



Comhairle Contae Thiobraid Árann
Tipperary County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Competition Reference: RT/839

Closing Date: Friday, 6th March 2026

Tipperary County Council is an Equal Opportunities Employer

**Part-time Leisure Attendant –
Dromineer Lake**

QUALIFICATIONS & TERMS & CONDITIONS OF EMPLOYMENT
PART TIME SEASONAL LIFEGUARDS AT DROMINEER ON LOUGH DERG

Qualifications

The person holding the employment must:

- a) Be of good character.
- b) Be free from any defect or disease, which would render him/her unsuitable to hold the employment and be in a state of health such as, would indicate a reasonable prospect of ability to render an efficient service.
- c) Be at least 18 years of age.
- d) Possess Water Safety Ireland National Inland Open Water Lifeguard Award or Beach Lifeguard Award or equivalent as a minimum.

Candidates who hold the Water Safety Ireland National Pool Lifeguard Award Level 2 are eligible to apply for this position. Any candidate who is successful at interview stage will be required to complete the WSI National Inland Open Water Lifeguard Award prior to appointment. It is anticipated that this course will run from 8th – 11th April. Dates will be confirmed with all successful applicants.

The successful candidate(s) will be subject to Garda Vetting prior to appointment.

Conditions of Employment

- (a) Wages: Hourly Rate €17.54
- (b) Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.
- (c) The terms of the appropriate Superannuation Scheme will be applied.
- (d) Lifeguards shall be employed in Dromineer for the Summer Season 2026.
- (e) Lifeguards may be reassigned to Nenagh Leisure Centre if the need arises.

DUTIES

1. To provide emergency rescue service in the case of accidents. To provide first aid if required. Rescue and First-aid reports must be completed, for all accidents and incidents.
2. Hours of duty are 11am to 7pm daily. The hours of assigned duty shall not be changed except by prior authorization from Nenagh Leisure Centre or other appropriate employee of Nenagh Municipal District.
2. Lifeguards must report to the lifeguard station at least five minutes before their shift is due to start so as to be fully attired and ready for duty at their scheduled time. At all times when on duty, the Lifeguard shall be dressed in the proper lifeguard uniform, as provided. This uniform should not be worn during off duty periods or anywhere other than the allocated patrol area.
3. You will be expected to abide by the staff rules, codes of conduct and dress code as laid down by Tipperary County Council.
5. To examine all lifesaving equipment to ensure it is in proper working order. Any defects, and all H&S concerns, should be reported immediately to Nenagh Leisure Centre or other appropriate employee of Nenagh Municipal District.
6. The Lifeguard shall erect the appropriate flags and shall ensure that they are changed as necessary during the course of the day.
7. Lifeguards must at all times remain alert when on duty. Personal mobile phones should not be used when on duty. Lifeguards will be allocated a council phone for work related and emergency calls. Reading, participating in games, use of any electronic devices, i.e. earbuds, tablets, etc are not permitted.
8. Lifeguards shall always be courteous to the public and provide any requested information i.e. parts of the location that are dangerous, lifeguard on duty hours, etc. Conversations however should be kept to a minimum to ensure that the lifeguard remains vigilant and they continue to monitor their designated bathing area.
9. Personal belongings left in the lifeguard station are at the lifeguard's own risk.
10. The lifeguards scheduled to finish duty at 19:00 shall be responsible for the removal of flags and the security of all equipment and ensuring the lifeguard station is securely locked.
11. Each lifeguard must complete and sign a daily logbook in which shall be recorded the general weather, what flags were flown and when they were changed in the course of the day, lifeguard break times and any other relevant information which may be required. Daily statistical information including number of bathers must also be entered each day, in the appropriate book.

12. Drinking intoxicating liquor or being under the influence of intoxicating liquor or drugs while on duty shall result in instant suspension from duty pending investigation.

13. While any person or persons are in, or adjacent to the water, the Lifeguards on duty shall be alert and on patrol for their safety. Lifeguards shall not partake in any activity that might divert their attention from the area being used by bathers. Where there are two or more Lifeguards on duty one should position themselves in close proximity to the lifeguard station while the other is on patrol. Brief reports should be exchanged when they meet but lifeguards should never be seen to congregate together or with others.

14. Lifeguards on patrol shall always have in their possession a can buoy/rescue tube and whistle.

15. Only lifeguard personnel are permitted to use any lifesaving or first aid equipment, or any of the facilities of the station with the exception of back-up emergency services. Unauthorised personnel are not permitted in the lifeguard station.

16. Lifeguards are not permitted to participate in any commercial operation in their area e.g., the sale or rental of any equipment or service etc.

17. Lifeguards shall maintain their fitness and their swimming ability throughout their period of employment.

18. Any Lifeguard who becomes sick or who suffers any disability, which would impair his/her efficiency (e.g., sprains, pulled muscles, etc.), must report the matter immediately to Nenagh Leisure Centre or other appropriate employee of Nenagh Municipal District.

19. In the event of any incidents Lifeguards shall not make any statements or comments to the press, public, or the news media. They must report the matter immediately to Nenagh Leisure Centre or another appropriate employee of Nenagh Municipal District.

20. Any other duties as may be assigned by Nenagh Leisure Centre or other appropriate employee of Nenagh Municipal District.

The Application Process

Once fully completed, application forms will be accepted.

Please ensure that:

1. Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
2. You have fully completed all sections of the application form and included all 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.**
3. You attach a copy of your educational certificates & relevant qualifications.
4. Your application is submitted electronically along with all required documentation on or before **4.00 p.m. on Friday, 6th February, 2026.** Applications submitted after the closing date will not be accepted.

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 **Part-time Leisure Attendant, Dromineer Lake** 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.

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 formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel may be used to fill both permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

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 to 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, 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.



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