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meath county council

CANDIDATE INFORMATION BOOKLET

Retained Fire Fighter

Ashbourne Fire Station

Open Call: June – July 2025

Human Resources Department
Meath County Council

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



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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 and fixed-term contract vacancies for the position of Retained Fire Fighter in Ashbourne Fire Station shall be drawn.

Fire Service – Duties and Responsibilities

Meath County Council is responsible for the provision of a wide range of services for the people of County Meath, including the provision of fire-fighting and fire prevention services.

The Council now requires additional members for the retained Fire Service (retained being part-time and on-call personnel).

The Fire Service responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Many emergency calls are not just in relation to fires, but can be to incidents involving road traffic collisions, incidents involving chemical spillages or toxic emissions, and river rescues, etc.

To deliver this service to the public the Fire Service develops operational plans, including the provision of adequate water supplies for fire-fighting; ensures that effective arrangements exist to receive emergency '999' calls and mobilise resources; implements effective operational communication systems throughout the Fire Service; enforces, promotes and encourages fire safety within the county by programmes of inspection and publicity; conducts effective training to develop the skills and abilities of personnel; and provides, maintains and repairs its premises, vehicles, plant and equipment.

Fully qualified fire-fighters are skilled personnel capable of using the most modern equipment, methods and techniques to undertake the full range of duties such as fire-fighting, rescue, road traffic collision extrications and other emergencies.

A fire-fighter's work and training is geared towards responding safely and effectively to emergency calls, regardless of weather conditions or the time of day or night. Every time fire-fighters are called to the scene of an emergency, they must be prepared to deploy the skills in which they have been trained and respond to the instructions and commands of their Incident Commander.

In order to function effectively in emergencies fire-fighter's must demonstrate the following characteristics:

- Courage and physical strength;
- A capacity for rapid, intense and sustained effort;
- An unquestioning acceptance of orders in emergency situations;
- A capacity to use their own initiative when alone;

- Complete and automatic familiarity with the equipment and tools of the profession (which may range up to major items of plant such as fire-fighting appliance vehicles);
- A practical understanding of the basis of a wide range of subjects necessary to anticipate and overcome hazards;
- Empathy with victims of emergency situations;
- An ability to carry out their function in what may occasionally be emotionally difficult and harrowing circumstances.

A GOOD JOB:

Working in the Fire Service is very appealing – its action oriented, serving the community, with job satisfaction and high-level training. If you can meet the demands of a public service with a first-class reputation for dealing with all types of serious incidents, the Retained Fire Service can offer you a fulfilling and satisfying job.

A SATISFYING AND PROGRESSIVE CAREER:

A career as a retained fire-fighter will be demanding both physically and mentally. You will be operationally 'on-call' once you have completed your recruit training and for the first year you will be on probation. You will be expected to absorb a wide range of information and to demonstrate your technical and practical skills through a series of assessments and examinations.

ALWAYS IMPROVING:

Technological developments in every dimension of our lives and new hazards must be matched by improvements in fire-fighting techniques and equipment. A reasonable standard of education is desirable so that you can assimilate the technical work involved in today's service. The role of a modern fire-fighter is very challenging and rewarding and individuals are required to display determination, physical stamina and discipline in stressful situations.

Some of the key duties of a retained fire-fighter are:

- To be available to respond to and deal with emergency calls immediately and safely within the station fireground area;
- To work effectively and efficiently as a member of a team;
- To be available and undertake all training as required;
- To acquire and maintain knowledge to enhance professional skills in all areas relevant to the position including: Topography; Hazards and special risks; Water supplies and fixed fire-fighting systems, etc.
- To maintain, clean, repair and test fire-fighting and emergency equipment as required;
- To uphold the Fire Service's high standards and reputation with particular regard to appearance, dress, conduct, behaviour and demeanour;
- To maintain a level of health and fitness commensurate with your duties as a Fire-fighter;
- To understand, comply with and implement all relevant policies of Meath County Council and the Meath County Council Fire and Rescue Service, including Health and safety policies and procedures and Grievance and Disciplinary, Dignity at Work, etc.

- To undertake routine administrative duties, including the use of information technology, as required;
- To carry out any other duties as reasonably required by the Chief Fire Officer.

Please see a short overview on our YouTube channel from David Gavin on his work as a Retained Fire Fighter in Navan Station: <https://youtu.be/UK-4Fzpc0l8>

Qualifications for the Post

Character

A candidate must be of good character and, if being considered for a post after interview will be required to provide a reference from two responsible citizens who are not related to them.

Age

Candidates shall be over the age of 18 years at the date of appointment. Any candidate who reaches the age of 55 years prior to appointment will cease to be eligible for appointment on the result of the competition.

Retirement

The normal retirement age is 55. The retirement age for a fire-fighter may be extended up to 62 years at the discretion of Meath County Council as their employer and subject to the fire-fighter successfully completing a medical examination by the Council's Medical Adviser for each of the last 7 years of service.

Health

Candidates must:

- a) Be free from any illness or disease which would render them unsuitable for duty with the service and be in a state of health that meets the required standards as determined by the Council's Medical Adviser, such as would indicate a reasonable prospect of ability to render regular and efficient service.
- b) Before being accepted for appointment a candidate will be required to pass a medical examination by a qualified medical practitioner nominated by Meath County Council; and as a condition of retention of the appointment, to pass further such medical examinations at specified intervals.
- c) Successful candidates to the positions will be required to co-operate with the National Occupational Health System for Retained Fire-fighters, and to undergo periodical medical examinations.

Medical Examination

Before recruitment, a candidate must undergo such medical examination (which may include X-ray and/or other special tests) as the Council consider necessary and in line with national guidance and requirements for retained fire-fighters/National Occupational Health System for Retained Fire-fighters. The medical examiners will be nominated by the Council. A candidate must comply, at their own expense, with such remedial requirements as the Council may consider necessary.

Fire-fighters employed by the Council will be required to undergo regular compulsory medical examinations as set out in the National Occupational Health System for Retained Fire-fighters, up to age 55 and then annually up to age 62. A Fire-fighter who is unable to satisfy the Council as to their ability to perform their duties to the necessary standard will be required to retire.

Education and Experience

A candidate must have attained a suitable level of education to enable them to undergo successfully, the appropriate training, and to perform satisfactorily as a Fire-fighter. Each candidate must be able to demonstrate a proficient level of literacy and numeracy skills to allow them to fulfil the duties of the role. Candidates will be required to undertake a Literacy and Numeracy Competency Test as part of the recruitment process.

Driving Licence

A candidate must, at the date of application, be the holder of a full unendorsed Class 'B' Driving Licence. On appointment and after an interval decided by the Chief Fire Officer, fire-fighters may be required to obtain a HGV licence and undertake further driving training and instruction to enable them to drive fire appliances and other Fire Service fleet.

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.

Miscellaneous Provisions

Salary

The employment is part-time. A Fire-fighter shall be paid at the appropriate approved national rates of Fire and Retainer Fees. The current rates of remuneration are: -

Retaining Fee (Annual): €14,523 – €17,854 (please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy)

A firefighter starting in the service will receive a fixed payment of €21,478 per year. This includes the annual retainer fee as outlined above and additional nationally agreed allowances. This fixed payment increases with the length of service.

Rates of pay in addition to the fixed payment.

Attendance at Fires/Incidents (day-time):

- 1st Hour: €50.54
- Subsequent Hours: €25.27

Attendance at Fires/Incidents (nights/weekends):

- 1st Hour: €101.08
- Subsequent Hours: €50.54

Probation

Initial appointment will be for a probationary period of 12 months from the date of commencement as an operational retained Fire-fighter. The person appointed will cease to hold the appointment at the end of the probationary period unless the Chief Fire Officer or another appointed officer of Meath County Council certifies that they have complied with the requirements for appointment and are otherwise performing satisfactorily in the post and carrying out all duties to the required standard.

Health & Safety

1. It shall be the duty of every fire-fighter while at work:
 - a) To take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
 - b) To co-operate with their employer and any other person to such extent as will enable their employer or the other person to comply with any of the relevant statutory provisions;
 - c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for their use alone or for use by them in common with others) for securing their safety, health or welfare while at work; and
 - d) To report to their employer or immediate superior, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which they become aware.
2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

Sick Leave

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

Residence/Place of Work and/or study

Holders of the post shall be required to live and work (and study – where relevant) within a radius of 3 km of the Fire Station to which they are stationed. All applicants for the position of Retained Fire-Fighter must have the ability to respond to their local fire station within sufficient time of a call being sent to their alerter/pager (which the fire-fighter carries) to enable a 5-minute turnout time for the station.

It is essential that all candidates live and work (and/or study) within the required 5 minutes response of the station – failure to meet this criterion will mean disqualification for the position.

Whether a candidate meets the criterion for distance from the fire station in terms of required response will be ascertained based on the information provided by the candidate and verified using Google Maps, local station knowledge or other reasonable means as determined by the Chief Fire Officer.

Availability

Candidates who are in employment should inform their employers of their intentions regarding applying for a post in the retained Fire Service. Such candidates will be required to produce an employer's statement that they will be released to attend Fire Service calls and fulfil training when required. Self-employed people or those in education must also provide written evidence as to availability. Unemployed persons are not precluded from applying, provided that they satisfy the residence and availability requirements.

Candidates must provide written evidence that they are available to respond to calls/remain on-call whilst undertaking their normal daily routines (live/work/study etc).

The Council has sole discretion as to whether the availability as so evidenced is acceptable. Any changes to residence, employment or education after appointment must be notified in writing to the Chief Fire Officer.

Evidence of availability may be requested at any time and any changes placing a firefighter outside of the limits for the 5-minute response time will require their resignation. Similarly, any restrictions arising that would prevent the firefighter responding within the required time to the station (i.e. change of employment or circumstances) will require resignation from service.

Pension

Successful applicants may join the appropriate pension scheme. Full details in respect of the scheme can be made available to candidates prior to appointment.

Uniform & Equipment

Fire-fighters are required to keep in good order any item of uniform or equipment issued to them, to return such items on dismissal or resignation; and to make good any damage to same not arising from fair wear and tear. A uniform is supplied which will be worn according to the dress code of the service. Fire-fighters will make themselves available for emergency duties outside of working hours where required. For this purpose, they will be required to use technology supplied by Meath County Council. Retained fire-fighters must carry a fire service pocket alerter/pager at all times when on-call and must ensure it is in proper working order. There is an onus on each fire-fighter to ensure that they receive the call alert/page to allow them to respond and to notify their line manager/station officer immediately if any issues which may delay or prevent their alert.

Drills & Further Training

A fire-fighter shall attend and participate in training and shall undergo from time to time courses and further training as required or deemed appropriate by the County Council and the Chief Fire Officer.

Employment Equality

The post of fire-fighter is open to everyone who can meet the qualifying criteria. Meath County Council is committed to a policy of equal opportunity.

Selection Process

The following is a brief summary of the fire-fighter recruitment process with Meath County Council. Please note that the Council reserves the right at any stage to cease or alter the recruitment process.

Phase 1: Review the Briefing Document in full & Complete Questionnaire:

Complete the questionnaire below entitled a 'Career as a retained (part-time) Fire-fighter – Is it really for you?'

If you answer yes to all of the questions, you should then check out minimum requirements for the post contained within this document.

Phase 2: Formal Application and Short-listing:

All applications submitted at this point will be subject to a short-listing process. Firefighters are required to live and work (and/or study) within circa 3-km radius/5-minute response time of the Fire Station in order to be able to attend the station for calls in a timely manner when their pager goes off.

Candidates must demonstrate their availability for fire service training and attending calls. Candidates who cannot meet the five minute response time for calls whilst undertaking their normal daily routines will not be shortlisted.

Phase 3: Work Related Tests:

All candidates shortlisted for interview will move to the next phase, the Literacy & Work-Related Tests.

Each candidate must bring their current driving licence to these tests as identification; otherwise you will not be allowed to proceed with the tests. Details of the test are advised later in this document.

If your driving licence does not have a photograph, you must also bring a current passport for photographic identification purposes.

A candidate must demonstrate the required level of proficiency at the Work-Related Tests in order to proceed to the Interview stage.

Phase 4: Interview:

If you are successful in the work-related tests you will proceed to Interview.

The information you supply in application form will play a central part of the short-listing process. Meath County Council's decision to include you on the shortlist of candidates going forward to stage two 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 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.

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.

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. Before making its final assessment, a Board may recall a candidate for further questioning. Any such further attendance shall be regarded as part of the interview. Only candidates who reach such a standard as Meath County Council consider satisfactory in the competitive interview shall be considered for selection. Candidates who do not adequately demonstrate their availability to meet the response time for calls whilst undertaking their normal daily routines will not be considered for selection.

Before being recommended for appointment candidates shall satisfy Meath County Council that they possess the requisite knowledge and ability (including a high standard of suitability and where administrative experience is a requirement a high standard of administrative capacity) for the proper discharge of the duties of the position. Meath County Council may, at their discretion, select and recommend another person(s) for appointment on the results of this competition if the person recommended for appointment does not accept the appointment or, having accepted it, relinquishes it or if an additional vacancy arises.

The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Meath County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form.

Canvassing will disqualify.

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

Applicants must be able to satisfy the Council's Medical Doctor that they are in general good health and have the potential to maintain minimum fitness standards for the duration of their careers. Applicants may also be required to undergo:

- (a) Eye sight test;
- (b) Colour perception test;
- (c) Chest X-ray;
- (d) Hearing Test.

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

All of the above have to be satisfactorily completed and candidates must be available to commence Recruit Training at a Training Centre on the date determined by the Council.

A Recruit Fire-Fighter must be able to make continual and satisfactory progress to pass the written, oral and practical tests set at intervals throughout this period. The training is varied and demanding and covers such subjects as; Fire-fighting, breathing apparatus, compartment fire behaviour training, first aid, and basic fire safety. Candidates who do not satisfactorily complete the recruit's course, Breathing Apparatus Initial; Wearers Course or Compartment Fire Behaviour Training course may have their employment terminated.

Successful candidates will be posted to an operational Fire Station as part of the operational team and will attend fires and other emergencies. Initial appointment will be for a probationary period of 12 months. This probationary period will commence once you have successfully completed your recruit Fire-fighter training course. Probation may be extended at the discretion of the Chief Fire Officer. Again, the Probationer must demonstrate progress in practical skills and technical knowledge.

Phase 1

Review the Briefing Document & Complete Questionnaire

A CAREER AS A RETAINED FIREFIGHTER - IS IT REALLY FOR YOU?

We receive enquiries each year from men and women who want to be Fire-fighters. Our objective is to be fair and equitable to all applicants in our recruitment and selection. The following list of questions has been put together to help you decide whether being a Fire-fighter is really for you. Simply tick YES or NO to each of the following questions.

	<u>YES</u>	<u>NO</u>
Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people?		
Are you able to meet the criteria of living and working (and/or studying) within 3km/five-minute response time of the fire station?		
Can you get on with people from different backgrounds and cultures?		
Do you have the emotional strength to deal with a road traffic collision or other instances where there may be severe injuries or loss of life?		
Can you work as part of a close-knit team? Can you work under pressure without letting the rest of your team down?		
Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive?		
Can you take the responsibility for representing the Fire Service both when you are at work and <i>when you are not at work</i> ?		
Are you committed to maintaining and developing your skills?		
Can you confirm that you do not suffer from aquaphobia, claustrophobia or vertigo?		
Are you committed to maintaining your health and physical fitness? Is regular exercise a part of your everyday life?		

Are you prepared to work when needed at night, weekends, and public holidays?		
Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work?		
Are you someone who can always be relied on to be somewhere on time? Are you someone that others see as dependable?		
Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish?		
Would you be able to manage interruptions to your daily routine at any time day or night to travel to the fire station for a call?		
Would you have the support needed by family/those you live with to allow you to respond to calls at short notice and be detained at calls for as long as it takes to deal with them?		

If you answered yes to the above, can you give good examples to back your answers up? If you can then you may wish to proceed to the pre-application phase below.

Note: This form is for your use only. Do not send it back to us. You may, however, wish to retain it and review it later in the application process.

If you have answered yes to all these questions, proceed to check that you meet the minimum qualifications for the position and, and please ensure you have read and understood this booklet.

Phase 2 – Short-listing

All applications submitted at this point will be subject to a short-listing process to ensure that the requirements to live and work within a 3 km radius/5-minute response time of the fire station are met.

Phase 3 – Work Related Tests

Each candidate invited for interview must successfully complete the next phase, Work Related Tests

Candidates must bring their current driving licence to these tests as identification; otherwise you will not be allowed to proceed with the tests.

If a candidate's driving licence does not have a photograph, you must also bring a current passport for photographic identification purposes.

Candidates will be required to undergo the following tests.

(A) Ladder Climbing Test and Attitude to Heights

Protocol: Climbing Fire Service ladders and working at heights is an essential part of the role of a Fire-fighter.

A ladder 13.5m in height will be placed against a high building. You will be given basic instruction in the correct and safe technique of climbing ladders and working off them. This includes taking a leg-lock on the ladder, which allows you to let go of the ladder with your hands yet remain safely on the ladder, using a leg grip technique.

For the purpose of this test you will wear a safety harness.

After being given the basic instruction you may be allowed one practice climb, after which the assessment will commence. Under assessment you will be required to climb the ladder and take a leg lock approximately half way up. You will then climb to the top of the ladder and, when instructed, descend back down the ladder. A series of numbers and letters will be displayed to you at ground floor level during the exercise. To read them you will need to look down. You will identify each letter and number and inform the assessor.

Candidates will be assessed on your ability to work at heights by completing the task outlined. In addition, you will be expected to demonstrate the correct techniques for ladder work, outlined at the beginning of the session, to show you have understood basic instruction and have the ability to put that instruction to use

Level Required: The candidate must successfully complete this test in its entirety.

(B) Manual Dexterity

Protocol: Candidates will be required to re-assemble at least six types of connectors/couplings. When connected they cannot be simply pulled apart. The different types of connection will require different combinations of movement to assemble them. Movements will include twisting, pushing and pulling, etc.

This task is designed to test the candidates' manual dexterity and pattern recognition when dealing with standard fire and rescue service connections/ couplings. All connections are used on different items of equipment within the Fire Service and are required to form a water or air tight seal.

Level Required: Candidates must successfully complete this test in its entirety within a time limit.

(C) Ability to Work in a Confined Space

Protocol: The ability to move and manoeuvre the body (and other objects) in awkward and tight situations, sometimes in complete darkness, is an aspect of fire-fighting. This test is designed to test your agility and ability to cope with these conditions.

Candidates will be given basic instruction on putting on and wearing a breathing apparatus set (approx. weight 18kg). Although wearing the set, you will not be expected to go 'under air' but will breathe normally with the facemask on and demand regulator removed thereby allowing fresh air into the facemask. The mask will be blanked out and you will be required to enter and crawl through a short tunnel of restricted height and width.

A candidate's performance will be judged on your ability to successfully complete the task.

Preparing for Your Selection Day(s)

Success in the practical assessment day requires a moderate level of fitness. These tests will not be a problem for someone who maintains a good level of fitness. If you are not sure about your fitness level it is recommended that you undertake regular aerobic exercises, for example, running, swimming and cycling

If you have never participated in an exercise regime or have any doubts about your general health or have injuries or illness, it is recommended you consult your GP before undertaking strenuous exercise.

You must pass the work-related tests to proceed to next phase i.e. interview.

Phase 4 - Interview

If you are successful in the work-related tests you will continue to Interview.

Thank you for expressing an interest in a career as a Retained Fire-Fighter

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 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:

- 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
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

Application Process

To be considered for the position of Retained Fire-fighter – Ashbourne Fire Station please visit meath.ie/jobs and complete the online application form or alternatively you can download and print the form, when you have it completed, submit it to recruit@meathcoco.ie and we will contact you soon after.

This is a Rolling Recruitment process, over the months of **June and July 2025**. There is no deadline but the process will close at the end of July. As soon as you submit your interest, we will follow-up with you to arrange the next steps of the process, should you meet the qualifications set out above.

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.

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.

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