



Comhairle Chontae na Gaillimhe  
Galway County Council

## CANDIDATE INFORMATION BOOKLET

Please Read Carefully

# Recruitment and Selection Campaign for the Position of Staff Officer (Grade V)

**Closing Date: 4.00pm on Thursday, 23<sup>rd</sup> October, 2025**

### Important Notes:

- Please submit your application form inclusive of all other required documentation to [hr@galwaycoco.ie](mailto: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 photographic identification with their application forms.
- Application forms must be fully completed. CVs will not be considered.

## Contents

<b>The Competition.....</b>	<b>3</b>
<b>Character .....</b>	<b>3</b>
<b>Health .....</b>	<b>3</b>
<b>Citizenship .....</b>	<b>4</b>
<b>Education And Experience .....</b>	<b>4</b>
<b>Sequencing Of The Filling Of Positions .....</b>	<b>5</b>
<b>The Post .....</b>	<b>6</b>
<b>The Person .....</b>	<b>8</b>
<b>Typical Positioning Of The Post In The Organisation Structure .....</b>	<b>9</b>
<b>Key Competencies .....</b>	<b>10</b>
<b>The Salary .....</b>	<b>11</b>
<b>Working Hours.....</b>	<b>11</b>
<b>Annual Leave .....</b>	<b>11</b>
<b>Pension .....</b>	<b>12</b>
<b>Residence.....</b>	<b>12</b>
<b>Probation .....</b>	<b>12</b>
<b>Garda Vetting.....</b>	<b>12</b>
<b>Outside Employment .....</b>	<b>12</b>
<b>Communications .....</b>	<b>13</b>
<b>Closing Date For Submission Of Application Form .....</b>	<b>13</b>
<b>Code Of Practice On Recruitment And Selection Procedures .....</b>	<b>14</b>

## THE COMPETITION

---

Galway County Council is inviting applications from suitably qualified candidates with relevant experience for the position of **Staff Officer** (Grade V). Recruitment arrangements to this grade are on the following basis:

Galway County Council will form three (3) separate panels from suitably qualified candidates to meet the requirements for posts confined to the local authority sector, open and those confined to Galway County Council staff, from which future relevant vacancies may be filled.

Suitably qualified persons are invited to apply for the following panel(s):

- **Panel A** (Confined to local authority sector) will comprise of successful applicants in order of merit from within the local authority sector only i.e., candidates serving in a local authority or Regional Assembly (where applicable).
- **Panel B** (Open) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly, and external applicants.
- **Panel C** (Confined to the recruiting local Authority) will comprise of all successful applicants in order of merit from within the recruiting local authority i.e. candidates serving in Galway County Council.

Eligibility criteria for all three panels are set out under Qualifications below.

## QUALIFICATIONS FOR THE POST

### CHARACTER

---

Candidates shall be of good character and references shall be sought.

### HEALTH

---

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it will be necessary for the successful candidate, before they are appointed, to undergo a medical

examination by a qualified medical practitioner to be nominated by the local authority. This will be at their own expense and will take place before they are appointed. On taking up appointment the expense of the medical examination will be refunded to candidates.

## **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**

---

### **Panel A - Confined to local authority sector.**

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

- (i) be a serving employee in a Local Authority or Regional Assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post.

### **Panel B – Open**

**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 (5) subjects (or four (4) 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**

have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three (3) subjects in that examination (or two (2) subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

**or**

- b) Have obtained a comparable standard in an equivalent examination,

**or**

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

### **Panel C - Confined to employees of Galway County Council**

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

- (i) be a serving employee in Galway County Council and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post.

### **SEQUENCING OF THE FILLING OF POSITIONS**

---

Recruitment to Grade V posts will be on the following basis:

- A. 50% confined to employees of the sector,  
B. 30% open, and  
C. 20% confined to employees of an individual local authority.

<b>Post No</b>	<b>Panel</b>
1	confined to Individual local authority (L)
2	confined to the local authority sector (S)
3	OPEN (O)
4	confined to Individual local authority (L)

5	confined to the local authority sector (S)
6	OPEN (O)
7	OPEN (O)
8	confined to the local authority sector (S)
9	confined to the local authority sector (S)
10	confined to the local authority sector (S)

## DETAILS AND PARTICULARS OF THE ROLE

### THE POST

Galway County Council is establishing panels for the position of Staff Officer from which permanent and/or temporary Staff Officer vacancies may be filled.

The Staff Officer is a supervisory position and is assigned functional responsibility for managing the performance of a Section or Function (either service delivery function for example Housing or Roads or support functional area for example Human Resources or Finance) within a Department.

The Staff Officer will work under the direction and management of the Administrative Officer or analogous grade, or other employee designated by the Senior Executive Officer or Director of Services as appropriate.

The Staff Officer will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in Departmental and Team development plans. The Staff Officer will be expected to use initiative and work to a high standard and will be required to operate the Council's existing and future IT systems as part of their work.

The Staff Officer role requires excellent administrative, employee supervisory, interpersonal, communication and other particular skills and expertise depending on assignment.

The successful candidate will be expected to carry out the following non-exhaustive list of duties set out below;

**The main duties and responsibilities of the role of Staff Officer (Grade V) are:**

- To be responsible for the supervision of a section or function within the Council.
- To support the Administrative Officer or designated Senior Official to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and Operational plans.
- To support the Administrative Officer or other nominated senior official to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
- To supervise employees in supporting roles up to the position/grade of Assistant Staff Officer (Grade IV) or analogous grades, including assigning duties and workload.
- To provide on-going support to employees in the department or section, including handling day to day problems and identifying training and development requirements as appropriate.
- To ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management.
- To communicate and liaise effectively with employees, supervisors and managers in other sections, senior managers and customers in relation to operational matters for their section.
- To compile, prepare and present reports as necessary, including the preparation of reports or letters, which may be sensitive and/or confidential in nature.
- To support the implementation of good practices with transparent reporting and communications to deliver accountable services in the department or section.
- To provide assistance in the understanding and interpretation of the Council's policies and procedures to employees in their area of responsibility and to customers as appropriate.
- To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
- To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
- To support the Council and Municipal District operations.
- To carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.

- To provide specialist administrative assistance and support in the delivery of projects as required.
- To support the Administrative Officer or designated Senior Official in the management and implementation of Health and Safety for the section or department.
- To deputise for the Administrative Officer or analogous grade as required.
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

## **THE PERSON**

---

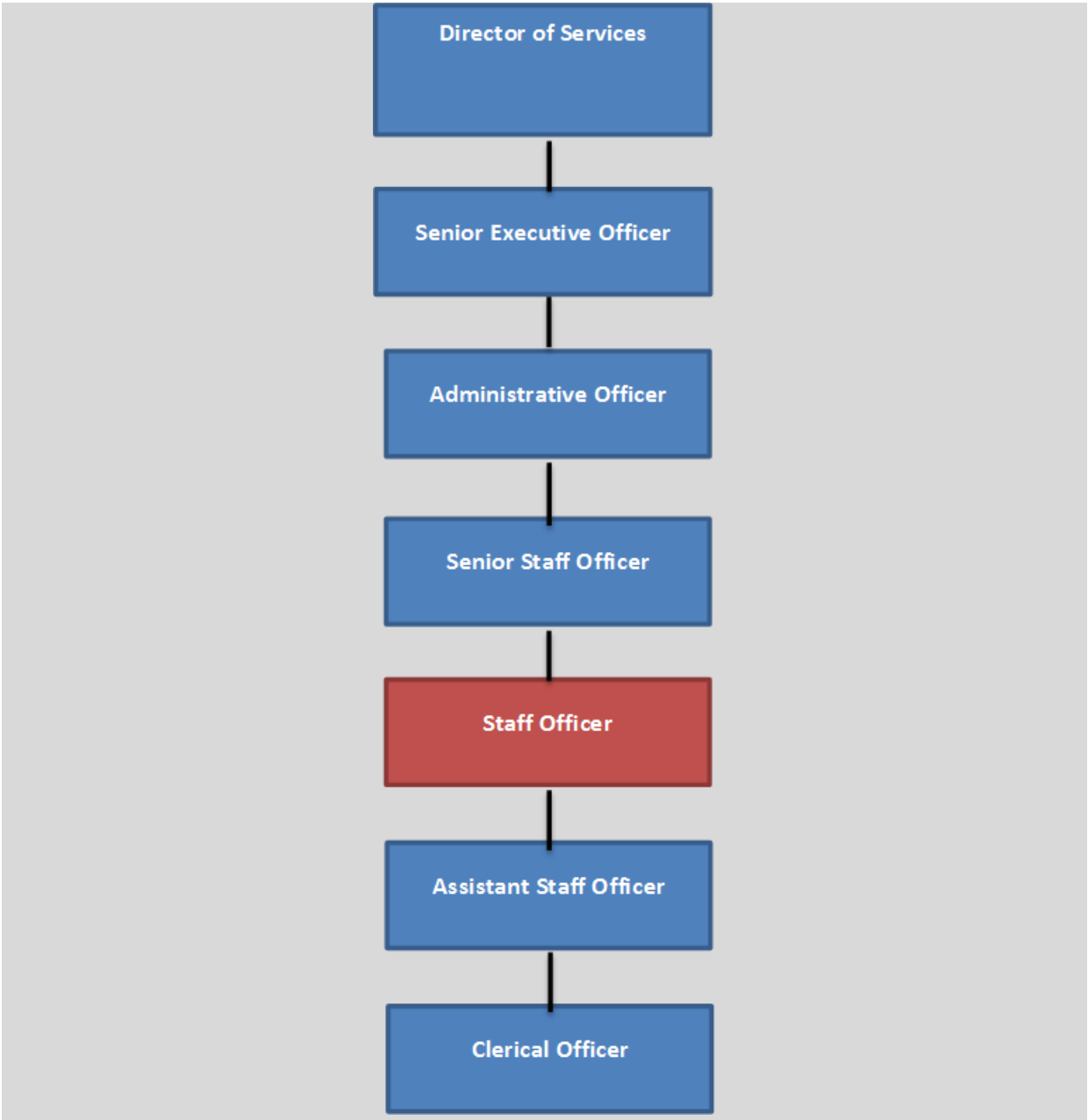
Preferably the successful candidate will demonstrate:

- A clear understanding of local government services in order to achieve effective service delivery
- Ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with customers
- Effective budget management skills
- Experience of planning/prioritising to meet targets and delegating work appropriately
- Experience of managing resources and budgets in particular monitoring, assessing, evaluating and adhering to them
- Experience of problem solving/ decision making
- Experience of ability to retrieve and evaluate information effectively in the decision-making process
- Excellent comprehensive experience at a sufficiently high level
- Openness and a willingness to adopt new ways of working and involves other in change



**TYPICAL POSITIONING OF THE POST IN THE ORGANISATION STRUCTURE**

---



## KEY COMPETENCIES

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form and at interview of competence under each of these headings:

Management and Change	
<b>Implementing Change</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to understand the need for change and gets this across persuasively to others</li> <li>• Demonstrates the ability to make a positive case for change and elicit commitment from others</li> </ul> <p>Demonstrates the ability to implement change in an orderly and determined manner</p>
Delivering Results	
<b>Organising Work Programmes and Implementing Solutions</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to translate the business/team plan objectives into clear priorities and actions for their area of operation]</li> <li>• Demonstrates the ability to help establish high quality service and customer care standards</li> <li>• Demonstrates the ability to convert operational objectives into specific work plans, program activities and schedules, taking into account the broader operation plan when setting priorities</li> </ul>
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to allocate resources (staff and equipment) across jobs to ensure that priorities are met, and that work is executed in the most efficient manner possible to deliver quality work and services</li> </ul>
Performance through People	
<b>Leading and Directing</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to lead the team/service area in a manner that provides clarity of purpose and a focus on delivery.</li> <li>• Demonstrates the ability to show visible commitment to the purpose, mission and vision of the organisation.</li> <li>• Demonstrates the ability to provide a positive sense of purpose for the team in terms of its contribution to council objectives</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to lead and develop the team and its members to achieve corporate objectives through the effective management of performance.</li> </ul>

Personal Effectiveness	
Communicating Effectively	<ul style="list-style-type: none"> <li>• Demonstrates the ability to recognise the value of and requirement to communicate effectively.</li> <li>• Demonstrates good written and verbal skills.</li> <li>• Demonstrates good interpersonal skills</li> </ul>
Knowledge & Understanding of the post/of local government	
	<p>Demonstrates knowledge &amp; understanding of the structure and functions of local government.</p> <p>Demonstrates knowledge of current local government issues and future trends</p> <p>Demonstrates understanding of the role of Staff Officer in this context</p>

## THE SALARY

Point	01/08/2025
1	€51,722
2	€53,266
3	€54,844
4	€56,454
5	€58,076
LSI 1	€59,967
LSI 2	€61,865

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

## WORKING HOURS

35.10 Hours per week.

## ANNUAL LEAVE

30 Days per Annum

## **PENSION**

---

Local Government Superannuation Scheme. Details provided prior to appointment.

## **RESIDENCE**

---

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

## **PROBATION**

---

Where a person who is not already a permanent officer of a Local Authority is appointed to the office, the following provisions shall apply:-

- a) There shall be a period after such appointment takes effect during which such person shall hold such office on probation.
- b) Such period shall be twelve months, but the Chief Executive may at his/her discretion extend such period.
- c) Where such person's services are unsatisfactory, the appointment may be terminated by the Chief Executive at any time during the period of probation.
- d) Where, on completion of the period of probation, the Chief Executive certifies that the person's services are satisfactory, such person will finally be appointed.

## **GARDA VETTING**

---

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

## **OUTSIDE EMPLOYMENT**

---

The position is 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.

## 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 in the course of this recruitment competition, as any email/text message will be sent to the email address/telephone number originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. 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](mailto: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.

## CLOSING DATE FOR SUBMISSION OF APPLICATION FORM

- The Closing Date for the receipt of completed forms is **4.00p.m. on Thursday, 23<sup>rd</sup> October, 2025**
- Applications may be submitted to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time to be received by **the closing date above.**
- Failure to submit all the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid, and you will not be permitted to proceed any further in the selection process.

### ***GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER***

***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 of the successful candidate.***

## **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 newspapers, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.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. 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](mailto: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).

- *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.
- ✓ Please submit *your application form inclusive of all other required documentation* to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- ✓ 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](mailto: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, telephone number or email address.

**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.**