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Sláintecare.

CANDIDATE INFORMATION BOOKLET

Healthy Age Friendly Homes Programme Regional Programme Manager Cork and Kerry

Open Competition
5-Year Fixed-Term Contract

Closing date for receipt of applications:
Friday, July 14, 2023 at 5.00pm

Human Resources Department
Meath County Council

recruit@meathcoco.ie | (046) 9097040 | www.meath.ie

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The Competition

Introduction

Meath County Council, as the host of the National Shared Service Programme for Age Friendly Ireland, invites applications from suitably qualified persons who wish to be considered for inclusion on a panel for the position of **Regional Programme Manager for the Healthy Age Friendly Homes (HAFH) Programme – Area D (Cork City and County and Kerry)**.

The HAFH will be rolled-out nationally across six regions. The six Regional Programme Managers will be employed by Meath County Council but based with a host local authority area in their region. The host local authority for Area D is Cork County Council.

The HAFH Programme and this post are funded by Sláintecare. Appointment will be for an initial 5-year fixed-term and thereafter subject to Siáintecare funding.

The competition will create a panel from which vacancies for the position of Regional Programme Manger – Area D will be filled.

Meath County Council

Meath County Council is one of 31 local authorities and is responsible for the delivery of a wide range of public services in Meath, with a focus on making it the lead county for economic prosperity, social development and environmental protection, with efficient and good value services and a Council representing the people and communities of County Meath in an effective and accountable manner.

More specifically, the Council hosts the Age Friendly Ireland National Shared Service on behalf of the local government sector.

Age Friendly Ireland Shared Service

The national Age Friendly Ireland Shared Service brings together, supports and provides technical guidance to the 31 local authority led, multi-agency Age Friendly Programmes. At local 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 Executives 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 Ireland Shared Service provides 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 Programmes.

The 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 general approach is to support older people to live in their own home with dignity and independence, for as long as possible.

The HAFH 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 long-term cross-government 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.

Healthy Age Friendly Homes (HAFH) Programme

Good health goes beyond just healthcare, and the Healthy Age Friendly Homes (HAFH) Programme is a unique new initiative that seeks to improve the health and wellbeing needs of older people living in our communities by addressing the wider determinants of health at the interface of health and housing. This programme, funded by the HSE, aims to enable older people to continue living in their homes or in a home more suited to their needs, to live with a sense of independence and autonomy, to be and feel part of their community, and to support the avoidance of early or premature admission to long-term residential care. HAFH is strongly aligned to and seeks to deliver on the Sláintecare vision of timely access to care closer to home, increased access to care, reduced waiting times, and reducing the burden on the hospital system.

Following a successful pilot funded by Sláintecare in nine sites around the country in 2021, the Age Friendly Ireland Shared Service together with Ireland's 31 local authorities will now deliver support coordination services to older adults nationwide. The programme will be rolled-out across the six Sláintecare regions and aims to support up to 10,425 older people annually. It is the aim of the programme to target supports at these older people in the form of improving their living conditions, access to continued health and social care supports and other tailored community supports.



Regional Programme Manager – Area D

Summary of the Post

The recruitment campaign will recruit a Healthy Age Friendly Homes (HAFH) Regional Programme Manager – Area D who will be employed by Meath County Council, but based in Cork County Council, to work directly for the National Age Friendly Ireland Shared Service.

The Regional Programme Manager will report on performance directly to the National Programme Manager in Age Friendly Ireland. The Regional Programme Manager will also support the Chief Officer in Age Friendly Ireland who has overall responsibility for the leadership and strategic direction of the Age Friendly Ireland national shared service and the delivery of the HAFH Programme. The Regional Programme Manager will play a key role in ensuring the successful delivery of the work in line with their duties and responsibilities, set out below.

The Regional Programme Manager will require significant experience in Age Friendly policy with an excellent understanding of the eight domains of the World Health Organization's global Age Friendly Cities and Communities Programme. They will be part of a vibrant and demanding team. They will be self-motivated, innovative and dynamic with strong interpersonal and communication skills and a demonstrable track record of change management and delivering results.

The Regional Programme Manager will be required to manage, support and oversee the HAFH Local Coordinators in their region, manage the implementation of the Programme and track delivery against programme KPIs.

Purpose, Duties and Responsibilities

Reporting directly to the National Programme Manager, the Regional Programme Manager will be responsible for ensuring the successful implementation of the workplan, objectives, KPIs and programme deliverables in their respective regions.

They will contribute to the overall successful delivery of the HAFH Programme at regional and national level by managing a team of Local Coordinators which are allocated to their region.

Key duties include:

- Direct management of the team of Local Coordinators assigned to their region.
- Develop and implement a regional plan for the roll out and ongoing delivery of the HAFH Programme as part of the national objectives.
- Ensure delivery of key performance indicators (KPIs) and targeted caseload for each county in their region.
- Develop and support the Local Coordinators in their region specifically to:
 - Develop a local area profile and map all services available to older people.
 - Identify and secure the support of senior managers in key agencies within their region to participate in the HAFH Programme including HSE, Local Authority, Garda, voluntary and community groups, transport providers and others.
 - Support and facilitate the system for referrals to the HAFH Programme by linking in with local relevant stakeholders, agencies, and other groups.
 - Identify how the needs of the older people may be served from existing providers.

- Put in place plans to meet the needs of older people and coordinate the supports across the different agencies and groups to help ensure delivery.
 - Implement an agreed monitoring and evaluation process for the HAFH Programme.
 - Complete regular progress reporting on HAFH Programme outputs and outcomes to inform its evaluation.
 - Contribute to the strategic and policy making decisions of the HAFH Programme.
 - Representing the Council at a variety of meetings.
- Manage, lead, and develop staff to achieve high standards of excellence, individual performance and professional development through the Performance Management and Development System (PMDS).
 - Complete regular reports on the progress of the HAFH Programme within their region to the National Programme Manager.
 - Manage the caseload assigned to each of the counties at a regional level, maintaining a balanced workload between Local Coordinators as appropriate to cover absences, annual leave, etc. to ensure regional targets are achieved in an efficient and timely manner.
 - Work with the National Programme Manager and all key stakeholders to meet the strategic HAFH Programme deliverables including contributing to reporting requirements under the auspices of the Service Level Agreement (SLA) and the National Oversight Group.
 - Take the lead role in coordinating the implementation of a limited number of specific projects or innovative initiatives as required.
 - Review, analyse and generate insights from HAFH Programme data which reports on performance, identifies emerging trends and improvement opportunities including local gap analysis for services and recommendations on service improvement.
 - Ensure and maintain focus, persistence, and operational excellence even under increasingly complex and demanding conditions.
 - To act as spokesperson for the Organisation at regional level as required.
 - Demonstrate a proactive commitment to all communications with internal and external stakeholders.
 - Support the development and implementation of a fully integrated model of service delivery.
 - Lead, manage, organise, and motivate staff within their region to function effectively in a changing environment.
 - Support the development and implementation of systems which are in place that provide for easy and timely access for participants of the HAFH programme.
 - Support continuous improvement in the quality and long-term operation and management of the HAFH Programme through the design and development of appropriate reporting templates and operational materials to further ensure effective implementation and mainstreaming.
 - Support the development of systems and processes to ensure appropriate data is available to inform effective decision making and drive continuous quality improvement.
 - Attend and contribute to team meetings in the national shared service office to monitor progress and effective implementation and input to the overall delivery of the HAFH Programme and Age Friendly Ireland shared service.
 - Identify potential challenges and barriers to progress and communicate same through the National Programme Manager.
 - Support the work of a small number of relevant experts working groups at national level when requested.
 - Promote the implementation of staff development programmes to include Performance Management and Development.
 - Ensure that effective staff communications systems are in place and that information updates are disseminated in a timely manner.

- In conjunction with the National Programme Manager, support areas for development of service and promote enhancing participant experience.
- Ensure compliance with Data Protection, GDPR and Freedom of Information legislation as it relates to activities.

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

Qualifications for the Post

Character

Each candidate must be of good character.

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.

Education and Experience

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 five years satisfactory experience in a managerial or developmental role,
and
- c) possess an excellent standard of administrative, communications, and facilitation and leadership experience.

Requirements, Knowledge and Skills

It is essential that the ideal candidates have:

- Experience in direct line management particularly with a team-based framework of staff demonstrating strong leadership qualities.
- Experience of workplan implementation, delivery of objectives, KPI reporting and target setting.

- Performance management, with a strong focus on staff development and on achieving high standards of excellence and measurement of performance.
- Excellent interpersonal and communication skills.
- Ability to work with people and experience in consultation and facilitation is critical.
- Experience of working with senior management and engaging with national stakeholders on a multi-agency basis.
- A proven track record in delivering results with experience in innovation and problem solving.
- Excellent report writing, data collection, administration and analytical skills.
- Well-developed skills and aptitudes in forging partnerships, building relationships and networking, and negotiating and influencing skills.
- Previous knowledge or experience of working within the ageing sector.
- Technical IT skills including a knowledge of online working, delivering presentations through various platforms, data collection software.
- Access to own car and a full driving licence.

It is desirable that candidates demonstrate, through their application form and at the interview stage, the following:

- Experience in local government and/or public service provision.
- Knowledge and understanding of Age Friendly Ireland, Sláintecare and the HAFH Programme.
- Ability to work collaboratively, achieve results and contribute positively to the HAFH Programme and National Age Friendly Ireland shared service team.
- A highly functioning individual with the ability to work on their own initiative and manage competing demands within a complex environment.
- A background in community development.
- An understanding of the local authority's purpose and priorities.
- An awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

This role, while located in a host local authority, will require travel both within the region and nationally on occasions, therefore flexibility is required in hours and location of work.

Miscellaneous Provisions

Salary

Salary scale: €55,022 - €71,529 per annum (EL 01/23), analogous to the Administrative Officer grade. 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 will be 35 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.

Start Date

Meath County Council shall require a person to whom an offer of employment is made to take up an appointment within a reasonable period of time, usually two months from date of offer, to meet the organisational requirements of the Council. Meath County Council reserves the right to withdraw its offer in the event that an appointment is not taken up within such a period.

Probation

The following provisions will apply:

- (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 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 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 the Council's 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 and Welfare

The holder of the post shall co-operate with the terms of the host 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.

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 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 and 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 for all correspondence in relation to this competition.

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 they are 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

Post holders will be subject to the policies of Meath County Council and will enjoy the benefits and entitlements of employment.

Application Process

Application forms are available on our website.

Completed application forms must be **submitted via the link on our website to Submit.com, no later than 5pm on Friday the 14th of July 2023.**

Please note that amendments to the application form will not be accepted after the closing date.

All further correspondence will be through your confirmed email address supplied on your application form.

Selection Process

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- 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 above. 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.

In making an application, candidates will be asked to indicate which regions they wish to be considered for the post of Regional Programme Manager (candidates can indicate a preference for up to 3 regions).

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.

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 considers 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 it 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 online 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.

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 its 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 considers 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.

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

Delivering Results

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement.

- 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

Management and Change

Understands the context within they operate and importance of maintaining productive and open relationships with key stakeholders.

- 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

Personal Effectiveness, Personal Motivation and Initiative

Possess resilience and has the ability to work on their own initiative and manage their time effectively and their workload. Has good interpersonal skills.

- 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

Relevant Knowledge and Experience

Demonstrates knowledge and experience suitable to the role.

- 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.
- Knowledge and understanding of the Age Friendly Regional Programme Manager role.

Performance Through People

Manages the people they work with and supports quality outcomes. Recognises the value of a requirement to communicate effectively. Has effective verbal and written communication skills.

- 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

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.

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 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 will be completed at this point.

Fine Print

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 and 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.

Frequently Asked Questions

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