



# CANDIDATE INFORMATION BOOKLET

## Executive Scientist

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Closing date for receipt of applications:  
**Wednesday, July 9<sup>th</sup>, 2025 at 1.00pm**

Human Resources Department  
Meath County Council

[recruit@meathcoco.ie](mailto:recruit@meathcoco.ie) | (046) 9097040 | [www.meath.ie](http://www.meath.ie)

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# The Competition

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## 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 Executive Scientist shall be drawn.

## Purpose, Duties and Responsibilities

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The Executive Scientist will work as part of multi-disciplinary teams within the Environment Department of Meath County Council.

The role requires a good knowledge and understanding of the Waste Management Act 1996, as amended, and the Local Government (Water Pollution) Act 1977-1990, as amended, The Water Framework Directive, Nitrates Directive and Good Agricultural Practice ( GAP) Regs and the associated enforcement obligations of a Local Authority.

The Executive Scientist shall operate under the direction of and report to the Senior Executive Engineer/ Senior Executive Scientist and must undertake those duties as assigned to them by their Supervisor. The Executive Scientist shall also report to the Senior Engineer of the section to which they are assigned or any other person designated by the Director of Service.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours, as required.

Key general duties include:

- Work to enforce EU and national environmental legislation and policy with particular reference to the Waste Management Act and the Local Government (Water Pollution) Act, as amended the Water Framework Directive and related legislation;
- Carry out investigations, audits and prepare reports on official complaints received from the public in respect of illegal waste or water pollution activities which may be in breach of EU and national legislation;
- Appoint and manage environmental consultants and contractors carrying out Risk Assessment, Intrusive Site investigations and Environmental Sampling;
- Prepare summary and indictable files for submitting to Legal Advisors and the DPP for the prosecution of offences in breach of environmental legislation. To attend District Court and Circuit Court representing Meath County Council as expert witness for criminal proceedings;
- Participate in National Working Groups relating to waste, air, noise, water quality, Agricultural activity, wastewater treatment systems, as appropriate;
- To assist with profile-raising and awareness relating to waste prevention, recycling, illegal dumping, water quality and GAP issues through media and elsewhere through radio/TV interviews, press releases/articles, electronic media and talks, in line with the communications plan;
- Co-ordinate the data requirements for the RMCEI plan and NEMIS system;
- Carry out Health and Safety duties including toolbox talks, risk assessments, method statements and incident reporting;

- Manage, motivate and supervise staff and ensure compliance with Meath County Councils health and safety protocols and standards;
- Prepare tender requests for services and purchase of instruments and materials;
- Use Technology such as Drones, Survey Equipment, Overt and Covert CCTV to detect environmental breaches;
- Any other duties as may be assigned to the officer from time to time by the local authority and may include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.
- Proactively develop and maintain a culture of Health & Safety in the workplace and ensure ongoing compliance with Health & Safety legislation / regulations and Meath County Councils' Safety Management System.
- Ensure that staff are trained and operate within the relevant skill sets.
- Motivate, encourage and empower staff to achieve maximum performance including; by supporting the Performance Management and Development System ( PMDS).
- Plan, develop and prioritise work programmes with senior management as required by the Councils' Corporate and Operational plans.
- Attend and report to Council, MD Meetings, SPC and other meetings, as required by senior management.
- Represent the Council at local, regional and national level, as required by senior management.
- Any other duties that may be assigned by senior management.

**If assigned to the Water Quality section duties will include:**

- Lead in the creation of team plans, workplans and procedures including the Recommended Minimum Criteria for Environmental Inspections (RMCEI) Plan.
- Proactively engage, co-operate and collaboratively work with the Local Authority Waters Programme (LAWPRO) in relation to all of their areas of activity and all matters pertaining to Natural Water Quality.
- Proactively and innovatively engage, build relationships and collaborate with other Local Authorities, the EPA, DAFM, ASSAP, Teagasc, the HSE, IFI and other stakeholders to continuously improve Natural Water Quality in Meath and the wider region.
- Proactively work to implement and realise all aspects of the Water Action Plan.
- Plan and manage ( incl managing staff) all aspects of agricultural inspections to ensure that, the Council meets or surpasses the number of farms to be inspected annually in Meath under the National Agricultural Inspection Programme ( NAIP).
- Perform Farm inspections and cross compliance reporting of offending farms as required by the GAP Regulations and the National Agricultural Inspection Programme ( NAIP).
- Engage with farmers and other relevant stakeholders to identify and manage risks to water quality arising from their farming operations.
- Plan and manage ( incl management of staff) all aspects of Domestic Wastewater Treatment System inspections to ensure that, the Council achieves the number of inspections required in Meath annually under the National Inspection Programme. In addition, proactively and innovatively work to undertake the maximum number of additional inspections ( ie over and above NIP requirements) in order to try and meet demand and reduce waiting list numbers.
- Carry out Statutory Septic Tank inspections under the EPA's National Inspection Plan and use EPA Apps for uploading of Septic Tank and incident inspections;
- Review and report on planning applications regarding water quality issues and compliance.

- Plan and manage the Statutory Water Framework Directive sampling programme and ensure that it is completed to a high standard;
- Lead on the investigation of surface, ground or coastal water pollution complaints and incidents, including, arranging and undertaking sampling, analysis, reporting and prosecution.
- Manage and ensure ongoing compliance in relation to the Councils activities and responsibilities for Private Regulated Water Supplies under the Drinking Water Regulations, including, undertaking inspections and audits and following up in relation to any breaches or required improvements. In addition, provide all scientific support in relation to the Rural Water Programme including, Group Schemes and Well grants.
- Manage all aspects ( stocking, housekeeping and H&S) of the Environment lab / store rooms.

**If assigned to the Waste Enforcement section duties will include:**

- Assist the Waste Enforcement Team in the creation of team plans, workplans and procedures including the Recommended Minimum Criteria for Environmental Inspections (RMCEI) Plan and directions from the Regional WERLA Office;
- Carry out and assess Environmental Risk Assessments of Unauthorised Waste Disposal Landfills;
- Conduct site Monitoring, inspection and audits of Waste Facility Permit/Certificate of Registration Sits and preparation of reports;
- Review and validate Annual Return data submitted by Waste Collection Permit Holders to the National Waste Permit Office. To liaise with the EPA, NWCPO, WERLA on priority waste collectors;
- Review and validate the data provided by the Waste Facility Permit/ Certificate of Registration holders against the National Waste Permit Office returns;
- Assess and examine Waste Facility Permit /Certificate of Registration applications under the Waste Management (Facility Permit and Registration) Regulations 2007;
- Liaise with the National Waste Collection Permit Office in relation to permit queries and ensure waste collectors are compliant with their returns;
- Monitor and inspect Development Sites to assess Construction Environmental Management Plans and Waste Management Plans;
- Implement Environment legislation relating to Producer Responsibility Initiatives;
- Carry out inspections and audits relating to the Landfill Levy Regulations 2002, as amended;
- Carry out investigations, audits and prepare reports on official complaints received from the public in respect of Air and Noise Complaints, Waste Management (Prohibition of Waste Disposal by Burning) Regulations, Air Pollution Act 1987, Solid Fuel Regulations 2022 and the EPA Act 1992;
- Oversee the management of Civic Amenity Sites and Bring Banks owned by Meath County Council;
- Carry out investigations, audits and prepare reports on the Waste Regulations (non-exhaustive list) Commercial Food Waste Regulations, Household Food Waste Regulations, Household and Hazardous Waste, Mercury Regulations, Waste Planning, Assessment of Historic landfills;
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- Assist in joint road checkpoints and reports.
- Assessing Waste Facility Permit (WFP), Certificate of Registration (COR), Sewage Sludge Facility CORs applications.
- Organising and management of Pre Application Waste Facility Permit and Certificate of Registrations etc Meetings.

- Writing planning referrals for Environment, Noise, Air and Waste on planning application received by Meath County Council. Including review of Appropriate Assessments, Natura Impact Statements and EIARs etc.
- Attendance at Pre-Planning Meetings as required.
- Liaison with Planning Enforcement on site with non-compliant planning and/or conditions.
- Prepare progress reports for management and council's legal team.
- Investigation of environmental complaints.
- Management of Minimum Criteria for Environmental Inspections (RMCEI).
- Provide advice and support on waste and environment issues to other sections within Meath County Council such as Transportation, Housing Section and Economic Development e.g. Regulation 27 & 28, Construction and Demolition Waste, Appropriate Assessments, EIARs, Waste Permits, Transport Noise Action Plan.

## Qualifications for the Post

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### 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) Hold an honours degree (level 8 in the National Framework of Qualifications) in Science;
- b) Have at least five years satisfactory experience of scientific work; and
- c) Possess a high standard of technical training and experience.
- d) Candidate's must hold a full unendorsed Category B Driving Licence

*\*Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document*

## Requirements, Knowledge and Skills

Candidates shall have:

- Ability to develop and maintain productive relationships with customers and stakeholders;
- Ability to build networks and successfully influence key internal and external stakeholders;
- Effective written and verbal communication skills, with experience in the preparation of technical reports and the delivery of presentations to a varied audience in various formats
- Ability to pinpoint the critical information and address issues logically;
- An ability to prepare and present technical reports;
- Ability to deal with complex and confrontational situations;
- Effective investigational skills and the ability to respond to complaints;
- Excellent organisation skills and possess the drive to deliver the required results;
- Strong ICT skills;
- Good understanding of environmental policy, regulation and waste management / water quality/pollution principles;
- Experience of interpreting and implementing policy and legislation;
- Suitable experience relating to the control and supervision of staff.

It is desirable that candidates shall have;

- Comprehensive knowledge of the Waste Management Acts, 1996, as amended;
- Experience of enforcing waste legislation and implementing local authority obligations under the National/Regional Waste Management Plan;
- Comprehensive knowledge of the Local Government (Water Pollution) Act 1977-1990, as amended;
- Experience of enforcing Water Pollution legislation and/or implementing local authority obligations under the Water Framework Directive, River Basin Management Plan, and Good Agricultural Practice for the protection of waters regulations;
- Familiarity with river catchment management and assessment;
- Budgetary Management Skills;
- Have good knowledge and awareness of the statutory obligations of Health and Safety Legislation and the implications for the organisation and the employee, and their application in the workplace.

# Miscellaneous Provisions

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## Salary

Salary scale: €59,067- €82,108 per annum (EL 03/25), analogous to the Executive Engineer grade. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with the appropriate Department Circulars.

## 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

## 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.

## Leave

30 days per annum

## Sick Leave

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

## 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 a requirement 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.

## Citizenship

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa .

## **Safety and 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 may 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

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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](mailto: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

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Examples of some of the current Employee Benefits include:

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- The Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Meath County Council's Social Club
- State of the Art Office Accommodation in the new Civic Headquarters
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

# Application Process

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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 1pm on Wednesday the 9<sup>th</sup> of July 2025.**

**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

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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.

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.

# Key Competencies

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.

## **Relevant Knowledge and Experience**

### **Demonstrates knowledge and experience suitable to the role.**

- Relevant knowledge and experience in the areas of Natural Water Quality, Water Pollution, Drinking Water quality, waste management and protection of the environment.
- Knowledge of all the technical aspects required for the position.
- Experience of managing staff and work programmes.
- Experience of dealing with various relevant stakeholders and representing employer.
- Experience of managing Technical Projects;
- Experience of providing scientific/technical support and advice;
- Understanding the role and duties in safety management in the workplace.

## **Delivering Results**

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

- Contributes to the development of operational plans and leads the development of team plans;
- Plans and prioritises work and resources effectively;
- Establishes high quality services and customer care standards;
- Makes timely, informed and effective decisions and shows 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.**

- Develop and maintain positive, productive and beneficial working relationships
- Effectively manage the introduction of change and demonstrate flexibility and openness to change
- Can deal with complex and confrontational situations and has the investigational skills in order to identify critical information effectively.

### **Personal Effectiveness, Personal Motivation & 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.**

- Achieve quality results and delivers on operational plans
- 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
- Recognises the value of communicating effectively and has effective verbal and written communication skills.

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 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.

# Fine Print

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## 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

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*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

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## **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](mailto: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](mailto: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](mailto:recruit@meathcoco.ie)