



COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL

Terms & Conditions of Employment Officer Grades

(Please read carefully)

CONTENTS

GENERAL INFORMATION.....	3
CANVASSING	4
GARDA VETTING.....	4
HEALTH	4
LEARNING AND DEVELOPMENT	4
OUTSIDE EMPLOYMENT.....	4
POLICIES & PROCEDURES	4
PRIVACY	5
PROBATION	5
RECRUITMENT.....	5
Eligibility:	5
Shortlisting:	5
Competency Based Competitions:	5
Competitive Interviews:	6
REFERENCE/DOCUMENTARY EVIDENCE	6
RETIREMENT.....	6
RESIDENCE.....	7
SAFETY & WELFARE	7
SICK LEAVE.....	7
SUPERANNUATION.....	7
TAKING UP APPOINTMENT	7
TRAVEL	8
WORK BASE	8
Blended Working:	8
YOUR RIGHT TO INFORMATION AND APPEAL	8



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GENERAL INFORMATION

Clare County Council/ Comhairle Contae an Chláir is the authority responsible for Local Government in County Clare. The corporate headquarters are located at Áras Contae an Chláir, New Road, Ennis and there are four Municipal Districts (Ennis, Shannon, Killaloe, and West Clare) which are supported through area offices in Ennis, Scarriff, Shannon, Ennistymon and Kilrush. There are 28 elected members, approximately 1000 staff and an annual operating budget of €152 million in 2023.

Clare County Council provides a diverse range of services across a large geographic area. Key services areas include planning, Local Enterprise Office, community development, transportation, motor tax, water, environment, emergency services along with housing, libraries, and sports & amenities, property management, derelict sites, and vacant homes. These operations are supported by internal services which include ICT, corporate, finance and human resource functions.

There is a diverse demographic across urban and rural communities with tourism bringing seasonal changes in population and activity in the county. The Shannon estuary, Shannon Airport, industrial zones, and geographic location between larger urban areas, coupled with the unique landscape and heritage add to the diversity of activity in the County. Local democracy is strengthened through the Municipal Districts and changes in legislation and regulation have placed greater emphasis on the role of the Local Authority in driving economic activity, ensuring accountability, accessibility and innovation while placing the customer and the community to the fore of service delivery.

CANVASSING

Any attempt by a candidate or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of the staff of Clare County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

GARDA VETTING

Successful candidates may be subject to Garda Vetting in advance of appointment to the position in line with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

HEALTH

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to candidates.

LEARNING AND DEVELOPMENT

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. In addition, there are many opportunities for further professional and personal development.

OUTSIDE EMPLOYMENT

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

POLICIES & PROCEDURES

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Clare County Council. These include but are not limited to:

- Code of Conduct for Employees
- Attendance Management Policy & Sick Leave scheme
- Grievance
- Disciplinary
- Performance Management & Development System
- Confidentiality
- Information Communications & Acceptable Usage Policy and Social Media Policy
- Anti-Fraud and Corruption Policy
- Dignity at work

PRIVACY

Please refer to the [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

PROBATION

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- (b) such period shall be eleven months, but the Chief Executive may at their own discretion extend such period;
- (c) such persons shall cease to hold such employment at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons 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.

RECRUITMENT

Eligibility:

An eligibility exercise may be carried out, if required, on all applications received to determine if applicants satisfy the **essential qualification criteria** outlined in the **Job Specification Document**.

Shortlisting:

Clare County Council may short-list based on an examination of the application forms received. In this instance, an expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ work experience on the application form and also to demonstrate sufficient evidence if competencies are required for this position. Shortlisting may also take the form of a short interview.

Competency Based Competitions:

If the recruitment competition is competency based, candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Competencies for the competition will be outlined in the **Job Specification Document**. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates in the application form.

Competitive Interviews:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority. Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

REFERENCE/DOCUMENTARY EVIDENCE

Each candidate may be required to submit as references, the names, and addresses of two responsible persons to whom they are well known but not related, at least one of whom must be a **recent former employer and/or current employer**. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Clare County Council is satisfied that such person fulfils the requirements of the competition 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 that 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 the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position, Clare County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

RETIREMENT

- a) The compulsory retirement age for new entrants who joined the public service **on or after 1st January 2013** is 70 years. Minimum retirement age is in line with State Pension age changes, as applicable.
- b) There is no mandatory retirement age for 'New Entrants' who joined **between 1st April, 2004 and 31st December 2012** to the public service, subject to being in a state of health to render regular and efficient service. 65 years is the minimum age at which a person may retire.
- c) For employees who joined the public service **prior to 31st March 2004, minimum retirement age is 60 while 70** is the maximum retirement age.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement (**ISER**) may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

RESIDENCE

The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof as determined by Clare County Council.

SAFETY & WELFARE

The holder of the post shall co-operate with the terms of Clare County Council's Safety Statement and Major Emergency Plan. They shall familiarise themselves with the safety rules and procedures and make proper use of all safety clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on their person at all times a valid Safe Pass card. Should they not hold a valid Safe Pass card, a course shall be undertaken to attain the card.

SICK LEAVE

The terms of the [Public Service Sick Pay Scheme](#) will prevail.

SUPERANNUATION

The terms of [Local Government Superannuation](#) apply.

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be 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).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

From 1 January 2019 onwards, public servants will pay an additional superannuation contribution (ASC). ASC confers no additional pension benefits and therefore should not be included in pension scheme benefit statements.

TAKING UP APPOINTMENT

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

TRAVEL

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose. If you are required to travel as part of your official duties, Clare County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Clare County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

WORK BASE

Clare County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide themselves at their own expense with the necessary mode of travel to and from work.

BLENDED WORKING

There will be an opportunity to apply for Blended Working periodically in line with the PMDS process. Blended working applications are considered based on business needs and role suitability.

Blended working arrangements are not an entitlement, or term of employment. Such arrangements are not guaranteed on a permanent basis. Rotating blended working opportunities among employees may be required in order to support employee mobility and career development. While Clare County Council is committed to facilitating blended working where practical, not all roles will be suitable for blended working.

YOUR RIGHT TO INFORMATION AND APPEAL

The Council is committed to offering feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. In this regard, Clare County Council will automatically forward the marks awarded to you at interview and comments made by the Interview Board.

The Council will consider appeals in relation to eligibility, short-listing, and final decisions of interview boards. Such appeals must be made by candidates in writing within **7 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.

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WINNER |**

