



Comhairle Contae Lú
Louth County Council

**Louth County Council
Candidate Information Booklet**

(Please read carefully)

**SLÁINTECARE LOCAL COMMUNITY DEVELOPMENT
OFFICER**

(ADMINISTRATIVE OFFICER - GRADE VII)

Closing Date

Completed application forms should be completed via the Louth County Council online recruitment portal no later than

4.30pm on Tuesday, 7th April 2026

| Table of Contents | Page No. |
|--|-----------------|
| Louth County Council – General Information | 3 |
| The Competition | 4 |
| Job Requirements | 10 |
| Roles and Duties of the Sláintecare Local Community Development Officer Post | 12 |
| Competency Indicators | 14 |
| Particulars of Post | 16 |
| Recruitment Process | 19 |
| The Interview | 20 |
| Appeals Process | 21 |
| Notes | 22 |

Louth County Council

County Hall, Millennium Centre, Dundalk, Co. Louth A91 KFW6

Tel: 042 933 5457

Web: www.louthcoco.ie

Email: info@louthcoco.ie

General Information

Louth County Council is the authority responsible for local government in Louth. The county of Louth is divided into the three municipal districts of Drogheda, Ardee and Dundalk. There are five electoral areas in Louth: Ardee, Drogheda Rural, Drogheda Urban, Dundalk-Carlingford and Dundalk South. There are 29 elected county councillors and an annual operating budget of €203.7 million in 2026.

The Council provides a diverse range of services across a large geographic area. Key services areas include housing delivery, planning and development, emergency services, infrastructural upgrades and projects (road improvements, public realm), community services and facilities (community/leisure centres, libraries and parks), encouraging economic development through FDI (foreign direct investment), and supporting existing and new business.

Context:

Local Government has undergone a very significant reform process in line with the proposals in “Putting People First”. The programme sets out a wide range of actions to deliver reform in order to address weaknesses, enhance effectiveness and accountability and improve performance across the entire system. The Local Government Act 2014 provided the necessary legislative basis to give effect to many of the reform measures set out in the Action Programme.

The Act, together with the Action Programme provide the broad policy context within which the successful candidate will work and a focussed agenda which he or she will be required to lead and deliver on, as directed by the Chief Executive.

The Competition

The purpose of this recruitment campaign is to form a panel for Louth County Council from which permanent posts may be filled for Sláintecare Healthy Communities Local Development Officer (Grade VII) as vacancies arise and where applicable acting-up vacancies may be filled.

Louth County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

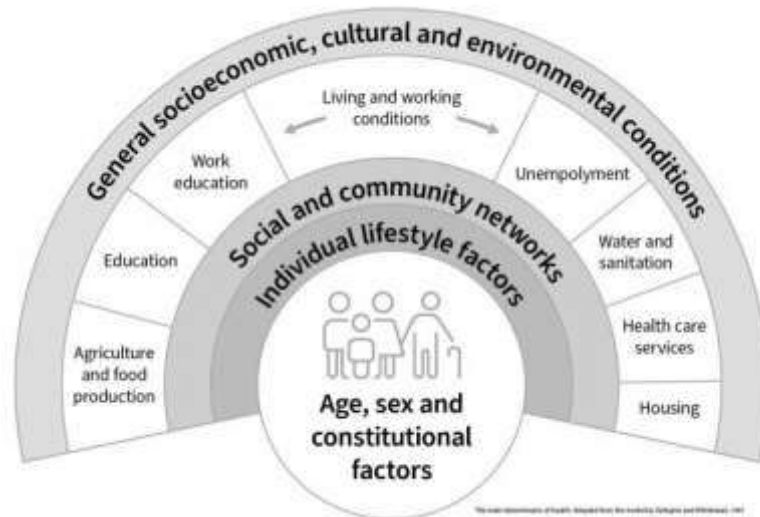
This Candidate Information Booklet is intended to provide information on the post of Sláintecare Healthy Communities Local Development Officer Ireland (Grade VII) and the selection process and candidates are advised to familiarise themselves with the detailed information in advance of submitting their application. Candidates should satisfy themselves that they are eligible under the Qualifications to the post.

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

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 Sláintecare 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 wellbeing, 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 Louth Local Economic and Community Plan (LECPs). The Healthy Ireland programmes link strongly with the Louth 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.

Job Requirements

Sláintecare Local Community Development Officer (Administrative Officer Grade VII)

Introduction:

The Administrative Officer position is assigned functional responsibility for the management of their respective Healthy Ireland Programme areas. The Administrative Officer 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 Administrative Officer 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.

He/she 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 his/her 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 the Administrative Officer (Grade VII) position that operate 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 position requires 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.

Roles and Duties of the Sláintecare Local Community Development Officer Post (Administrative Officer Grade VII)

The Sláintecare Local Development Officer 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 Louth County Council for the advancement of the Sláintecare Healthy Communities Programme.

The Sláintecare Local Development Officer will report under the general direction of a Director of Service or any other officer as designated by the Chief Executive.

Duties include inter alia:

- Work intensively with identified disadvantaged areas and marginalised groups to co-design health and wellbeing interventions that reflect local priorities.
- Apply principles of empowerment, participation, social justice, and equality in all aspects of planning and delivery.
- Work with relevant local Sláintecare Healthy Communities Programme services (e.g., HSE, family support, education providers) to ensure integrated and improved delivery of health and wellbeing initiatives promotion and support programmes.
- 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 Sláintecare Healthy Communities 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 seed funding to action local priorities.
- 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, equality, and wellbeing.
- Facilitate Community 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 health and wellbeing inequalities.
- 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 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.

- Represent the Local Authority in regional and national networks and 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.

Desirable Requirements

1. 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

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates

3. Education, Training, Experience, etc.

Each candidate must have on the latest date for receipt of completed application forms:

- 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.

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.

4. Knowledge, Skills and Attitude etc.

- 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.

COMPETENCY INDICATORS

Interviews are competency based and competencies are drawn from the Local Government Sector Competency Frameworks. Applicants called for interview will be required to demonstrate the following competencies:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

Particulars of Post

Type of Post

To form a panel from which Louth County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which permanent, and where applicable acting-up vacancies may be filled for the respective position.

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.

Salary

Salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the position of Administrative Officer is €60,611 - €78,795 (LSI 2) gross per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. In accordance with Departmental Circular Letter EL.02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Probation

Where a person, who is not already a permanent officer of Louth County Council, is appointed, the following provisions shall apply:

- There will be a probationary period of 9 months from date of employment,
- The Chief Executive may at his or her discretion extend this period,
- You shall cease to hold office at end of the period of probation unless during this period the Chief Executive has certified that your service is satisfactory.

Location of post

Louth County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Superannuation

A. Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.

OR

B. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.

OR

C. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

Retirement

Retirement is dependent on the superannuation scheme you become a member of, and details will be made available to you upon appointment.

Health

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

Residence

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Louth County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations

with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Hours of work

The working hours at present provide for a five-day, thirty-five hour working week. A flexible working hours' system is in operation and may be availed of subject to the terms and conditions of the Flexitime Policy.

Sick Leave

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

Annual Leave

Annual leave entitlement for the position will be 30 days. Louth County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

Start Date

The successful candidate will commence on direction from Directors of Service and/or Chief Executive. Should they fail to take up the appointment on direction, the council at its discretion may not appoint them.

Recruitment Process

All applications must be typed and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process.

Short-listing

Where the volume of applications received exceeds that required to fill existing and future vacancies, and/or where it would not be practical to interview all applicants, Louth County Council reserves the right to arrange short listing of applications on the basis of information provided in the application form.

It is 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 this position under each competency where competencies are listed.

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. Short-listing may take the form of Desk-top Short-listing or a Preliminary Interview.

External persons may be requested to carry out short-listing on behalf of Louth County Council, e.g. an Interview Board or recruitment agency. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

Vetting

Garda vetting is **required** for this role within Louth County Council. Failure to complete a Garda vetting form on request may prevent your employment with Louth County Council. In the event of an unsatisfactory Garda declaration being received Louth 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, Louth 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.

The Interview

Candidates will be invited to interview by email, it is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice.

Where possible, candidates will be informed of names of Interview Board Members in advance, however board members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process.

Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

Panels

A panel may be formed on the basis of an 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.

After the Interview

Louth County Council will automatically advise you of the result of the interview. This may be done by email, phone, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be forwarded directly to you thereafter.

All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

Period for acceptance of offer

Successful applicants will be allowed a maximum of one week following the written offer of employment to indicate whether they will/will not take up the position. If interested, they will be required to take up duty at the latest within four weeks of the date of offer or a mutually agreed later date.

If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

Appeals Process

If a candidate wishes to appeal either a short-listing decision or a Selection Board decision, they must do so within **three working days** of the date upon which written notification to the unsuccessful candidate is issued.

The appeal must clearly state the alleged process and/or procedural flaw and should be emailed to recruitment@louthcoco.ie. The candidate is responsible for ensuring that the submission of the appeal is within the prescribed time limit. Within **2 working days** of its receipt, HR will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR Management will notify the candidate in writing and no further action will be taken.

If it appears that there may be grounds for an appeal relating to the short-listing process, then HR Management will investigate the complaint further with the Chair of the Selection Board. If having reviewed the candidate's application, the Chair together with the other members of the Selection Board, may recommend a reversal of the original decision and determine that the candidate should be included in the shortlist. HR Management will notify the candidate and invite the candidate to interview and the recruitment process will continue.

Having reassessed the candidate's application, the Chair together with the other members of the Selection Board may decide that the original decision was valid. In these circumstances, HR Management will notify the candidate of the outcome of the review and the recruitment process will continue. There is no further right of appeal to a short-listing decision.

If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes.

NOTES

CLOSING DATE FOR RECEIPT OF APPLICATIONS is Tuesday, 7th April 2026 at 4.30 p.m. **Late applications will not be accepted.**

Have you:

- Typed and completed your application form in full?
- Supplied correct and factual information?

DO NOT:

- Forward any references or CVs with the application form.
- Post hard copies of your application.
- Canvass any persons connected with Louth County Council or the Interview Board in relation to this post.
- Submit False or misleading information. This may lead to later termination of employment.

DO:

- Ensure you apply before the deadline of **4.30pm on Tuesday, 7th April 2026.**
- Check for automated response to emailed application and keep as proof of date and time of application.
- In the event of no response to your email application please contact the HR Section the next day.

Louth County Council is an equal opportunities employer.

Canvassing will automatically disqualify.