Candidate Information Booklet

6851 Regional Road Safety Engineer

Kerry

Kerry County Council

Closing Date: 3pm on Thursday 24th September 2026

6851 Regional Road Safety Engineer Kerry County Council

publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the employment equality act.

publicjobs will run this competition in compliance with the codes of practice prepared by the Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on www.cpsa-online.ie

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013

Contact: Lauren Waters
Email: LGrecruitment@publicjobs.ie
URL: www.publicjobs.ie

Table of Contents

	Page
Introduction	4
The Role	5
Essential Requirements	7
Documentation Request	10
Key Competencies	12
Principal Conditions of Service	13
The Selection Process	17
Closing Date	18
Security Clearance	21
Confidentiality	21
Quality Customer Service	22
General Data Protection Regulation (GDPR)	25

Introduction:

The Local Government sector in Ireland is made up of 31 local authorities and 3 Regional Assemblies. Local authorities are the closest and most accessible form of Government to citizens. They have responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest.

Kerry County Council is the authority responsible for Local Government in County Kerry. The Council headquarters are located at *Áras an Chontae*, Rathass, Tralee County Kerry and there are five Municipal Districts [Municipal District of Tralee, Municipal District of Killarney, Municipal District of Listowel, Municipal District of Kenmare and Municipal District of Castleisland-Corca Dhuibhne]. Kerry County Council has 33 elected members and approximately 1500 staff.

County Kerry has a population of approximately 156,500 people in an area covering 4,700 square kilometres and 3 peninsulas. Kerry County Council is responsible for the delivery of the full range of local government services in the county. Kerry County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services across a large geographic area, which includes the provision of housing, climate action, planning, development, environmental, roads and traffic, leisure, culture, economic development, and community services. The Council works in partnership with communities, other state, public and private bodies in the delivery of infrastructure, regeneration and a broad range of services and shared services. It also operates the Local Government Operational Procurement Centre which is a national shared service with responsibility for managing, developing, and promoting procurement best practice for Plant Hire and Minor Building Works & Civils contracts for the entire public and civil service.
Its overall operations are supported by internal services which include ICT, Corporate, Finance, Legal and People Development.

Kerry boasts both vibrant urban centres and active rural communities, a highly skilled workforce and is home to global companies across the technology, pharmaceutical, food, financial services and other sectors. Its two largest urban centres of Tralee & Killarney are of significant importance to the county. County Kerry also retains its vital role as a premier international sustainable tourism destination.

The 2026 Revenue Budget of Kerry County Council is €248 million and three year Capital Budget €772 million.

The Role:

The EU Directive 2008/96/EC on Road Infrastructure Safety Management (RISM), which is reflected in Irish law in S.I. 612 of 2021. There are five main requirements of this Directive:

- Network Safety ranking and collision cluster analysis (TII's HD 15 standard)
- Temporary traffic management (TII's HD 16 standard)
- Road Safety Inspection (TII's HD17 standard)
- Road safety impact assessment (TII's HD 18 standard)
- Road Safety Audit (TII's HD 19 standard)

(These standards are available at www.tiipublications.ie)

The Regional Road Safety Engineer will be required to assist TII Road Safety in implementing this directive.

The duties of the Regional Road Safety Engineer include, but are not limited to, the following:

Management /Delivery of Projects

1. Liaise with TII Road Safety Section, local authorities, Motorway Maintenance Contractors and other NRO Regional Road Safety Engineers and Road Safety Inspection Engineers to ensure timely development of road safety schemes arising from the HD 15 Network Safety Ranking reports.
2. Assess, oversee and monitor the implementation of the HD 15 High Collision Locations in the South East Region, including:
    - Assisting the local authority in preparing feasibility reports to obtain approval from TII for the final designs.
    - Assisting in the preparation of design briefs for local authorities.
    - Assisting in the preparation of design briefs for engagement of consultants from TII road safety frameworks.
    - Recommending grant allocations for road safety schemes for approval.

Standards/ Policies / Research / Training

- Providing assistance and expertise to local authority engineers on road safety matters.
- Training of local authority engineers in the use of the national collision database and providing assistance in its application.
- Training and informing local authority engineers in the use of road safety engineering techniques and providing assistance in their implementation.
- Arranging training courses for local authority engineers in specific road safety related topics, as needed.
- Working collaboratively with team members in TII Road Safety Section, the NRO Regional Road Safety Engineering Team and with other TII divisions.

- Assistance in administering the approval of Road Safety Audit teams for schemes on national roads and maintaining a register of schemes and qualified auditors.
- Liaising with agencies and organisations involved in road safety.
- Liaising with the Gardaí in the Collision Prevention Programme.
- Attending Road Safety Together Working Group meetings.
- Researching new road safety engineering techniques and their effects.
- Evaluating effectiveness of the road safety programme and producing and publishing relevant reports.
- Attending Road Safety Engineers team meetings Assessing third party Road Safety Audits.
- Undertaking such tasks, activities or other duties as may be required or assigned as appropriate to the grade.

ESSENTIAL REQUIREMENTS

The Minister for Housing, Local Government and Heritage has declared that the qualifications for Senior Executive Engineer are as set out hereunder:

Character
Each candidate must be of good character.

Health
Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, experience, etc.
Candidates shall on the latest date for receipt of completed applications:

(a) (i) hold an honours bachelors degree (level 8 on the National Framework of Qualifications (NFQ)) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland*;

OR

(ii) hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (BNFQ)) in Engineering **AND** a post-graduate masters degree (level 9 on the National Framework if Qualifications (NFQ)) in Engineering;

OR

(iii) hold a masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;

OR

(iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status;

(b) have at least seven years' satisfactory experience of engineering work;

(c) possess a high standard of technical training and experience;

(d) possess a high standard of administrative and management experience;

(e) have satisfactory knowledge of public service organisation or the ability to acquire such knowledge

***Criteria for evaluating Qualifications for Senior Executive Engineer and above:**
When determining if a candidate's qualifications can be deemed equivalent to a Level 8 degree in Engineering, the following criteria will be considered:

- How has your degree been accredited by Engineers Ireland, or an equivalent accreditation body internationally? Degrees accredited at CEng or CEng with FL level by Engineers Ireland will be understood as a Level 8 Qualification. For International

qualifications, consideration will be given to the NARIC Framework and Washington Accord, as appropriate.

- Is the degree at Level 8 on the NFQ scale? Where candidates have achieved their degree in other jurisdictions, the level of the qualification will be determined using the NARIC Ireland Foreign Qualification database.

- Does the degree contain the level and volume of Engineering modules as would be expected in a Level 8 degree in Engineering? At least 80% of the modules covered in the degree should be focussed on Engineering and the degree should be underpinned by mathematics and the core science subjects.

The ideal candidate shall have the following Skills and Experience:

- Have at least five years satisfactory experience in road engineering work.

- Be a chartered engineer with engineers Ireland or be professionally registered at an equivalent level with an equivalent organisation or be in a position to attain registration within a reasonable period.

- Have an understanding of the EU road infrastructure safety management directive.

- Have obtained a certificate of competence in road safety audit.

- Have an interest in career development in the area of road safety.

- Have a capacity for effective engagement with a range of stakeholders, including local authorities, framework consultants, and engineering service providers.

- Possess a track record of involvement in the design and/or delivery of infrastructure projects.

- Have a good understanding of project governance, project and contract management.

- Have a strong commitment to road safety and public safety.

- Demonstrate a high standard in reporting, writing and preparing presentations of a technical nature.

- Be comfortable with working on large volumes of data.

- Have a working knowledge of spatial tools and spreadsheets.

It would be desirable if the successful candidate had the following Skills and Experience:

- Experience in the delivery of Road Safety Improvement Schemes, Active Travel Schemes or National Road projects.

- Experience in Road Safety Inspection, Road Safety Audit or Network-wide Road Safety Assessment activities.

- Experience in administering grant-funded infrastructure programmes.

- Familiarity with TII Publications, Standards and Project Approval Processes.
- Experience in GIS software, Power BI, ArcGIS, QGIS or similar analytical tools.
- Experience of presenting engineering findings to senior management, elected members or external stakeholders.
- Previous experience mentoring or supervising engineering staff.

Candidates must also:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned;

Candidates, if successful, will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Each candidate must, on the latest date for receipt of completed application forms, meet the above essential criteria.

DOCUMENTATION REQUEST

The Minister for Housing, Local Government and Heritage declares the qualifications for all recruitment competitions ran by the Local Government Recruitment Unit in publicjobs.

When applying for this competition, candidates are required to upload documentation to prove their eligibility for the role.

Candidates are required to upload documentation for the qualification they are claiming eligibility under from the "**Essential Requirements**" along with their application form through www.publicjobs.ie.

Further information on "**How to Apply**" is available under the "**THE SELECTION PROCESS**".

Please see below further information on what is required when deeming eligibility under each field:

(i) hold an honours bachelors degree (level 8 in the National Framework of Qualifications) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland*;

Requirement: Candidates must upload a copy of their certificate and transcript of all modules completed for their honours degree (level 8 on the National Framework of Qualifications) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland*

(ii) hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) in Engineering **AND** a post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering;

Requirement: Candidates must upload a copy of their certificate(s) and transcript(s) of all modules completed for their ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) in Engineering AND their post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering

(iii) hold a masters degree (level 9 in the National Framework of Qualifications (NFQ)) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;

Requirement: Candidates must upload a copy of their certificate and transcript of all modules completed for their masters degree (level 9 in the National Framework of Qualifications (NFQ)) in Engineering

(iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status;

Requirement: Candidates must upload a copy of their membership of Engineers Ireland, or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status, along with their registration details.
To do this, on the application form, under the heading "Application Attachment", candidates can click the "Choose File" button and upload the document.

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

The onus is on the candidate to ensure that the correct documentation is uploaded along with their application form.

If you have any queries relating to what documents you need to upload along with your application form, please email LGrecruitment@publicjobs.ie in advance of the closing date/time.

Candidates **must not** send a copy of the required documentation to the LG Recruitment mailbox.

Candidates who do not submit the required eligibility documentation by closing date/time or email LGrecruitment@publicjobs.ie will be deemed incomplete.

Candidates are **only required** to upload the documentation that proves their eligibility for the competition. Please do not upload any additional documents, e.g. additional courses, C.V's, as these will be ignored.

KEY COMPETENCIES

A competency model has been developed for Senior Executive Engineer role.

Strategic Management and Change	**Strategic Ability** Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes. **Political Awareness** Has a clear understanding of the political reality and context of the organisation. **Networking and Representing** Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. **Bringing about Change** Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.
Delivering Results	**Problem Solving and Decision Making** Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. **Operational Planning** Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. **Managing Resources** Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste **Delivering Quality Outcomes** Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.
Performance through People	**Leading and Motivating** Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos. **Managing Performance** Effectively manages performance Empowers and encourages people to deliver their part of the operational plan. **Communicating Effectively** Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.
Personal Effectiveness	**Relevant Knowledge** Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. **Resilience and Personal Well Being** Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. **Integrity** Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others **Personal Motivation, Initiative and Achievement** Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and works to keep knowledge and skills up to date. Anticipates situations and acts to pre-empt problems. Creates new opportunities. Is persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.

PRINCIPAL CONDITIONS OF SERVICE

The Office
The office is whole time, permanent and pensionable.

The holder of the office shall not engage in any gainful occupation, other than as an officer of a local authority, to such an extent as to impair the performance of their duties as an officer of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with discharge of their duties as a local authority officer.

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

(i) There shall be a period after such appointments take effect during which such persons shall hold the position on probation;
(ii) Such period shall be a maximum of 12 months;
(iii) Such persons shall cease to hold the position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory

Salary
The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of the post or in respect of any services, which they are required by or under any enactment to perform.

The salary scale for the position of Regional Road Safety Engineer is:

Salary Scale effective from 1st June 2026:

€80,680 - €83,153 - €84,338 - €86,828 - €89,339 - €91,842 - €94,364 - €97,533 (LSI 1) - €100,692 (LSI2)

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. Starting pay for new entrants will be at the minimum of the scale. 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.

Residence
The holder of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Start Date
The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than three months and if they fail 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 them.

Duties
In accordance with Section 159(3) & (4) of Local Government Act 2001 an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

Hours of attendance
Hours of attendance will be fixed from time to time but will amount to not less than 35 hours gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave
The annual leave allowance for the position of Regional Road Safety Engineer is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service, is based on a five-day week and is exclusive of the usual public holidays.

Sick Leave
Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Superannuation Contributions
Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their 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).

All persons who become pensionable officers of a local authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration or net pensionable remuneration, whichever is relevant and in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the first time on or after 1 January 2013 are liable to pay the Class A rate of PRSI contribution and are required in respect of superannuation to contribute at the rate of 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) plus 3% of pensionable pay.

Retirement
Effective from 1st January 2013, the Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Your normal retirement age under the Scheme is the same as the age at which you can claim the Contributory State Pension from the Department of Social Protection currently 66 years, this may be subject to change as the State pension age was due to rise to 67 from 1 January 2021 and 68 in 2028 however, the government has deferred this change and a Pensions Commission has been established to consider the change to the State pension age. The maximum retirement age is 70 years.

For appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 70.

For Class A "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 and there is no maximum retirement age.

Pension Accrual
A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension Abatement
If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

Incentivised Scheme for Early Retirement (ISER)
It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)
The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants
The Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. 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 the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Declaration
Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

IMPORTANT NOTICE: The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

THE SELECTION PROCESS

How to Apply
Applications should be made online through **www.publicjobs.ie**.

At publicjobs, we are transitioning to a new recruitment platform with the aim of enhancing our services and the candidate experience. The new service will give you more visibility and control of your application.

When accessing our new recruitment platform for the first time, candidates must register as a New User to create a profile (register a new account). To do so, please access the vacancy you wish to apply for on our Jobs Board by clicking on the title of the position. You will be brought to the vacancy where you can click on “Apply” in the right-hand section of our website, or at the bottom of the advertisement. Candidates who have not previously registered on our new recruitment platform will be required to enter some personal details to continue with their application. Account verification will be required, and you must check your email inbox and follow the instructions to verify your account. Please do not confuse registering (creating a profile) with submitting an application. Candidates who have already registered will have an account and should select ‘Login’ from the top right-hand section of the registration page or through the link at the bottom of the page.

Once registered and after your email address has been verified, you must then access the application form, ensure all sections of the application form are fully completed and submit it. To do this, you will be required to return to the vacancy you wish to apply for -**Senior Executive Engineer**- on the jobs board on **www.publicjobs.ie** and click on “Apply”. This time, you should select the “Login” option in the top right-hand section of the Login Page. Your username is the e-mail address associated with your account. Please note that your username and password are case sensitive.

Please carefully note the following instructions. As you progress through the application, at the bottom of every page, there will be an option to “Save and Continue”. The information that you enter is only saved once you click on the 'Save and Continue' button. If you close the browser before clicking 'Save and Continue' or are inactive on the system for 30 minutes or more, you may be logged out of the application form and your information could be lost.

It is imperative that all sections of this application form are completed in full. The mandatory fields are marked with an asterisk *. These fields must be completed before you can submit the application form. You may save the form and come back to it later however, please note that you must submit the form in order to be considered for this competition as unsubmitted applications will not progress to the next stage.

All sections on the application form Progress Tracker must show a green checkmark before you can apply. Return to any section on the Progress Tracker missing a green checkmark where guidance on the missing information will be displayed. Please ensure all information is correct before submitting your application as no changes can be made after submission. Once you have submitted your application form, you will be brought to a page confirming the status of your application as “Application received”. You can view the status of your application at any time by logging in, selecting your name in the top right-hand section of the page and selecting “View all applications”. At this point you should consider adding @publicjobs.tal.net to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. 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 the publicjobs or any other body is satisfied that such a person fulfils the requirements.

Visit the **Help Centre** if you have questions or encounter technical difficulties navigating the site

Only one application per person is permitted.

Closing Date
Your online application must be submitted through www.publicjobs.ie not later than **3pm on Thursday, 24th September 2026.** Applications will not be accepted after this date.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please contact LGrecruitment@publicjobs.ie .

Panel Management
Successful candidates will be placed on a panel from which future vacancies may be filled. Panels usually remain valid for 18 to 24 months, (this is determined at the discretion of publicjobs), from the date of creation or until such time as the panels have been cleared, whichever is the sooner. Placement on a panel is **not** a guarantee of appointment to a position.

Publicjobs Messageboard
Interaction with candidates during the selection process will primarily be conducted online. publicjobs will send most communication through your publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or "Promotions" in the case of gmail). You are also advised to check all these folders regularly.

publicjobs accepts no responsibility for communication not accessed or received by an applicant.

Selection Process
The selection process may include the following:

- shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
- a competitive preliminary interview
- pre-recorded video interview
- completion of online questionnaire(s)
- report-writing exercise or other exercises
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

All relevant information will be issued to candidates at each stage of the selection process.

If publicjobs is not notified of any issues you experience in advance of or on the day of your interview/assessment, we will not be in a position to address these after the fact.

Shortlisting
The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, publicjobs may decide that a smaller number will be invited to the next stage of the selection process.

publicjobs provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to 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. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process. The shortlisting criteria may include both essential and desirable criteria specified for the position and, it is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application. The onus is on candidates to complete the application form fully and accurately.

In the case of competitions that may involve large numbers of candidates, candidates may be ranked on the outcome of their online assessment tests and will be shortlisted in accordance with their ranking. Applicants must successfully compete and be placed highest, to be considered for advancement to the next stage of the multistage selection process. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Optional Language Test
You may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate competitive language test. This test will comprise an interview on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post. Candidates who satisfy publicjobs that they are proficient in both Irish and English will be awarded marks in respect of such proficiency. Candidates who qualify at interview and establish their proficiency will be awarded an extra 6% of the total marks available at interview.

For candidates who are opting into the optional Irish Language Assessment administered by publicjobs, a pass remains valid for two years.

A list of candidates will be kept by Foireann na Gaeilge in publicjobs.

Candidates with Disabilities
Attracting candidates from all sectors of society to ensure accessible routes to career opportunities is a key priority of publicjobs. We are committed to equality of opportunity for all candidates. If you have a **disability or need reasonable accommodations made during the selection process, (e.g. for interview, assessments or exercises), we strongly encourage you to share this with us** so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equitable opportunity for this competition. **We can provide accommodations for any stage of the process, including online assessments, interviews or exercises.** Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will **not** impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely **confidential.**

Should you be successful, the disclosure of a disability for this stage of the process **will not be passed onto the employing department** unless you request that we do so.

If you indicate on your application form that you require reasonable accommodations, you will have the following option:

A. If you have been provided with reasonable accommodations from **publicjobs in the last three years**, you should input the details of the most recent **competition** for which you were assigned accommodations along with your **Candidate ID**

OR

B. You will need to **upload a psychologist/medical report** as part of your application, which details your disability/requirements.

We require a report to better understand your disability and requirements. The report, in addition to your request, helps us determine what accommodations may be suitable for you, in the selection process.

The reports will only be shared with our Assessment Services Unit. In the reports, it is useful for us to see the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may **redact (block out)** parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

Please do not email your medical/psychologist's report to us – it should be uploaded directly to your online application.

Should you have any difficulty with uploading your report, please contact **LGRecruitment@publicjobs.ie.**

publicjobs will ensure that your reasonable accommodations are implemented as necessary, for each stage of the recruitment process.

If you have any **queries** about the **reasonable accommodations process or the accommodations you have received**, please contact **ASU@publicjobs.ie.**

If you wish to discuss any matter relating to the **accessibility** of our services or building, or if you require support from our **Disability Champion** Amanda Kavanagh, please contact edi@publicjobs.ie.

For further information about Diversity and Inclusion please see the **Info Hub** on our website. Information on the accessibility of our service may be found on the **Accessibility page** on our website.

Security Clearance
You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. If you subsequently come under consideration for a position in another recruitment competition within 6 months of being vetted by publicjobs, please notify us as you may not be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a consecutive period of 12 months or more after the age of 18, it is mandatory for you to furnish a Police Clearance Certificate from those countries. You will need to provide a separate Police Clearance Certificate for each country you have resided in. The clearance must be dated after the date you left the country. It is your responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and deemed satisfactory by publicjobs.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

Candidates will be responsible for any expense incurred in connection with obtaining any Police Clearance Certificates.

Other important information
publicjobs will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that publicjobs is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position publicjobs will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, publicjobs may at its discretion, select and recommend another person for appointment on the results of this selection process. A panel will be formed from which future vacancies may be filled from this campaign.

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

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of Candidature to be Withdrawn
Candidates who do not attend for interview or other test when and where required by publicjobs, or who do not, when requested, furnish such evidence as publicjobs require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to publicjobs, including all forms issued by publicjobs for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service
We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

Use of Recording Equipment
publicjobs does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process

Or

2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) **at its sole discretion.**

There is no obligation on publicjobs to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, publicjobs will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by publicjobs. publicjobs will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A request for Formal Review must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process
- The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by publicjobs that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under **Section 8** to publicjobs in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either publicjobs or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, publicjobs and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct publicjobs to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how publicjobs has fallen short of the principles of this Code.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process
- The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the *Code of Practice for Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

Requests for Feedback
Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

Candidates' Obligations:
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

A third party must not personate a candidate at any stage of the process.

Contravention Code of Practice
Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- They will be disqualified as a candidate and excluded from the process;
- Has been appointed to a post following the recruitment process, they will be removed from that post.

General Data Protection Regulation (GDPR)
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.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by publicjobs are set out on the Data Protection page of www.publicjobs.ie

Protected Disclosures
publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available at:
https://www.publicjobs.ie/restapi/documents/Public_Appointments_Service_%28PUBLICJOBS%29_Protected_Disclosures_Policy_2024_Final_June.pdf

poistphoiblí
publicjobs

publicjobs,
Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: D01 C7W6.
Phone: 01 858 7400

You can also keep up to date on **publicjobs.ie** and follow us on our social platforms: