

CANDIDATE INFORMATION BOOKLET

Document reference number:	MS/HRM/REC/CIB/002	Revision Number:	002
Document drafted by:	Section Head	Date drafted:	05.05.21
Document approved by:	Senior Executive Officer	Date approved:	07.05.21
Document adopted by:	Head of HRM	Date document adopted:	11.05.21
Issued by:	Head of HRM	Date of Issue:	12.05.21
Assigned Review Period	3 Years	Next Review Date:	05.05.24
Responsibility for Review	Senior Executive Officer	Date of withdrawal obsolete document	12.05.21

Amendment History:

Date	Revision Number	Details of amendment
05.05.21	001	Inclusion in HRM Management System to reflect rebranding from Personnel to HRM and EI CPD Accredited Employer
15.02.24	002	Panel duration details included

CORK COUNTY COUNCIL

CANDIDATE INFORMATION BOOKLET



HRM DEPARTMENT
MAY 2021

SECTION 1: CORK COUNTY COUNCIL

Cork County Council is the second largest Local Authority in the Republic of Ireland, and the largest based on geographic area size. The Council has an annual revenue budget of approximately €300m and services a population of 332,211 people, or 117,000 households. Current staff numbers total 1,797 approximately.

The County Council has a designated membership of 55 Councillors who are elected to the Council every five years. The primary purpose of the elected members is to develop policy for the range of services delivered. In conducting its business, the Council meets twice a month as a full Council and is split into three Divisional Committees; North, South, and West, each of whom meets monthly. The Council delivers a broad and diverse range of services, including:

Environmental Services	Economic Development	Tourism	Planning
Community Development	Housing	Fire Services	Library Services
Motor Taxation	Arts & Heritage	Roads	

Cork County Council is headquartered at County Hall, Carrigrohane Road, Cork, and is supported by a network of Divisional Offices, Municipal Districts, and Area Offices around the county.

Cork County Council is an Equal Opportunities Employer

Our website is accessible on www.corkcoco.ie

SECTION 2: CONFIDENTIALITY / DATA PROTECTION

Please refer to Cork County Council's [Recruitment & Employee Privacy Statement](#)

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

SECTION 3: SELECTION PROCESS

Short listing:

The number of applications received for a position may exceed that required to fill existing and future vacancies for the position. Therefore, it may not be practical to interview everyone. In this respect, Cork County Council may short-list based on examination of the application forms received. In this instance, an expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding those requirements may result in you not being called forward to the next stage of the selection process.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on the application form and also to demonstrate sufficient evidence of the competencies required for the position. If it is deemed appropriate by the Council, a short listing interview may take place.

Competitive Interview:

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

The lifetime of any panel will be one year from the date it is formed but may be extended for a further period at the discretion of the Head of Human Resource Management, Cork County Council.

It should be noted that the terms of Paragraph 13 of Circular Letter 02/09 – Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Furthermore, persons who availed of a Redundancy Payment Scheme should note that it is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

Final Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The numbers of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. Candidates will be required to pay any expenses incurred by them in attending the interview.

SECTION 4: CANVASSING

Any attempt by a candidate himself or herself or by any person(s) acting at the candidates instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidates favour, any member of the staff of Cork County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

SECTION 5: DEEMING OF APPLICATION TO BE WITHDRAWN

Candidates who do not attend for interview or other test when and where requested by Cork County Council, or who do not when requested, furnish such evidence as Cork County Council require in regard to any matter relevant to their application, will have no further claim to consideration.

SECTION 6: REFERENCE/DOCUMENTARY EVIDENCE:

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Cork County Council is satisfied that such person fulfils the requirements of the competition 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 that the onus is on you to ensure that you meet the essential eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position, Cork County Council will make all such enquiries that are deemed necessary to determine the suitability and eligibility of the candidate.

SECTION 7: HEALTH

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidates, before they are appointed, to undergo medical examination by a qualified medical practitioner to be nominated by the local authority.

Where a medical examination has been paid for by the candidate, the expense of the medical examination will be refunded on taking up appointment. The successful candidate must comply, at his/her own expense with such remedial requirements, as the Council considers necessary.

SECTION 8: GARDA VETTING

Where the Council consider it necessary, successful candidates will be subject to Garda Vetting in advance of appointment to the position.

SECTION 9: TAKING UP APPOINTMENT

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

SECTION 10: PROBATION

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation.
- (b) such period shall be one year, but the Chief Executive may at his/her discretion extend such period;
- (c) such persons shall cease to hold such employment at the end of the period of probation unless during such period the Chief Executive, or nominated person, has certified that the service of such persons is satisfactory;
- (d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Term of Employment Acts;
- (e) there will be assessments during the probationary period.

SECTION 11: SUPERANNUATION CONTRIBUTIONS

- **Public Service Pensions (Single Scheme and Other Provisions) Act 2012**

New members joining the public sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. It applies to all first time entrants to the Public Service as well as former public servants returning to the public sector after a break of more than 26 weeks. Your contributions will be made up of 3% of your gross pensionable remuneration and 3.5% of your net pensionable remuneration (your gross pensionable remuneration less twice the value of the Contributory State Pension). As of 25th March 2019, the weekly CSP rate is €248.30.

Your normal retirement age under this scheme is the same age at which you can claim the Contributory State Pension. The minimum age for receipt of this pension is Age 66 and this will increase to Age 67 from 2021 and to Age 68 from 2028. There is a compulsory retirement age of 70 years.

- **Persons who commenced in Public Service Employment after 6th April 1995 and prior to 1st January 2013:**

Persons who became pensionable employees after 6th April 1995 and prior to 1st of January 2013, without a break in employment, will join the Local Government (Superannuation) (Consolidation) Scheme 1998. Contributions are payable at the rate of 1.5% of your basic salary, 3.5% of basic salary less twice two times the value of the Contributory State Pension and a further 1.5% is payable for spouse and children's contributions (*non officer grades pay a co-ordinated contribution -

'Non-New Entrants' (those who became pensionable after 6th of April 1995 and prior to 1st April 2004) have a minimum retirement age of 60 and a compulsory retirement age of 70.

'New entrants' (those who became pensionable after 1st April 2004 and prior to 1st January 2013) have a minimum retirement age of 65 with no compulsory retirement age.

- **Persons who commenced in Public Service Employment before 6th April 1995**

Their minimum retirement age is 60 and they have a compulsory retirement age of 70 as per Department of Housing, Planning and Local Government Circular Letter CLS2/2019.

Contributions are 5% of basic salary and 1.5% of basic salary toward Widow's & Orphan's or Spouse & Children's scheme.

SECTION 12: RETIREMENT AGE

Class A PRSI:

- **Public Service Pensions (Single Scheme and Other Provisions) Act 2012:**

The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

- **Public Service Superannuation (Miscellaneous Provisions) Act, 2004:**

There is no mandatory retirement age for 'New Entrants' (from 1st April, 2004 and before 1st January 2013) and to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

65 years is the minimum age at which a person may retire. As a 'New Entrant' to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a 'New Entrant' to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, who has joined before 1st April 2004, is subject to a compulsory retirement age of 70 years as per CLS2/2019 but can retire from 60 years of age.

Class D PRSI:

Minimum retirement age of 60 and compulsory retirement age of 70.

SECTION 13: SAFETY & WELFARE

The holder of the post shall co-operate with the terms of Cork County Council's Safety Management Systems 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. Failure to comply with the terms of the Safety Statements may result in a disciplinary action.

SECTION 14: TRAVEL

It is Cork County Council policy that all staff using their private cars for work purposes, regardless of the frequency should

- 1) Indemnify Cork County Council on their personal insurance policy
- 2) Note business class on their personal policy
- 3) It is the obligation of the driver/owner to ensure that the vehicle is fit to be on the public road.

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 Cork County Council's Travel and Subsistence 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.

SECTION 15: 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.

SECTION 16: POLICIES & PROCEDURES

The post-holder will be expected to abide and adhere to the policies & procedures applicable to Cork County Council.

SECTION 17: SICK LEAVE

The terms of the [Public Service Sick Pay Scheme](#) will prevail

SECTION 18: QUALITY CUSTOMER SERVICE

Cork County Council's Customer Service Strategy, (June 2018), aims to foster a culture of excellence in delivering Customer Services. Cork County Council aims to promote excellence in service provision which is responsive to the needs and expectations of our citizens, see [link](#)

Please retain a copy of this Candidate Information Booklet for your own records