



Longford County Council
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Candidate Information Booklet

PLEASE READ CAREFULLY

Community Warden

Competition Reference: CW/0325

Closing Date: 4:00pm, Friday 11th April 2025.

*Longford County Council is committed to a
policy of equal opportunity.*



TABLE OF CONTENTS

Longford County Council	Pg 3
The Role of the Position	Pg 4
Duties of the Position	Pg 6
Competencies for the Position	Pg 9
Qualifications for the Position	Pg 10
Principal Particulars of Employment	Pg 11
Selection Process	Pg 15
Frequently Asked Questions	Pg 20



Longford County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Longford, with a focus on making Longford an attractive place to live, work and invest.

The following comprise the areas of service delivery in Longford County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources

This is an opportunity to gain employment in the role of **Community Warden** with Longford County Council.

Longford 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 both on the role of **Community Warden** and the application/selection process. Candidates should familiarise themselves with the information provided in this booklet before they complete and submit their application.

It is the responsibility of the Candidates to ensure that they meet all the qualifying criteria and are eligible to apply for the post of **Community Warden**

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.

Community Warden

THE ROLE

The primary duty of the Community Warden is to provide a uniformed presence in our communities, by seeking to reduce levels of crime, anti-social behaviour (ASB) and fear of crime. They will also provide reassurance, assistance and help in order to create a safer, more pleasant living environment within our communities.

The Community Warden will provide a visible presence in Longford town. They will have a strong community focus, aligned to the specific needs of the residents and businesses in the area, fostering community spirit and encouraging the involvement of the communities in the improvement of their local environment.

The Community Warden may be required to support and attend stakeholder and resident group meetings, support local environmental events/groups and promote and work with community groups, including Tidy Towns, to organise regular community/estate clean ups.

The Community Warden will have responsibility for monitoring and reporting on issues associated with anti-social behaviour such as: abandoned cars, litter, dumping, repairs and maintenance, breaches of traffic, planning and litter laws, and other illegal activities. The Community Warden will be tasked with patrolling town streets, parks and housing estates. The person appointed will also:

- Monitor secured sites and buildings within the Council's designated areas. This would include: vacant properties, derelict sites, public open spaces, construction sites.
- Report all incidents of graffiti, defacing or damage to public or private property to the relevant section and report defects, as they occur, in roads, footpaths and public lighting and notify the relevant personnel or relevant bodies regarding the condition of void/vacant properties.

The Community Warden will work closely with Traffic Wardens and Litter Wardens and will be required to liaise directly with the local Gardaí, Chamber of Commerce, Senior Executive Engineers and other officers of Longford County Council on initiatives and interventions which will improve Longford town.

It is important to stress that the warden service is not a security service. That said, their physical presence locally will mean that matters possibly requiring Garda intervention may come to their notice. In these circumstances, it is not the function of the Community Warden to confront the situations: rather he/she should report the matter to the Gardaí. For this purpose, it is important to have local liaison arrangements worked out at senior level between the local authority and the Gardaí. These arrangements would include advice on when and how to report, elementary training, etc.

The ideal candidate should be able to demonstrate:

- Knowledge of what makes a safe, clean and well-maintained town
- Knowledge of what makes a successful multi-ethnic community
- Experience of communicating efficiently with all sections of the community
- Experience of issuing legal enforcement notices
- Considerable experience of working with the public which can be demonstrated
- Experience in defusing confrontational situations
- A clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors
- Ability to work on several projects simultaneously
- Strong written and communication skills and the ability to compile clear, concise, detailed and factual incident reports
- Ability to engage stakeholders from diverse backgrounds and build strong relationships
- Ability to lead and positively contribute to change
- Ability to work effectively both independently and as part of a team
- Excellent planning and organisational abilities
- Ability to administer and oversee programme funding
- A high degree of motivation and resilience
- A high level of discretion and professional integrity
- Willingness to work unsocial hours
- Ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.

Community Warden

DUTIES

The duties of the post include, but are not limited to, the following:

- Make a safer, cleaner and well- maintained town.
- Reduce the fear of crime and give the public reassurance by patrolling the town and initiating actions for improvements.
- Respond to antisocial behaviour.
- Patrolling the parks, streets and housing estates within Longford town and provide a proactive town-wide Community Warden service attending identified Hot Spots with high levels of customer care, for all neighbourhoods, parks and green spaces, acting as “eyes and ears” for Council services and providing an effective security presence for the Council’s properties.
- Provide an “eyes and ears” approach to the town, being a presence in all areas including car parks, streets, playing fields, parks, playgrounds, open spaces, and making accurate and timely reports of problems and following these through to conclusion.
- Provide information to the public and local Elected Members and actively encourage their participation in activities and use of facilities including organising and helping with events.
- Contribute to service improvements and efficiencies through creative and/or innovative problem solving.
- An approachable friendly point of contact for residents and members of public and being helpful and courteous to members of the public at all times.
- Promoting a positive image of Longford town and engage with stakeholders, businesses and residents to promote pride in their area.
- Provision of information and advice to tourists and visitors.
- Being familiar with relevant policies, bye-laws, regulations and legislation.
- Enforcement Duties in accordance with the enforcement objectives/responsibilities of Longford County Council under relevant Legislation and associated Regulations and Bye Laws, including but not limited to, Litter Pollution, Water Pollution, Noise Pollution, Air Pollution, Protection of the Environment, Waste Management, Waste Presentation, Public Health; Roads & Traffic, Parking, Casual Trading, Control of Horses, Control of Dogs, Pounds, Derelict Sites, Planning, Housing etc
- Enforcement of Traffic Regulations, as covered by existing wardens in respect of stationary vehicles.
- Monitoring Public Open Space and Recreation and amenity areas throughout the town with regard to the following activities:
 - Compliance with bye-laws in relation to consumption of intoxicating liquor in public places.
 - Compliance with the Litter Pollution Act.
 - Compliance with the licensing requirements of the Dog Control Act.

- Compliance with the Control of Horses Act.
 - Compliance with other bye-laws introduced by Longford County Council.
 - Use of pedestrian facilities by cyclists.
 - Illegal camping.
 - Other activities which are licensable by Longford County Council (e.g. opening of roads, placing of skips in public roads, erection of scaffolding, placing of tables and chairs on public roads, non-motorised passenger transporters etc.)
- Identifying and reporting on breaches of tenancy agreements, for example
 - Sub-letting
 - Carrying out commercial activity
 - Neighbourhood disputes
- Identify breaches of Planning legislation, Buildings Control Legislation and Pollution Control Legislation for follow up by appropriate personnel.
- Identify and notify appropriate personnel of hazards or other problems identified which require rectification by Longford County Council, for example, hazards on footpaths, damage to signage, inadequate road marking, defective public lighting.
- Enforcement of litter and Waste Presentation Regulations as appropriate.
- Enforcement of the provision of the Roads Act and consequent regulations as appropriate.
- Liaising with the An-Garda Síochána at a local level and reporting crime and/or anti-social behaviour.
- Attending and giving evidence in Court as necessary on behalf of Longford County Council.
- Participation in the completion of Household Waste Survey's within the community.
- Liaising closely with employees of various sections within Longford County Council.
- Supporting the establishment and the work of the Local Community Safety Partnership, including:
 - supporting the development of a local community safety plan
 - delivering on specific actions in the Local Community Safety Partnership work plan
 - supporting the engagement of community members with the Local Community Safety Partnership.
- Working with the Communications Officer on developing and delivering a communication plan to keep the community informed about Community Warden activities.
- Proactively engaging and building good working relationships with other stakeholders.
- Managing the efficient allocation and use of resources and ensuring that work programmes are implemented within allocated budgets.
- Participating in duties as required as part of the Occupational Health and Safety Management System. To comply with work safety procedures in operation in Longford County Council and to fully participate in any further safety programmes that may be implemented. To wear any safety equipment/clothing supplied. To

implement safety requirements as set out in Longford County Council's Safety Management System and to ensure that safe work practices are exercised.

- Participating in the duties required as part of the Council's response to Climate Action.
- Undertaking any courses and/or training organised by the Council which he/she is designated to attend.
- Keep and furnish records and reports relating to his/her duties as directed by the appropriate supervisory officer.
- Any other such other duties as may be assigned from time to time.

Note: The above duties outline the main functions and responsibilities of the post of Community Warden and may be subject to change in the future.

COMPETENCIES

Key competencies for the post of **Community Warden** are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Please take particular note of the competencies listed as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

DELIVERING RESULTS	<ul style="list-style-type: none"> • Acts decisively and makes timely, informed and effective decisions. • Contributes to operations and develops team plans in line with corporate goals, operational objectives and available resources. • Establishes high quality services and customer care standards. • Ability to manage the allocation, use and evaluation of resources to ensure that they are used effectively to deliver on operational plans. • Ability to drive and promote reduction in costs and minimisation of waste.
PERFORMANCE THROUGH PEOPLE & COMMUNICATING EFFECTIVELY	<ul style="list-style-type: none"> • Ability to work co-operatively in a team. • Has effective verbal and written communication skills. • Has good interpersonal skills and works well with and through others. • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. • Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance. • Is effective in communicating a complex or technical message, using language appropriate to the audience. • Develops and maintains positive and beneficial relationships with relevant stakeholders.
PERSONAL EFFECTIVENESS	<ul style="list-style-type: none"> • Demonstrate knowledge and challenges of the role of Community Warden. • Range and depth of experience relevant to the role. • Is self-motivated and able to be assertive, honest, and open. • Able to work under own initiative. • Manage time and workload effectively. • Maintain a positive and constructive and enthusiastic attitude to their role. • Shows a high level of commitment to the wider organisation. • Ability to sustain a positive image and profile of the local authority.

Community Warden

QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc

Each candidate must, on the latest date for receipt of completed application forms -

- (i) A good standard of general education to enable the duties of the post to be performed satisfactorily.
- (ii) hold a full clean driving licence.
- (iii) Previous experience in record keeping and preparing reports, use of digital technology and ability to keep comprehensive records associated with all aspects of their area of work
- (iv) Previous experience working in the community, dealing with the public and/or providing a direct customer service.

Additional Desirable Criteria

- Good interpersonal and communication skills and possess an ability to deal with members of the public.
- Previous experience of contributing to and working well in a team.
- Previous experience of working under supervision and reporting to Authority.
- An ability to work on their own initiative.
- Capacity to write clear reports and perform satisfactorily the clerical duties attached to the post and be proficient in the use of computers and possess good ICT skills.

PARTICULARS OF EMPLOYMENT

1. The Post

The post is wholetime (i.e. 39 hours per week) and appointment may be permanent or temporary.

2. Location

Longford County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

3. Commencement

Longford County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Longford County Council shall not appoint them.

4. Working Hours

The Community Warden will be required to work variable hours rostered over 5 days to a total of 39 hours per week. The nature of the work of the Community Warden is such that it will involve working evenings and weekends.

The hours and days of work may be subject to change from week to week, start and finish times will be determined and notified in advance. Longford County Council reserves the right to alter the hours of work from time to time in line with Government guidance.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Longford County Council requires all employees to record their hours using the Council's attendance management system.

5. Reporting Arrangements

The Community Warden will report directly to the appropriate supervisor in the Section or to any other employee of Longford County Council as designated for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

6. Probationary Period of Employment

There shall be a period after appointment during which the appointee will hold the position on probation. The period of probation will be prescribed by the Chief Executive. Employment may be terminated during the probationary period should service be deemed by the Chief Executive to be unsatisfactory. Employment may be terminated at the end of the probationary period unless the Chief Executive has certified that the employee had satisfactory service. Tenure of employment following probation will be subject to satisfactory service.

7. Remuneration

The current scale for the post of **Community Warden is €826.63 - €892.88** gross per week (**Circular EL 03/2025**) the rate of remuneration may be adjusted from time to time in line with Government Circulars.

On appointment successful candidates will be placed on the first point of the point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

8. Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.

- 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:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

9. Annual Leave

The current annual leave entitlement for **Community Warden** is 25 days per annum, in accordance with the Council's Annual Leave Policy.

The Chief Executive of Longford County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

10. Driver's Licence & Insurance

Employees of Longford County Council may be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

If, during the course of employment, an employee's licence is revoked, even temporarily, or if endorsements are received on their licence which may affect their ability to carry out the full range of their duties, the employee is obliged to notify the Council immediately.

It is the responsibility of the employee to arrange the appropriate car insurance cover for business use and to indemnify Longford County Council with the indemnity specified on your insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

The Community Warden may be provided with an electric bicycle to carry out their duties.

11. Code of Conduct/Organisation Policies

Employees are required to adhere to all current and future Longford County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

12. Garda Vetting

A person who is being considered for appointment will be required to complete a Garda Vetting application, the results of which will be considered before an offer of employment is made.

13. Use of Modern Technology

The successful candidate will be required to use all equipment provided, including computers, hand-held terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

14. Uniform

The person appointed will be required to wear a uniform (which will be supplied by the County Council) at all times when on duty, unless otherwise authorised by Longford County Council.

15. Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

16. Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month 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.

17. Health and Safety Regulations

Longford County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk. Employees must not be under the influence of an intoxicant at the place of work.

Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

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.

SELECTION PROCESS

1. How to Apply

Only fully completed applications forms will be accepted.

Please ensure that:

1. your application is made on the official application form only and sent via email in pdf format to hrrecruitment@longfordcoco.ie – do not attach or include your CV
NOTE: your CV will not be accepted as an application or as part of your application.
2. you fully complete all sections of the application form and include all relevant, detailed and accurate information

NOTE: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.

3. you include a copy of your educational certificates as part of one pdf application
4. you submit your application on or before **4:00pm Friday, 11th April 2025**

Forward your completed application form via email to hrrecruitment@longfordcoco.ie :

- **Applications submitted after the closing date will not be accepted**
- **Applications forms must be submitted by email in pdf format**
- **Applications submitted by hand, post or fax will not be accepted**
- **Claims in relation to the late receipt of application forms will not be entertained.**

Admission to this competition, or an invitation to take tests or to attend for interview does not infer that you fulfil all the requirements for appointment.

If you do not receive an “acknowledgement-of-receipt” of your application within seven working days of application - please contact Longford County Council’s HR department by phone: (043) 334 3452 / 043 334 3396 or by email: hrrecruitment@longfordcoco.ie

Longford County Council may need to contact you during the competition’s selection process. It is important that the contact details (i.e. your postal address, email address and phone number) given on your application form are correct and accessible by you.

Longford County Council will not accept responsibility for communication not accessed or received by you.

It is the responsibility of each applicant to provide accurate contact details on their Application Form. Correspondance in relation to all aspects of this competition will be primarily via email.

Changes to your contact details that occur during this recruitment campaign should be notified by email to hrrecruitment@longfordcoco.ie

2. Selection Process

Stage 1 – Submission of Application Form via email

Candidates interested in applying for the position of **Community Warden** should submit their completed application with supporting documentation form via email in PDF format to hrrecruitment@longfordcoco.ie

Completed Application Forms must be submitted on or before **4:00pm Friday, 11th April 2025**.

Each completed application must include a copy of all educational qualifications declared in the application form.

Failure to submit a completed application form, with all required supporting documentation, by the specified deadline will result in the application being deemed invalid and it will not be permitted to proceed any further in the selection process.

Stage 2 – Initial Screening

All completed application forms received by the stated closing date & time will be screened to ensure that they meet the minimum eligibility criteria for the position of **Community Warden** in accordance with the declared Qualifications.

Candidates who demonstrate that they meet the required eligibility criteria, their application will progress to the Step 3 of the selection process.

Candidates who fail to demonstrate that they meet the minimum eligibility criteria required, their application will be deemed invalid and will not progress any further in the selection process.

Stage 3 – Shortlisting

Longford County Council reserves the right to shortlist applications, it is very important therefore, that candidates provide accurate, clear and comprehensive information in their completed application forms.

Shortlisting may take the form of:

1. a desktop-shortlisting process, where a board will be assigned to examine the information provided by the candidate and assess it against criteria required for the position, and/or
2. an online shortlisting interview.

Candidates who are shortlisted may have their application scored and ranked in order of merit. Based on the score awarded their application may progress to Step 4 of the selection process.

For candidates who are not shortlisted, their application will not progress any further in the selection process.

Stage 4 –Interview

On completion of the Stage 3 of the selection process, successfully shortlisted candidates may be invited in batches for an online interview.

An independent interview board will be established by the Chief Executive of Longford County Council. The board will comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the board is to establish the applicant's suitability for the post and to rank the successful candidates in order of merit for appointment.

The interview will be the candidate's opportunity to demonstrate that they possess the required competencies, knowledge, skills, and experience. The objective of the board is to assess the candidate's responses against agreed criteria and to identify the candidates who best meet the competencies required.

Longford County Council will issue advance notice of the date and time of the online interview. It is the responsibility of the candidate to make themselves available for interview on the date and time notified and to ensure that they are able to successfully connect to the online interview.

Requests to reschedule notified interview dates or times cannot be accommodated.

Candidates who do not attend/connect for their interview at the time and on the date advised will be deemed to have withdrawn their application from the competition and their application will receive no further consideration.

Expenses incurred by candidates in attending for interview will be the responsibility of the candidate.

Candidates who are successful in the interview process will be qualified for appointment in order of merit and placed on a panel. This panel may be used to fill both permanent and temporary **Community Warden** vacancies that may arise during the life of the panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until sought references are received and all other clearance checks, e.g. Garda Vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

Candidates on the **Community Warden** panel who satisfy all the requirements for the post may be offered employment subject to:

1. Their place, in order of merit, on the panel
2. The requirements of Longford County Council.

Should a candidate decline an offer of employment or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

3. Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

4. Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by the Longford County Council, or who do not, when requested, furnish such evidence as required by Longford County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

5. References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related.

In advance of any offer of employment, Longford 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. Longford County Council reserves the right to determine the merit, appropriateness and relevance of such references and referees. Information sought from referees shall be structured around the requirements of the job and the job description, person specification and/or competency profile provided.

6. Verification of Education Qualifications

Prior to appointment, the candidate will be required to present the original parchment of their certificate, diploma and/or degree and any other supporting documentation required by the Council*, to the Human Resources department in order to verify their qualifications.

** 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.*

7. Pre-Employment Medical

Prior to appointment the candidate will be required to complete a Health Declaration and to undergo a medical examination, at their own expense, by a qualified medical practitioner nominated by the Council. On taking up employment the expense of this medical examination will be refunded.

8. Garda Clearance

Garda Vetting will be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

9. Canvassing

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

10. Confidentiality

Longford County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained, and stored by Longford County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Longford County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

FAQ

Frequently Asked Questions (and Answers)

1. Who can I contact if I have a query in relation the Recruitment Campaign for Community Warden?

The Candidate Information Booklet provides comprehensive information relating to the selection process for this recruitment campaign. However, if after reading this information booklet you require any additional/further information - please forward your query by email to: hrrecruitment@longfordcoco.ie

2. I have submitted my application form. What happens next?

Longford County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum eligibility criteria for the post as set out by the Department of Housing, Planning and Local Government. If you do not meet the minimum eligibility requirements for the post, based on the information given in your application form, your application will be deemed invalid, and you will not be considered for interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop exercise (based on the information provided in the application forms) and/or a shortlisting interview.

3. What happens on completion of the shortlisting process?

Longford County Council will contact all applicant's advising them of the results of the shortlisting process. Candidates who are shortlisted at this stage may be invited to attend for online interview. It is the responsibility of the candidate to make themselves available for the online interview on the date and time notified. Reschedule requests cannot be accommodated.

4. What happens after undertaking the final interview?

Candidates who are successful in the interview process will be placed on a panel and ranked in order **Community Warden**, that may arise during the life of the panel.

Please note that being placed on a panel is not a guarantee that you will be appointed.

5. If I am offered employment, where will I be based?

The management of Longford County Council reserve the right to assign employees to any premises or business section as required in accordance with the business needs of the organisation.

6. How will Longford County Council communicate with me throughout the Recruitment and Selection Campaign?

Longford County Council may contact you by phone, email or post at various stages throughout the selection process. Any change to the contact details provided that occur during this recruitment campaign should be notified by email to HRrecruitment@longfordcoco.ie