



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

RECRUITMENT AND SELECTION CAMPAIGN FOR THE
POSITION

OF

COMMUNITY EMPLOYMENT SCHEME SUPERVISOR

LAURENCETOWN/ABBAY COMMUNITY
EMPLOYMENT SCHEME

(1 YEAR FIXED TERM CONTRACT)

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

4P.M. ON THURSDAY 11TH SEPTEMBER 2025

Important Notes:

- Please submit your application form inclusive of all other required documentation to hr@galwaycoco.ie as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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THE COMPETITION:

Galway County Council invites applications from suitably qualified candidates for the position of Community Employment Scheme Supervisor - **Laurencetown/Abbey Community Employment Scheme**. Positions may be filled as vacancies arise during the lifetime of the panel.

Contracts will be fixed term for a period of 1 year. Community Employment Schemes are subject to annual approval and funding by the Department of Social Protection.

ROLE DUTIES AND RESPONSIBILITIES:

The Supervisor shall arrange under the direction of the nominated Senior Executive Engineer, Area Engineer, Administrative Officer, Roads & Transportation Unit, or other nominated person the efficient execution of all works in his/her area of charge and discharge all other duties related to his/ her work including those set out hereunder:

- 1 To supervise / direct and motivate participants on the Scheme on a daily basis and ensure that participants have adequate supplies of materials, tools and equipment for the works in hand.
- 2 To travel as required using a vehicle supplied by Galway Co. Council in order to carry out duties / functions.
- 3 To complete Time Sheets & Weekly Attendance Sheets and to forward them to Roads & Transportation Unit by Wednesday morning of each week
- 4 To furnish all reports and returns in connection with works, accidents and sundry matters, which may be required from time to time.
- 5 To submit invoices / Low Value Purchase Card Receipts / Fuel Card Receipts for payment, to the Roads & Transportation Unit, on a regular basis.
- 6 The holder of the post will be required to use a mobile phone provided by Galway Co. Council.
- 7 To participate in training provided by the County Council and to facilitate training of participants.

- 8 To attend all Community Employment Supervisor training/briefings organised by the Department of Social Protection as part of your supervisory duties.
- 9 To liaise with participants, on a regular basis, in relation to their training needs and to ensure the Department of Social Protection Training Budget, for each participant, is availed of by organising appropriate certified courses during the scheme year.
- 10 To complete the Individual Learner Plan (ILP) online to the Department of Social Protection.
- 11 To ensure that each participant under his/ her control completes a Manual Handling Course and Health & Safety Course on renewal of the scheme each year or on commencement of employment during the scheme year, whichever is applicable.
- 12 To ensure that each Participant possesses an up-to-date Safe Pass Card.
- 13 To ensure that you are familiar with Galway Co. Council's Safety Management System, Safety Statement and the Local Authorities Employee Safety Handbook and to ensure the safety, health and welfare of all participants under your control, at all times and ensure that participants wear their high visibility vest/ jacket and boots each day.
- 14 To supervise the performance of all machinery and plant in his/ her area and to ensure that all plant are properly and safely operated and gainfully employed.
- 15 To keep the Area Engineers advised on all matters which may be of importance in the interest of the County Council and to liaise with other sections of the Council on works, as appropriate.
- 16 To use as directed and upon receipt of appropriate training Information Technology equipment.
- 17 To participate, as required, in evaluation of subordinates and appraisal by Area Engineers.
- 18 To liaise with Community Groups/ Voluntary Groups regarding projects that may benefit the area of the scheme.
- 19 To deal with members of the public in a courteous, prompt and efficient manner.

- 20 To complete the Community Employment Scheme 3-month Work Plan in conjunction with the Area Engineer, outlining works/tasks for the 3 months ahead and agree budget for works.
- 21 To carry out any other instructions / duty relevant to the function which may be given by the Area Engineers or Administrative Officer, Roads & Transportation Unit, from time to time.

QUALIFICATIONS FOR THE POST

CHARACTER

Candidates must 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.

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

EDUCATION AND EXPERIENCE

Each candidate should have a standard of education that would enable him/her to efficiently perform their duties and must be capable of compiling satisfactory reports (including written reports) on matters pertaining to the duties of the post.

Each candidate must possess, on the latest date for receipt of completed applications:

- NFQ Level 6 or higher Business/Financial Administration, Training, Human Resources, Project Management, or other related discipline **OR** have three years relevant supervisory experience.
- Information and Communication Technology Skills e.g. Microsoft Office
- The successful candidate must possess a valid Safe Pass Card.
- Each applicant must hold a full current un-endorsed Driver's License – Class B.

****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.***

Desirable:

Candidates should be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post.

In particular, it is desirable that candidates should have satisfactory knowledge and experience of the following matters or show the necessary aptitude to acquire this knowledge within a reasonable period:

1. Satisfactory knowledge of civil engineering works.
2. Previous relevant supervisory experience.
3. Be capable of translating into effect civil engineering works from working drawings.
4. Satisfactory knowledge of civil engineering construction techniques including plumbing, pipe-laying, block laying, water and drainage systems, together with a working knowledge of maintenance of open spaces.
5. Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately the quantities of work done by those supervised.
6. Satisfactory knowledge of information technology systems to enable him/ her to carry out all duties, as assigned.
7. Previous relevant customer care experience is also desirable as well as excellent communication and interpersonal skills.

DETAILS AND PARTICULARS

PROBATION

Where a person is appointed to Galway County Council the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation.
- b) such period shall be six months, but the Chief Executive may, at his discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

REMUNERATION:

The rate of pay for the position of Community Employment Scheme Supervisor is based on the number of participants on the Community Employment Scheme.

Current participant numbers on the Community Employment Scheme for Laurencetown/Abbey Community Employment Scheme are 11 to 14 participants:

Starting Rate of Pay is Point 1: €559.92

No of Participants	Point 1 of Scale	Point 2 of Scale	Point 3 of Scale	Point 4 of Scale
11 to 14 Participants	€559.92	€584.75	€642.25	€699.81
15 or more Participants	€714.62	€764.06	€813.54	€863.11

Should participant numbers rise, the position will be paid at the 15 or more participants rate.

WORKING HOURS

39 Hours per week. Attendance outside normal working hours may be required from time to time.

ANNUAL LEAVE:

24 Days per Annum

RESIDENCE:

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

OUTSIDE EMPLOYMENT

The position is temporary and whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

GARDA VETTING:

Garda vetting will be sought in respect of individuals who come under consideration for appointment.

RETIREMENT AGE & SUPERANNUATION CONTRIBUTION

Membership of the Superannuation scheme is compulsory.

Community Employment Supervisors will be required to retire on reaching the State Pension age.

You are liable to pay the Class A rate of PRSI contribution. You are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at

the maximum rate to a person with no adult dependent or qualified children) plus 3% of pensionable pay.

Persons who become pensionable employees of a local authority on or after 6th April 1995, are liable to pay the Class A rate of PRSI contribution. In effect, this means that the superannuation benefits of these pensionable officers take account of the appropriate benefits payable under the Social Welfare Acts, i.e. Old-Age Pension.

Class A PRSI members are required, in respect of their superannuation, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

SHORTLISTING

Galway County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

FINAL INTERVIEW

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Galway County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Galway County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a

standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Galway County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the postal or email address specified on their application form.

Candidates on the panel, who satisfy all the requirements for the post may be offered employment subject to:

- (i) their place, in order of merit, on the panel.
- (ii) the requirements of Galway County Council

PRE-EMPLOYMENT CHECKS

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and GARDA vetting. The Council will invite to attend a medical only the required number of successful candidates at the interview stage to fill the number of vacancies determined by the Council at the time.

References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

COMMUNICATIONS

Galway County Council will contact you, when necessary, at each stage of the competition by post /email/sms. It is strongly recommended that you do not change your email address or mobile phone number during this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied on your online expression of interest form. It is important to note that the email address you provide when applying must be one that you can access always. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing hr@galwaycoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council does not accept responsibility for communications not accessed or received by an applicant.

-THE FINE PRINT-

GENERAL INFORMATION

1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.

5. **The Importance of Confidentiality**

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Acts 1997 & 2003.

6. **Deeming of candidature to be withdrawn**

Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

7. **Data Protection**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. The Personnel Department may use external selection board members, and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty.

To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

8. Candidates should note that canvassing will disqualify.

IMPORTANT INFORMATION-TERMS AND CONDITIONS

Your attention is drawn to this important information.

By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
3. Candidates in the recruitment process must not:
 - Knowingly or recklessly provide false information
 - Canvass any person, with or without inducements
 - Interfere with or compromise the process in any way.
4. A third party must not impersonate a candidate at any stage of the process.
If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
 - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
 - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES

GENERAL PRINCIPLES

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

ADVERTISING

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at www.galway.ie and the national website www.localgovernmentjobs.ie and on www.jobsireland.ie.

LEGISLATION

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts.
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants,

including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

WHAT ARE YOUR RESPONSIBILITIES?

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
 - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
 - Candidates must not knowingly provide false information on their application.
 - No other person may impersonate or represent a candidate at any stage of a selection process.
 - Candidates must not interfere with or compromise the process in any way.
 - Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

APPOINTMENT ON MERIT

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
 - Shortlisting of candidates on the basis of information contained in their application form;
 - Other written, oral or practical tests appropriate to the position;
 - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board or
 - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent

employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

YOUR RIGHT TO INFORMATION AND TO APPEAL

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited, and the candidate will be informed of the outcome of this review.

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by **the closing date**. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to hr@galwaycoco.ie providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application, and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address.
- ✓ Please include your contact telephone numbers and email address with your application form.

The onus rests with the applicant to ensure that his/her application form and all required documentation is received by the Human Resources prior to the competition closing date.