



Age Friendly Ireland | Shared Service

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Local Co-ordinator – Healthy Homes Programme

(2 Year Fixed Term Contract)

Friday the 26th February 2021 at 5pm

Meath County Council is committed to a policy of equal opportunity

Contact:

Human Resources Department

Meath County Council

Buvinda House

Dublin Road

Navan

Co. Meath

Email: recruit@meathcoco.ie

Telephone Number: 046 9097040



Table of Contents

The Competition:	2
Duties and Responsibilities:	4
Qualifications for the post:	5
Miscellaneous Provisions:	6
Communications:	9
Employee Benefits:	9
Application Process:	10
Selection Process	10
Fine Print	13
Terms & Conditions	14
Key Competencies for Post of Local Co-ordinator – Healthy Homes Programme	15
Frequently Asked Questions	16

THE COMPETITION

THE POSITION:

Meath County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent & fixed-term contract vacancies for the position of **Local Co-ordinator – Healthy Homes Programme** shall be drawn.

AGE FRIENDLY PROGRAMME DETAILS:

Ireland's Age Friendly Programme is coordinated by Age Friendly Ireland, an appointed shared service function of local government hosted by Meath County Council. The national Age Friendly Programme office brings together, supports and provides technical guidance to the 31 local authority led, multi-agency Age Friendly City and County Programmes. At City and County level it is developed through cooperation and partnership of older people with government agencies and service providers working side by side. Under the leadership of the local authority Chief Executive's and senior managers, governance is anchored in the multi-agency age-friendly alliances, supported by broadly representative older peoples' councils engaged as co-design partners. The Age Friendly City and County Alliances provide the collaborative framework to involve senior leaders from key stakeholders such as the Local Authority, HSE, An Garda Síochána, Chambers of Commerce, community sector, third-level institutions, and others, who have sufficient influence and resources to develop and deliver ambitious and collaborative Age Friendly City and County Programmes.

The new Programme for Government, agreed in July 2020, pledges a mission of Universal Healthcare which includes a commitment to accelerating the implementation of SláinteCare, the health reform programme and a vision of an Age Friendly Ireland. It commits to a continued investment in healthcare infrastructure in line with Project Ireland 2040. Many objectives are outlined including the expansion of primary care and ensuring the vast majority of healthcare services are available in the home or close to home. The approach taken in the agreed programme is to support older people to live in their own home with dignity and independence, for as long as possible. The programme's ambition is to enable everyone to live longer healthier lives by keeping care close to home and expanding the range of health and social care services in the community. This is particularly important for older people, who access these services more frequently. It is about providing a range of alternatives for older people who may otherwise transition into long term residential care prematurely.

SláinteCare is the ten-year Programme to transform our health and social care services. It is the roadmap for building a world-class health and social care service for the Irish people. The SláinteCare vision is to achieve a universal single-tier health and social care system where everyone has equal access to services based on need, and not ability to pay. Over time, everyone will be entitled to a comprehensive range of primary, acute and social care services. SláinteCare aims are to improve patient and service user experience; improve clinician experience, lower costs and achieve better outcomes

BACKGROUND | SUMMARY OF POST:

The Age Friendly Ireland shared service together with Ireland's 31 local authorities will manage the programme of support specifically aimed at the health & well-being needs of older people living in our communities. The programme aims to support up to 12,000 older people across the two years. These older people will have been identified as having significant social care needs and at risk of hospitalisation or premature entry into long term residential care. It is the aim of this proposal to target supports at these older people in the form of

improving their living conditions, access to continued health and social care supports and tailored community supports. Ultimately this approach aims to:

- Support the avoidance of early or premature admission to long term residential care
- Enable older people to continue living in their homes or in a home more suited to their needs (Rightsizing)
- Live with a sense of independence and autonomy, and
- Be and feel part of their communities

Meath County Council wishes to recruit 9 Local Co-ordinator's – Healthy Homes Programme to develop and implement the local roll-out of this national Health Homes Programme in 9 local authority led age friendly programme areas across the country. This programme provides a test bed aimed at supporting older adults to remain living in their own homes and communities. The overall objective is to enable people to remain at home (where they might otherwise have been at risk of multiple attendances and hospitalisations or premature admission to long-term nursing home care) by coordinating more integrated community-based services, providing more sustainable housing supports and connection to good public realm and more assistive technologies in an age friendly way. The Local Co-ordinator – Healthy Homes Programme will work within the multi-agency structure of Age Friendly Ireland programme to develop and support the Health Homes Programme at each site.

The Local Co-ordinator – Healthy Homes Programme will report to the National Manager – Healthy Homes Programme and will be based at one of the Local Authority Offices directly below.

The 9 regional areas have been determined as follows to align with the Community Healthcare Networks and Integrated Care Programmes for Older People:

Site Number	Local Authority Area
1	Westmeath County Council
2	Dublin City Council
3	Cork County Council
4	Galway County Council
5	Fingal County Council
6	Limerick City & County Council
7	Longford County Council
8	South Dublin County Council
9	Tipperary County Council

DUTIES AND RESPONSIBILITIES

- Develop a population & area profile of the county. Produce an asset map to identify current resources and services and inform future planning. Produce a robust multi sectoral directory of all local services and supports (*Housing Supports, Health Services, Environmental, Transport services, Community & Voluntary Supports, Physical & Leisure Activities, Volunteer Programmes, Civic & Social Participation, Education & Training, Technological Supports, Social Supports and others*)
- Identify and secure the support of senior managers in key agencies within the agreed geographical area to participate in the Health Homes Programme including HSE, Local Authority, Garda, voluntary and community groups & services and all other relevant partners
- Establish a system for referrals to the programme by linking in with local stakeholders including GP's, Practice Nurses, Housing Officers & Inspectors, Local Authority based social workers, Public Health Nurses, Occupational Therapists, Discharge Planning Nurses and others
- Work closely with the Age Friendly Programme Manager at local level to link with the relevant personnel and stakeholders to ensure progress
- Commence Caseload management and visit older people, carry out an assessment to identify their specific needs, and agree a plan for their care and support needs.
- Case manage supports for older people and continue to review the support plan and assess the effectiveness of supports
- Ensure, where possible, existing initiatives are utilised to support people, and as such, are synchronised in line with support plan
- Identify how the needs of the older people may be sourced from existing providers and implement the care plan by coordinating the supports across the different agencies and groups to help ensure delivery.
- Manage the caseload of older participants and complete regular outcome reports on the progress of Health Homes Programme to inform its evaluation.
- Support the development of the programme nationally in collaboration with other Local Co-ordinator's – Healthy Homes Programme and the National Manager – Healthy Homes Programme
- To contribute to the strategic and policy recommendations of the Health Homes Programme and ultimately contribute to the development of a methodology for wide scale application
- Ensure that work programmes are implemented within allocated budgets
- Contribute to 6 monthly reports on programme progress and effectiveness including recommendations for 'live' administrative changes
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.
- Participate in the Research and Evaluation and support focus groups and participation of stakeholders in the evaluation process

QUALIFICATIONS FOR THE POST

The qualifications for the position of Local Co-ordinator – Healthy Homes Programme, shall be as set out hereunder: -

1. CHARACTER

Each candidate must be of good character.

2. 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.

3. EDUCATIONAL STANDARD

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

- a) Have a good standard of education

And

- b) have not less than three years satisfactory experience in a development role

And

- c) possess a good standard of administrative experience and adequate experience in an office organisation and in the control of staff.

4. THE IDEAL CANDIDATE WILL POSSESS:

- Excellent interpersonal and communication skills. Ability to work with people and experience in consultation and facilitation is critical
- Experience in person-centred care planning, service delivery or service coordination in the private, public or voluntary sector.
- Experience in innovation and problem solving.
- Experience of working in a multi-agency or multi-stakeholder environment.
- A knowledge of / understanding of current health, housing and social care legislation
- Excellent project management skills
- Well-developed skills and aptitudes in forging partnerships, relationship building and influencing skills.
- Excellent report writing skills
- Experience of budget management and the ability to plan the use of resources effectively.
- Ability to work well and contribute to the development of a team.
- Previous experience of the age friendly programme, the ageing sector, housing, social care or local health & community services is advantageous.
- Satisfactory understanding of the Council's purpose and priorities and knowledge of public service organisation in Ireland;
- An awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- Engineering/construction/architectural qualification and/or background is desirable but not essential;
- Clinical background is desirable but not essential;
- Satisfactory IT skills;

- Access to own car and driving licence.

MISCELLANEOUS PROVISIONS

TYPE OF POST

To form a panel from which permanent and fixed term post may be filled.

SALARY

Salary scale: €50,832- €66,082 per annum (EL 02/20). Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Planning, Community and Local Government.

HOURS OF WORK

The normal working hours are 37 hours per week. Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended.

You may be required to complete a time-sheet in accordance with the Organisation of Working Time Regulations, 2001.

LEAVE

30 days per annum

SICK LEAVE

The terms of the Public Service Sick Pay Scheme will prevail.

SUPERANNUATION CONTRIBUTION

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). A person paying Class A rate of PRSI who becomes a pensionable officer 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 pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

PROBATION

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be 9 months, but the Chief Executive Officer may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive Officer has certified that the service of such persons is satisfactory.

TRAVEL

It is desirable that holders of the post should hold a full driving licence for class B vehicles and shall be required to drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. 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 Local Authority Travel and Subsistence Policy.

Meath County Council, as employer, must be indemnified on your insurance 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.

RESIDENCE

The person holding the office must reside in, or at an address convenient to performing the role/function as approved by the Chief Executive.

SAFETY & WELFARE

The holder of the post shall co-operate with the terms of Meath County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

TRAINING

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.

GARDA VETTING

Successful candidates will be subject to Garda Vetting in advance of appointment to the position.

OUTSIDE EMPLOYMENT

The position is permanent 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.

SUPERANNUATION CONTRIBUTION

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). A person paying Class A rate of PRSI who becomes a pensionable officer 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 pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with

effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

PENSION ARRANGEMENTS & RETIREMENT AGE

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

COMMUNICATIONS

Meath County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address 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 email address throughout the recruitment and selection campaign. This can be done by emailing recruit@meathcoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council does not accept responsibility for communications not accessed or received by an applicant.

EMPLOYEE BENEFITS

Examples of some of the current Employee Benefits include:

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- Availability of a Cycle to Work Scheme
- Meath County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave

- Option to become a member of Meath County Councils Social Club
- State of the Art Office Accommodation in the new Civic Headquarters Office
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

APPLICATION PROCESS

Completed application forms must be e-mailed to recruit@meathcoco.ie no later than 5pm on Friday the 26th February 2021.

An official application form must be completed in full by the closing date for the competition. **Please note that amendments to the application form will not be accepted after the closing date.**

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address.

SELECTION PROCESS

The Selection Process may include the following:

- Online Aptitude Testing/Assessment
- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

** Please note that Meath County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

BEFORE YOU PROCEED

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out in Page 3 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

SUBMISSION OF APPLICATION FORM

Applicants are invited to submit application forms in order to apply for the position. Application forms are available on Meath County Council's website. The information submitted on the application form will then be used to shortlist applications. There is no requirement to submit evidence of education / experience at this point.

Applications must be made on the official application form and all sections must be completed in full. While completing the application form, accuracy is essential. All forms must be clearly legible and in electronic format.

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.

SHORT-LISTING

Meath 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.

The information you supply in the application form will play a central part of the shortlisting process. Meath County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. The shortlisting board based on examination of the application form will select those who appear to be most suitable for the position.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Meath County Council consider that it would be reasonable not to admit all the persons to the competition, Meath County Council may admit to the competition only persons who appear likely to them to attain in the competition a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an on-line questionnaire should this be included in the selection process. 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.

INTERVIEW STAGE

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 as advertised.

Candidates short-listed for interview will then be assessed at the interview under five main competencies.

- Management & Change
- Delivering Results
- Personal Effectiveness, Personal Motivation and Initiative
- Performance Through People
- Relevant Knowledge and Experience

A list of these competencies and key indicators are included on page 15.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Meath 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 Meath County Council will not be responsible for refunding any expenses incurred.

Meath County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Meath County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Meath 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 Meath 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 interview.

PRE-EMPLOYMENT CHECKS

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

GENERAL INFORMATION

1. Meath County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Meath 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 Meath 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 Meath County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2004.
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. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>
8. **Candidates should note that canvassing will disqualify.**

TERMS & CONDITIONS

Your attention is drawn to this important information. By submitting an application or attempting any assessment you are agreeing to be bound by the terms set out below:

1. 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.
2. 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.
3. 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.
4. 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 Meath County Council is satisfied that such a person fulfils the essential requirements.

KEY COMPETENCIES FOR POST OF LOCAL CO-ORDINATOR – HEALTHY HOMES PROGRAMME

Management and Change	<ul style="list-style-type: none"> • Think and acts strategically • Develop and maintain positive, productive and beneficial working relationships • Effectively manage the introduction of change and demonstrate flexibility and openness to change
Delivering Results	<ul style="list-style-type: none"> • Contribute to the development of operational plans and lead the development of team plans • Plan and priorities 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
Personal Effectiveness, Personal Motivation and Initiative	<ul style="list-style-type: none"> • Adopts a positive and constructive approach to work • Sets challenging standards and achieves high quality outcomes. • Responds positively to the challenges of the role. • Take initiative and seek opportunities to exceed goals • Manage time and workload effectively and operate in an environment with significant complexity and pace • Maintain a positive, constructive and enthusiastic attitude to the role
Performance Through People	<ul style="list-style-type: none"> • Lead, motivate and engage employees to achieve quality results and to deliver on operational plans • Effectively manage performance • Effectively identify and manage conflict • Effective verbal and written communication skills • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience • Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals / agencies
Relevant Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of the structure and functions of older person’s services and associated health and local government services. • Knowledge of current related issues and experience of advocating practical approaches to addressing them • Clear and realistic view of future trends and strategic direction of such services

FAQ

Frequently Asked Questions (and Answers)

1. Who can I contact if I have a query in relation the Recruitment Campaign?

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Meath County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to recruit@meathcoco.ie.

2. What happens if I cannot attend a particular stage of the competition?

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Meath County Council cannot change dates and times of any particular stage of the process.

3. I have submitted my application form. What happens next?

Meath County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a short listing process. 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/assessment. You will be contacted by email 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.

4. What happens on completion of the shortlisting process?

Meath County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

5. What happens after undertaking the final interview?

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

6. How will Meath County Council communicate with me throughout the Recruitment and Selection Campaign?

Meath County Council will contact you when necessary at each stage of the competition by email.

It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form 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, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing recruit@meathcoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council accepts no responsibility for communication not accessed or received by an applicant.

General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[Meath County Council Website](#)



[Meath County Council Facebook](#)



[Meath County Council Twitter](#)



recruit@meathcoco.ie