**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.**



**Comhairle Contae Thiobraid Árann**  
Tipperary County Council

