



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

**PLEASE READ CAREFULLY**

*Competition Reference: RT/850*

*Closing Date: 4:00 p.m. on 22<sup>nd</sup> May 2026*

*Tipperary County Council is an Equal Opportunities Employer*

**RT/850 – STOREKEEPER – (A)**

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## General Information

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 **Storekeeper**.

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 **Storekeeper**, 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 **Storekeeper**.

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.

## Storekeeper - Role & Duties of the Post

### Introduction

The Storekeeper is a middle management supervisory position within the local authority. The Storekeeper will generally work under the direction and management of the Machinery Yard and may from time to time be required to deputise for more senior staff.

The Storekeeper is a frontline management position in the Council which has assigned responsibility for managing the performance of a department, section within a department or a business unit, of the local authority. He/she is responsible for ensuring that goals set out in the Corporate, Departmental and Team plans become operational actions within their department or unit and will generally work as part of a multi-disciplinary team within one of the local authority Directorates, to provide administrative support and quality customer service across the broad range of local authority front line and internal services.

The Storekeeper also works closely with senior management, external agencies and relevant stakeholders to deliver services to the highest standard. The ideal candidate must therefore be a highly motivated person, with a strong sense of commitment to delivering quality public services willing to take on a challenge and work on their own initiative.

It is desirable that the successful candidate demonstrate through their application form and at interview that he/she has:

- A satisfactory knowledge of the functions and duties of Local Authorities.
- A satisfactory knowledge or experience of office organisation.
- Excellent communication, interpersonal and people management skills.
- Excellent organisational, time management and leadership skills.
- Ability to work effectively under pressure and achieve objectives in a timely manner.
- Good understanding and knowledge of local authority policy procedures and practices.
- Ability to work effectively as part of a team.
- Be self-motivated with ability to work on own initiative.
- Proven problem solving and trouble shooting skills.
- Budgetary management skills.
- Supervisory management skills.
- Have knowledge and experience of operating ICT systems.
- A current, full, Category B driving licence and have access to own car.

## **Desirable Requirements**

Tipperary County Council can for any position they advertise, include Desirable Requirements. Desirable Requirements are those that would be beneficial to optimising job performance. Desirable Requirements can be used if necessary to reduce numbers called for interview.

### **It is desirable that each candidate shall:**

- a) Hold a Dip/BSc in Supply Chain Management or equivalent experience
- b) Be proficient in the use of Agresso or a similar stock management system
- c) Have experience with heavy goods vehicles an advantage

Applicants should satisfy themselves they are eligible under the required qualifications. Tipperary County Council may not be in a position to investigate the eligibility of all candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter, may put themselves to unnecessary expense.

### **Duties of the Role shall include:-**

Tipperary County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel, from which relevant vacancies for the post of Storekeeper in the Machinery Yard Clonmel may be filled.

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

- Responsible for the management and administration of a section within the Council.
- Supervision and management of staff within a section, including assigning and scheduling duties and workload, providing on-going support and handling day-to-day issues.
- Promote a culture of dignity, respect and fairness and seek to eliminate all forms of discrimination. Promote equality of opportunity and protect the human rights of staff and service users.
- Planning, allocation and prioritization of work.
- Supervise and participate in the Performance Management Development System (PMDS).
- Report on the progress of work at staff meetings.

- Supporting line manager to ensure work programs are implemented to deliver on the Council's corporate and operational plans, including planning and prioritizing work and allocating resources.
- To develop and maintain productive working relationships, including providing information and assistance when required.
- To act as a key point of contact and liaison in relation to all operational matters for the section for which they are responsible.
- To research, analyse and communicate information on specific issues and policies as appropriate, including compiling, preparing and presenting reports, presentations and correspondence.
- Representing the Council on committees and at meetings and reporting on progress in their section or department as required.
- Providing support and administrative assistance in the delivery of projects including project management as required.
- To be involved in the day-to-day financial management of capital and operational expenditure in the section or department.
- To identify opportunities for improvements, implement and manage change management initiatives within the relevant area of responsibility.
- Compliance with all organizational policies and procedures within an area of responsibility and provide assistance in the understanding and interpretation of policies and procedures to employees, customers and other stakeholders as appropriate.
- Use of all technology and equipment assigned and will be required to co-operate with the introduction and utilisation of new technology as required.
- Compliance with Health & Safety legislative requirements, policies and procedures and safe systems of work.
- To be responsible for the general administrative supervision of the Materials Expense Account, with particular attention to the following:
  - Quantity and quality of all articles received into stock.
  - Ensuring the accuracy of all invoices and the preparation of same for payment.
  - Dealing with any deficiency or irregularity that he may observe in relation to articles received into stores.
  - Being responsible for the issue of all goods from stores and ensuring that proper procedures are adhered to and adequate records maintained.
  - Putting forward proposals to improve the efficiency and cost effectiveness of the supplies function in general.
  - Tender processing and examination.
  - Physical stock checking and reconciliation of any discrepancies.

- Costing of any store's operations.
  - Correspondence relating to stores and Material expense account.
  - Ensuring delivery of a constant supply of Fuel and Bitumen to the Machinery Yard and overseeing the issue, recording and proper coding of all Fuel and Bitumen from the Depot.
  - Purchasing of Gas.
- To report immediately the circumstances of any irregularity, inefficiency or unsatisfactory work or service in his charge and to carry out the direction consequent on such reports.
  - To be available during emergencies to respond to requests for assistance outside of normal working hours.
  - To carry out relevant duties in the operation and implementation of the AGRESSO financial system.
  - To participate in training provided by the Council and to facilitate training of employees under your supervision.
  - To be responsible for adherence to correct public procurement procedures and be responsible for giving advice on procurement procedures for the Council.

The Council reserves the right to amend your duties as a result of revised or new legislation requirements or revised or improved practices and procedures.

To undertake any other duties of a similar level and responsibilities may be required from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

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

**Persons employed will be required to work in any location within the Tipperary County Council administrative area.**

## Qualifications

### Character

Candidates shall be of good character

### Health

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

### Education, Training, Experience, etc.

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

- a) Have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics

**and**

- b) Have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

**or**

- c) Have obtained a comparable standard in an equivalent examination

**or**

- d) Hold a third level qualification of at least degree standard

**or**

- e) Be a serving employee in a local authority, or a regional assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post

**and**

- f) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

**Please note:**

- **Failure to upload all required documents, i.e. qualifications, I.D. etc. at submission stage will automatically result in an invalid application.**
- **Candidates should satisfy themselves that their educational qualifications meet the minimum requirements for the position.**
- **Applicants with non-Irish qualifications can avail of the online recognition of foreign qualifications service provided by Quality & Qualifications Ireland (QQI) and must submit proof of same with their applications.**

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

## Salary

The weekly wage ranges from €914.82 to €1,077.37 (maximum), equating to an annualised salary scale of €47,734 at the minimum of the scale to €56,215 at the maximum - (National Payscale, as per circular EL 02/2026).

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department. 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 €47,734)

Remuneration 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 remuneration) 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.

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.

## 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.

## Base

The base for the post shall be Machinery Yard, Carrigeen, Clonmel, Co Tipperary.

## 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 39 hours per week, 8.00am to 4.30pm from Monday to Thursday and 8.00am to 3.30pm on Friday with a 15 minute break each morning and lunch break of a half hour. Employees may be required to work overtime and payment will be in accordance with agreed rates. 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 reserves the right to alter the hours of work from time to time.

## **Safepass**

The successful applicant must complete training for the Safepass Card after appointment.

## **Annual Leave**

The annual leave entitlement for the grade is 24 working days per annum and Good Friday. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

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.

## **Location of 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.

## **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**

Storekeepers 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.

## 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 their 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

Please ensure that:

1. You complete the application form online via the [www.tipperarycoco.ie](http://www.tipperarycoco.ie) link
2. Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their application form for their own personal reference.

Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted, this information cannot be amended.

When completing the employment history section on the application form, please ensure that all periods of employment and unemployment (if applicable) are recorded and accounted for.

***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.***

2. You submit your application electronically by not later than **4:00p.m. on 22<sup>nd</sup> May, 2026** applications will not be accepted.

### **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 interviews will be at the candidate's 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 Storekeeper 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:

### **Delivering Results**

- Plan and prioritise work and resources effectively
- Establish high quality service and customer care standards
- Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.
- Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.

### **Leading, Motivating and Managing Performance**

- Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage Team performance.
- Lead by example demonstrating through their own behaviour a clear sense of quality service delivery.

### **Personal Effectiveness**

- Takes initiative and seeks opportunities to exceed goals
- Manages time and workload effectively
- Maintains a positive, constructive and enthusiastic attitude to their role.

### **Local Government Knowledge & Understanding**

- Has knowledge and understanding of local government structure including service requirements.
- Understands the key challenges facing the local government sector and Tipperary County Council.
- Understands the role of a Storekeeper
- Knowledge and experience of operating ICT systems

## **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 the 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 with 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, 2014 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 whether 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.

**Imporant 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

