



comhairle chontae na mí
meath county council

CANDIDATE INFORMATION BOOKLET

Healthy Ireland Coordinator

Closing date for receipt of applications:
Wednesday, September 24th, 2025 at 1.00pm

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 Healthy Ireland Coordinator shall be drawn.

Healthy Cities & Counties Programme

The Healthy Cities & Counties Programme is a Department of Health funded initiative located within local government with a concerted focus on life-long wellbeing, prevention of illness; enabling wellbeing environments and the reduction of health inequities. More specifically, the programme highlights the important role and responsibility that local government has in enhancing community wellbeing outcomes.

The Healthy Cities & Counties Programme promotes a whole-of-local-government approach and seeks to demonstrate how coherent actions across the wider determinants of health and wellbeing areas of local government activity can produce benefits across broader development objectives and many other related policy areas. This alignment of health and wellbeing activity alongside other local government initiatives with shared objectives is important in driving coherence and collaboration across local government. The programme has a formal governance arrangement within the LCDC structure which gives it a strong platform from which to build collaborative effort and support high level goal efforts within Local Economic and Community Plans.

The Healthy Ireland Coordinator is responsible for the delivery of the programme. A Healthy Ireland Fund secured from the Department of Health is provided to each Local Authority to help leverage activity in specific outcome areas. The fund is used to lever support for projects in specific outcome areas and its management and administration forms part of the overall work programme of the Coordinator.

The primary work of the Healthy Ireland Coordinator is a collaborative and networking role to encourage implementation of key wellbeing determinant objectives within local government, explore resource and partnership opportunity locally, regionally and nationally to influence resource allocation flows to the Local Authority for wellbeing outcome focused projects, and seek out opportunity from a European perspective considering the WHO European Healthy Cities Network approach and relevant EU programme activity.

Further information on the programme is available in Appendix A.

Purpose, Duties and Responsibilities

Introduction

The Healthy Ireland Coordinator is an Administrative Officer grade post. Administrative Officer positions are assigned functional responsibility for the management of their respective Healthy Ireland Programme areas.

The Coordinator is the primary point of contact and liaison with other sections in relation to all operational matters for the Healthy Ireland Programme for which they are responsible and other assigned duties/functions, depending on the organisational arrangements in place.

The post holder will work under the direction and control of the Senior Executive Officer or analogous grade or other officer designated by the Chief Executive or Director of Services as appropriate. The Coordinator is responsible for management of the day-to-day operations of the relevant programme and is a contributor to the strategic and policy making decisions of the local authority.

They will be expected to contribute to the development and implementation of policies and strategies and to work closely with the elected councillors, Oireachtas members and senior managers in delivering services to the highest standard.

The post holder may represent the Local Authority on committees and at meetings, including for example Municipal District meetings, Strategic Policy Committee meetings and may be asked to report on progress in their respective section or department. The post holder will be expected to support the operations of the elected Council, the Strategic Policy Committees, Municipal Districts and other Council Structures.

The job description below outlines the requirements for the position that operates within a multi-level governance environment—from municipal district and community level to national and EU levels. This is not a conventional Administrative Officer position. The postholder will be responsible for coordinating, influencing, and aligning activity across political, managerial, sectoral, and community domains, working at local, municipal district, plenary, regional, national and European levels.

The positions require professionals with the ability to coordinate, influence, and lead cross-sectoral and community initiatives that address health inequalities, promote prevention, and build resilient, inclusive place within their designated Local Authority.

The role will support the delivery of the emerging outcomes framework for Healthy Ireland in 2026, and the WHO European Healthy Cities Network (Phase VIII) objectives at local and regional levels. The role prioritises actions to improve the wider determinants of health through local government's statutory and developmental responsibilities, with a strong emphasis on empowering communities, research and innovation, intersectoral collaboration, data management and evidence-informed decision-making.

The Healthy Ireland Coordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Meath County Council for the advancement of the Healthy Cities & Counties Programme.

The duties of the post of the Healthy Ireland Coordinator include, but are not limited to:

- Work intensively with communities of interest and place to co-design, develop, and implement locally tailored wellbeing initiatives.
- Apply principles of empowerment, participation, social justice, and equality in all aspects of planning and delivery.
- Work with relevant Healthy Ireland partners to ensure integrated and improved delivery of health and wellbeing initiatives and support programmes across the County Council.
- Use and gather relevant local datasets to target communities experiencing the greatest health inequities and build evidence case for resource allocation or intervention.
- Develop a 5 year Healthy Cities & Counties Work Programme based on local need and priorities- established from innovative and participatory community engagement and needs assessment exercises with Annual Action Plans comprising of Healthy Ireland Fund or similar funding to action local priorities.
- Participate in Regional Healthy Ireland Coordinator Cluster and National Network fora.
- Map, align and leverage local authority activities that influence the wider determinants of health and include within relevant Healthy Ireland data gathering exercises.
- Advise elected members and senior executives on relevant policies and programmes related to health and wellbeing and deliver relevant upskilling/enabling opportunities.
- Facilitate Local Authority wide/Regional Health and Wellbeing Networks and support the development of local wellbeing forums, and wellbeing leadership initiatives within communities.
- Work confidently and sensitively with elected representatives, senior executives, and cross-sectoral leaders to address determinants of health activity within the local authority.
- Act as a catalyst and connector across directorates and sections (e.g planning, transport, housing, environment, community) to align activity with health and wellbeing objectives.
- Champion whole-system, place-based, preventative approaches to health and wellbeing, working across local authority directorates and with external partners to create enabling environments that foster wellbeing for all.
- Explore resource mechanisms across all Government Departments and at EU level to address local community priorities.
- Leverage research, data, innovation, and WHO/EU collaboration to encourage local government leadership in improving health and wellbeing outcomes.
- Develop or contribute to funding bids where appropriate in conjunction with communities to resource local priority initiatives.
- Capacity to influence, align, and coordinate across internal directorates and external stakeholders and demonstrate partnership management and stakeholder engagement skills e.g co-ordination of Sláintecare Healthy Communities Local Implementation Team.
- Use local data, research, and evidence to shape decisions and measure outcomes and .
- Represent the Local Authority in regional and national networks and participate in international platforms such as the WHO European Healthy Cities Network.
- Drive whole-of-local-government, whole-of-community and whole-of-place approaches to wellbeing, focusing on the social, economic, environmental and cultural determinants of health.

Qualifications for the Post

Character

Candidates must have on the latest date of receipt of completed applications:

- be of good character with a friendly, open and outgoing disposition is essential
- have the ability to stay focused and resilient under pressure
- the capacity to interact effectively with local elected members and people from a broad range of sectors including local development/community organisations.
- have the enthusiasm for meeting and working with a variety of people and groups on an on-going basis

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 have, on the latest date for receipt of completed application forms:

- (a) A third-level degree (NFQ Level 8 or higher) in a relevant field such as community/sports development, youth work, social sciences, public health, social policy, public administration, planning, or related discipline.
- (b) A minimum of 2 years' relevant experience in any of the following:
 - Local government, public sector, or similar roles involving strategic planning, project coordination, or community engagement.
 - Work with disadvantaged communities or target populations to address social exclusion or inequality.
 - Cross-sectoral coordination or partnership development.
 - Policy development, research, or evaluation related to the determinants of health.
 - Operating effectively within political, community and policy-making environments, demonstrating ability to work across boundaries of role, sector and geography.
 - Project management and delivery, budgeting and performance-monitoring experience.

Desirable Knowledge, Skills and Experience

- Knowledge and understanding of Sláintecare Reform, Healthy Ireland Outcomes Framework.
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders

- An understanding and/or experience of local government structures and political environment
- Facilitation and group-work skills.
- Understanding of those who experience health inequalities.
- Experience of report writing, strategic planning and funding application processes
- Effective communication skills.
- Excellent IT & administration skills, including MS Word, Excel & Power Point
- Experience in managing budgets and finances and experience with processing payments
- An understanding and/or experience in gathering qualitative and quantitative data, analysis, research and evaluation to policy and practice.
- Appreciation of use of social media and varied communication platforms
- Understanding of multi-level governance and/or experience of working across local, regional, national and European contexts.

Miscellaneous Provisions

Salary

Salary scale: €60,011 - €78,015 per annum (EL 07/25), 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 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 desirable that holders of the post should hold a full driving licence for class B vehicles and shall be required to drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Meath County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

Residence

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

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

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:

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

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 Wednesday the 24th of September 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

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.

Knowledge, Experience and Skills

- Demonstrates understanding of the role of Healthy Ireland Programmes and WHO European Healthy Cities Network in the context of wider local authority service delivery.
- Demonstrate awareness of Community Development Principles and a strong understanding of the Social Determinants of Health to support delivery of Healthy Ireland priorities – with clear understanding of the roles that housing, transport, planning, environment, and social infrastructure play in shaping health and wellbeing.
- Demonstrates knowledge & understanding of the structure and functions of local government and in particular working across boundaries and with elected members.
- Demonstrates knowledge of current local government issues, future trends and strategic direction of local and national government and at WHO/EU level.
- Has relevant administrative experience of compiling, preparing and presenting reports, and budget and financial and resource management skills.
- Demonstrates knowledge and understanding of research methods, data management and innovative approaches to their work.

Management & Change

- Demonstrates experience in the management or coordination of cross-sectoral or cross-departmental initiatives that impact on community wellbeing.
- Ability to lead change processes in partnership with internal and external stakeholders.
- Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant stakeholder interests.
- Demonstrates an understanding of local authority change dynamics, including political considerations and inter-agency working.
- Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.

Delivering Results

- Demonstrates Project planning and delivery skills—especially in settings involving multi-stakeholder coordination.
- Proactively identifies problems, areas for improvement and contributes to solutions.
- A strong focus on prevention, equity, and sustainability in local government or community service delivery.
- Ability to use data, evidence, and performance indicators to monitor progress and inform resource allocation.
- Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.

Performance through People

- Demonstrates effective skills in engaging and empowering communities—especially marginalised or underserved groups.
- Demonstrates confidence in influencing political and executive leadership to support wellbeing priorities.
- Leads, motivates and engages others to achieve quality results.
- Effectively identifies and manages conflict and potential sources of conflict.
- Demonstrates capacity to foster trust, listen deeply, and navigate competing priorities.

Personal Effectiveness

- Commitment to equity, inclusion and community empowerment.
- Demonstrates resilience, initiative, and a proactive approach to solving complex problems.
- Maintains a reflective practice approach, learning from experience, data, and feedback.
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.
- Demonstrates a curiosity and openness to research, innovation, and EU opportunity.
- Operates effectively in an environment with significant complexity and pace.

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.

Failure to complete a Garda vetting form on request may prevent your employment with Meath County Council. In the event of an unsatisfactory Garda declaration being received, Meath County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Meath County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

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](#)



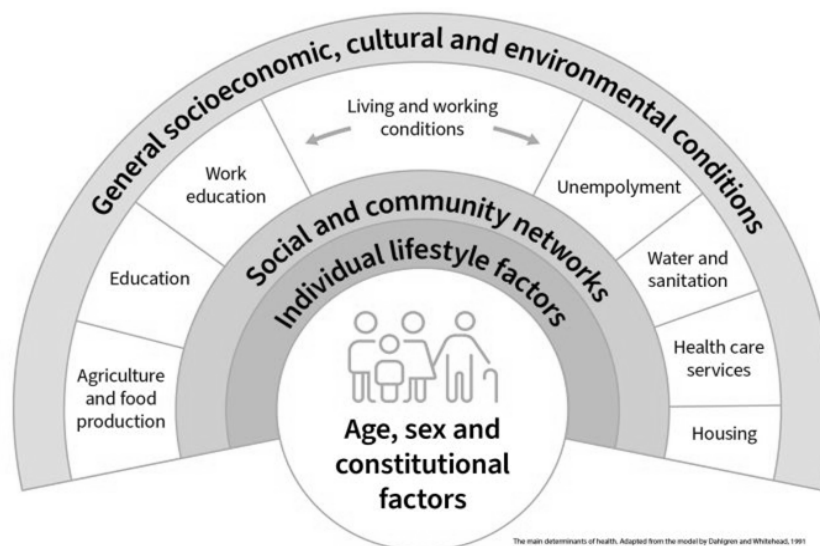
recruit@meathcoco.ie

Appendix A

Background Information

The Health and Wellbeing Division within the Department of Health has been instrumental in the development of the Healthy Ireland Programmes within Local Government. The Slaintecare Healthy Communities Programme and Healthy Cities and Counties Programme encourage local authorities to lead on health and wellbeing within their communities to bring about improved health and community wellbeing outcomes. This happens across the whole range of local government activities and services to help address what's called the wider determinants of health and wellbeing – what many people term the causes of the causes of what make people unhealthy. This growing focus and responsibility being given to Local Authorities for community well-being, encourages local government to join-up its effort at the local level leading to improved health and wellbeing outcomes.

The pathway to wellbeing begins well before healthcare ever becomes necessary and public health responsibility extends far beyond the health and social care systems – it also includes many aspects of society spanning the government, community and voluntary sector, private business and most importantly, local communities. In this regard, local government wields significant influence in enabling wellbeing improvements with responsibility for what's termed the determinants of health and wellbeing (see diagram) – these are the conditions in which people are born, grow, live, work, and age that influence their health and wellbeing outcomes. The Healthy Ireland Programmes play an important role in helping to understand the complex interplay of factors that are crucial in improving overall wellbeing outcomes in communities and encouraging local government to avail of the opportunities to address the public health challenges of today.



WHO European Healthy Cities

WHO Healthy Cities is a global movement working to put health high on the social, economic and political agenda of National and Local Governments. For over 35 years the WHO European Healthy Cities Network has brought together cities, municipalities and national networks across Europe providing political, strategic and technical support. The Healthy Cities movement has been a driver of change, creating healthier places that support the health and well-being of the people that use them. The Healthy Cities vision acknowledges the critical role that cities, counties and local governments

play in tackling health and wellbeing issues through innovation, partnerships, and advocacy. Its approach seeks to put health and community wellbeing high on the political and social agenda and to build a strong movement for public health at the local level.

The WHO European Healthy Cities Network enters Phase VIII (2025-2030) with its overarching goal being to advance health, well-being, and equity for all by addressing health challenges through collaboration, innovation, and sustainability. Core Themes of Phase VIII

There are seven core themes that form the foundation of the Network's work in Phase VIII:

1. Investing in the **people** who make up our cities and places.
2. Designing urban **places** that improve health and well-being.
3. Promoting greater **participation** and partnerships for health and well-being.
4. Advancing community **prosperity** through a well-being economy.
5. Promoting **peace** and security through inclusive societies.
6. Protecting the **planet** from degradation.
7. Building resilience to effectively **prepare** for and prevent and respond to health crises.

The goals of Phase VIII are intended to align with the core themes of Phase VIII and aim to be pursued in an integrated manner, encouraging local government to consider the interconnectedness of social, environmental, economic, and political determinants of health in their local planning and implementation. The goals for Phase VIII are as follows:

- Goal 1: Advance health equity by addressing inequities in systems, services, and health outcomes
- Goal 2: Build sustainable urban environments that safeguard health, ensure safety and peace and equipped to prevent, withstand and recover from climate, health, conflict-related, and other crises
- Goal 3: Foster thriving communities by promoting mental well-being, encouraging active participation, and supporting local economies that enhance quality of life across the life course

The National Healthy Cities & Counties of Ireland Network and the cities of Limerick, Cork, Waterford and Galway were accredited to the Network for Phase VII and the goals and themes proposed for Phase VIII will be significant guiding principles within the work programme for the Sláintecare Healthy Communities and Healthy Cities and Counties Administrative Officer positions.

National Healthy Cities & Counties of Ireland Network

The National Healthy Cities & Counties of Ireland Network is an initiative that brings together City and County Councils across the country through the Healthy Cities & Counties Programme to create collaborative and sustainable actions that improve wellbeing outcomes. The National Network has a focus on strengthening the capacity of local government to lead on improving health and wellbeing outcomes and address key health determinants areas at the local and regional level and with regard to specific thematic health and wellbeing areas of interest.

The 31 Local Authorities are clustered on a Regional Assembly basis and come together regularly online and in-person for training, planning and networking opportunities. A cross-government steering committee supports the Network's work through enabling the Healthy Cities and Counties Programme to serve as a catalyst for regional and local implementation of the Healthy Ireland Outcomes framework, the Sláintecare Health reform agenda and relevant elements of the Programme

for Government: “Securing Ireland’s Future”, ensuring strong alignment with National priorities. The Minister for Public Health and Wellbeing is the Political lead for the National Network.

Health and Wellbeing Sub-Committees

The Health and Wellbeing Sub-Committees, embedded within each Local Community Development Committee (LCDC) across Ireland’s 31 local authorities, provide a key stable platform for delivering integrated community wellbeing action and this aligns directly with the XXX Local Economic and Community Plan (LECPs). The Healthy Ireland programmes link strongly with the XX Health and Wellbeing Sub-Committees to ensure local coherence in improving local wellbeing service delivery and empowering communities, designing services around place, co-benefits of climate action and public health and engaging and carrying out of joined strategic needs assessments to establish community priorities.

Healthy Ireland Outcomes Framework

The National Framework for Improved Health and Wellbeing, 2013-2025, was launched in 2013 to make Ireland a healthier place to live, work and play. It’s four high-level goals were:

Goal 1: Increase the proportion of people who are healthy at all stages of life.

Goal 2: Reduce health inequalities.

Goal 3: Protect the public from threats to health and wellbeing.

Goal 4: Create an environment where every individual and sector of society can play their part in achieving a healthy Ireland.

A cross-government and cross-sectoral Healthy Ireland Strategic Action Plan, 2021-2025, was developed as a unified roadmap to achieving the high-level goals, with the Department of Health responsible for its strategic planning and implementation. A Healthy Ireland Fund (HIF) was established in 2016 to support implementing project activities that contributed to the Outcomes Framework and the Department of Health has since then, approved four HIF rounds. Round 4, is an outcome-based approach delivered by Local Authorities and though in its final year, has been extended out to 31st December 2026 to progress approved outcomes and the achievement of full spend under HIF Round 4 and also provide maneuverability for a new Outcomes Framework currently being worked on by the Department of Health which is planned for 2026.

Sláintecare Health Reform

Sláintecare represents one of the most significant transformation programmes undertaken in the State. In Ireland, there is a strong link between poverty, socio-economic status, and health. A concerted focus on addressing health inequalities is taken in implementing the Sláintecare Healthy Communities Programme which takes a geographical (place-based) approach with health-specific interventions offered by the Department of Health and HSE, while wider determinants of health initiatives are delivered with the targeted communities through local Healthy Ireland and local authority structures.

Healthy Ireland Local Government National Office

A National Office to support both Healthy Ireland Programmes was established in 2022 and provides guidance and support to the local development officers/coordinators of the Healthy Ireland programmes across the 31 Local Authorities. This support includes establishment of the programmes in each local authority; relevant upskilling and training; problem-solving and setting up-processes to overcome implementation barriers and enabling effective linkage and liaison between local government and the Department of Health.

The Office is hosted by Waterford City & County Council and the development of a practice-to-policy learning and development cycle, that is inclusive of local communities, to bring shared experiences, learning and challenges from local to national levels of relevant Government Departments is part of its brief. It offers strong enabling support to the Healthy Ireland positions encouraging research and innovation, EU programme participation and data and information gathering exercises that contribute to the implementation of both programmes within local government.

Healthy Cities and Counties Programme

The Healthy Cities & Counties Programme is a Department of Health funded initiative located within local government with a concerted focus on life-long wellbeing, prevention of illness; enabling wellbeing environments and the reduction of health inequities. More specifically, the programme highlights the important role and responsibility that local government has in enhancing community wellbeing outcomes.

The Healthy Cities & Counties Programme promotes a whole-of-local-government approach and seeks to demonstrate how coherent actions across the wider determinants of health and wellbeing areas of local government activity can produce benefits across broader development objectives and many other related policy areas. This alignment of health and wellbeing activity alongside other local government initiatives with shared objectives is important in driving coherence and collaboration across local government. The programme has a formal governance arrangement within the LCDC structure which gives it a strong platform from which to build collaborative effort and support high level goal efforts within Local Economic and Community Plans.

The Healthy Cities and Counties Programme has a local Coordinator (Administrative Officer) placed within each of the 31 Local Authorities responsible for the delivery of the programme. A Healthy Ireland Fund secured from the Department of Health is provided to each Local Authority to help leverage activity in specific outcome areas. The fund is used to lever support for projects in specific outcome areas and its management and administration forms part of the overall work programme of the Coordinator. The primary work of the Healthy Ireland Coordinator is a collaborative and networking role to encourage implementation of key wellbeing determinant objectives within local government, explore resource and partnership opportunity locally, regionally and nationally to influence resource allocation flows to the Local Authority for wellbeing outcome focused projects, and seek out opportunity from a European perspective considering the WHO European Healthy Cities Network approach and relevant EU programme activity.

Sláintecare Healthy Communities Programme (SHCP)

Sláintecare Healthy Communities Programme is an initiative, led by Sláintecare and Healthy Ireland in the Department of Health, in partnership with cross-sectoral, national and local stakeholders. The goal of the Sláintecare Healthy Communities Programme is to improve the long-term health and wellbeing of people living in the most disadvantaged communities in Ireland.

The aim of the Healthy Communities Programme is to identify specific areas in which high risk factors to the health and well-being of the population are particularly prevalent due to deprivation, with a view to implementing targeted initiatives to tackle these challenges from within these communities. This will be achieved through partnership with a range of stakeholders and through the provision of dedicated services to build sustainable improvements in the health and wellbeing of those of all ages living in these communities.

In the first phase of SHCP implementation, 19 areas were identified for inclusion and this will extend to 23 areas in 2026. Each programme area will have a Local Development Officer (Administrative Officer) which spans across 16 Local Authorities. The role of the Local Development Officer is to support and work with the local communities alongside the many community and statutory groups in the designated areas and work with strategic partners to ensure that the communities are sustainable places to live, where everyone has access to the things they need to enjoy good health. This Local Development Officer role addresses the wider determinants of health in a far more detailed manner and the role includes increasing awareness of the determinants of health concept within Local Government across areas of influence. The role also is an enabling one - working with other stakeholders at a local level to tackle health inequalities and tackle such issues on an intersectoral basis through collaboration with initiatives with shared objectives. Annual Seed Funding of €75,000 is provided to the Officer to leverage action and co-produce health and wellbeing interventions based on identified need.