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# Candidate Information Booklet

**PLEASE READ CAREFULLY**

# EXECUTIVE CONSTRUCTION PROJECT MANAGER

*Competition Reference: ECPM/1126*

## Closing Date: 4pm, Friday 4th December 2026.

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

## TABLE OF CONTENTS


| | |
|---|---|
| Longford County Council | Pg 3 |
| The Role & Duties of the Position | Pg 4 |
| Competencies for the Position | Pg 6 |
| Qualifications for the Position | Pg 8 |
| Principal Particulars of Employment | Pg 9 |
| Selection Process | Pg 13 |
| Frequently Asked Questions | Pg 18 |

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 & Dog 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 **Executive Construction Project Manager** 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 **Executive Construction Project Manager** 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 **Executive Construction Project Manager**

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.

# Executive Construction Project Manager

## THE ROLE & DUTIES

**Executive Construction Project Managers** are appointed to a wide variety of roles across the Council. The role can include responsibility for the management and successful delivery of a range of major and minor capital projects; responsibility for the management and effective delivery of a range of services and responsibility for the management and supervision of assigned staff. Positions may arise in any area of the Council's functions which include Environment, Water, Roads, Planning and Housing. The person/s appointed will work under the direction and control of the Senior Engineer or Senior Executive Engineer or other officer designated by the Director of Services or the Chief Executive.

**The duties of the office are to give the local authority and;**

**(a)** Such other local authorities or bodies for which the Chief Executive Officer, for the purposes acts is Manager, and;

**(b)** To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) or this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate architectural, planning, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

Holders of the office will deal directly with the Chief Executive on specific matters when required to do so under procedures arranged between the Chief Executive and Director of Services or appropriate professional employee.

## DUTIES & RESPONSIBILITIES

**The following is a non-exhaustive list of key duties and responsibilities which may be assigned to an Executive Construction Project Manager**

- Supervising, managing, and carrying out engineering/ancillary services to include the preparation and management of work programmes.
- Management of consultants and contractors including procurement where required.
- Administering construction works contracts where required.
- Managing the execution of capital construction projects ensuring compliance with the Capital Works Management Framework (CWMF), public procurement guidelines, and building regulations.

- Implementing strict project cost management, monitoring budgets, managing change orders, and issuing financial reports in accordance with the National Infrastructural Guidelines and funding authority requirements.
- Daily site record keeping including diary record, photos and record of resources utilised on site.
- Analysing contractor valuations of works completed and claims, making recommendations for payments due.
- Quality control checks of materials and workmanship ensuring compliance with design specifications and relevant standards.
- Managing staff performance, conduct, and development as required.
- Budget management and preparation, ensuring that works are implemented within allocated budgets and ensuring accurate and timely draw-down of scheme funds from funding agencies.
- Maintaining and proactively developing a culture of Health & Safety in the workplace while ensuring compliance with Health & Safety legislation and regulations.
- Ensuring works are implemented in accordance with all relevant legislation and regulations including planning and procurement requirements.
- Liaising with multiple funding authorities and state agencies ensuring compliance with each specific funding stream's regulations and reporting structures.
- Liaising with and responding to other local authorities, government departments and statutory agencies.
- Representing the Council at meetings with, elected members, community/general interest groups, businesses, and residents.
- Preparation of technical reports for meetings.
- Managing public consultation and engagement processes including liaison with the public and other key stakeholders.
- Working effectively with the Elected Members and staff in all Council Directorates towards the successful delivery of services.
- Working with senior management in devising and implementing strategies leading to improved efficiencies in delivery of service.
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

**DESIRABLE SKILLS & EXPERIENCE**

**An ability to demonstrate competence in the following areas:**

- Delivering quality outcomes and ensuring compliance, communicating effectively and managing resources.
- Have knowledge of health & safety legislation and safety regulations
- Management and supervision of staff.
- The ability to manage deadlines and effectively handle multiple tasks.
- Be experienced in all stages of the planning and delivery of engineering projects.
- Have excellent interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives.
- Have good experience of providing updates, presentations, and reports, taking feedback, and ensuring any learning from same is used to enhance outcomes.
- Have experience of managing finances and budgets and ensuring value for money.

## COMPETENCIES

Key competencies for the post of **Executive Construction Project Manager** 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.

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| **MANAGEMENT & CHANGE** | • **Strategic Ability**<br>Thinks and acts strategically. Translates strategy into operational plans and outputs. Demonstrates innovation and creativity to secure successful strategic outcomes.<br>• **Political Awareness**<br>Has a clear understanding of the political reality and context of the organisation and develops and maintains positive, productive, and beneficial working relationships with all stakeholders.<br>• **Bringing About Change**<br>Effectively manage the introduction of change and demonstrate flexibility and openness to change. Influences others and fosters commitment to change. |
| **DELIVERING RESULTS** | • **Problem Solving and Decision Making**<br>Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.<br>• **Operational Planning**<br>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.<br>• **Managing Resources**<br>Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.<br>• **Delivering Quality Outcomes**<br>Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet and/or exceed required standards. Evaluates outcomes achieved, identifies learning, and implements. |
| **PERFORMANCE THROUGH PEOPLE** | • **Leading and Motivating**<br>Motivates others individually and in teams to deliver high-quality work and customer focused outcomes. Leads by example in terms of commitment, flexibility and a strong customer service ethos.<br>• **Managing Performance**<br>Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.<br>• **Communicating Effectively**<br>Recognises the value of communicating effectively with all employees. Actively listens to others. Has high effective verbal and written communication skills. |

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| **PERSONAL EFFECTIVENESS** | • **Relevant Knowledge**<br>Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge and understanding required for the role.<br>• **Resilience and Personal Well Being**<br>Demonstrates appropriate and positive self–confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.<br>• **Integrity**<br>Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.<br>• **Personal Motivation, Initiative & Achievement**<br>Is enthusiastic about the role and sets challenging goals to achieve high-quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance and can be improved. |

# Executive Construction Project Manager

## 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. Citizenship**

Candidates must, by the date of any job offer, be:

**(a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
**(b)** A citizen of the United Kingdom (UK); or
**(c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
**(d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
**(e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
**(f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

**4. Education, training, experience, etc**

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

**(a)** **(i)** hold at least an ordinary bachelor's degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in Construction Management, Engineering or a related discipline relevant to the post;

**OR**

**(ii)** hold an ordinary bachelor's degree (level 7 or higher on the National Framework of Qualifications (NFQ)) **AND** a post graduate master's degree (level 9 in the NFQ) in Construction Management, Engineering or a related discipline relevant to the post;

**(b)** have at least five years satisfactory experience relevant to the role after attaining the qualification referred to under 4 (a) (i) and (ii) above.

**(c)** possess a high standard of technical training and experience appropriate to the nature of the role, including administrative experience;

**(d)** have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

# PARTICULARS OF EMPLOYMENT

## 1. The Post

The post is wholetime (i.e. 35 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 current working hours are 35 hours per week, Monday to Friday. A flexible working system is in operation. Longford County Council reserves the right to alter the hours of work from time to time.

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 employees to record their hours using a Clocking system.

## 5. Reporting Arrangements

**Executive Construction Project Manager** 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 **Executive Construction Project Manager is €60,858 - €84,596 (LSI2)** gross per annum (**Circular EL 04/2026)**, 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 **Executive Construction Project Manager** is **30 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.

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.

## 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. 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.

## 13. 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.

## 14. Outside Employment

The position is whole-time, and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

**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. Applications must be completed in **typed format**.

   **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 **4pm Friday, 4th December 2026.**

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 3356 / 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. Changes to your contact details that occur during this recruitment campaign should be notified by email to hrrecruitment@longfordcoco.ie

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

**Correspondence in relation to all aspects of this competition will be primarily via email.**

## 2. Selection Process

***Stage 1 – Submission of Application Form via email***

Candidates interested in applying for the position of **Executive Construction Project Manager** 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 **4pm Friday, 4th December 2026.**

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 **Executive Construction Project Manager** 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 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 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 **Executive Construction Project Manager** 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 **Executive Construction Project Manager** 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.

## 1. 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.

## 2. 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.

## 3. 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.

## 4. 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*.

## 5. 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.

## 6. 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.

## 7. 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.

## 8. 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 Executive Construction Project Manager

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.
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