



Comhairle Contae
an Chabháin
Cavan
County Council

CANDIDATE INFORMATION BOOKLET

IS Project Leader (Business Systems & Digital Development). (Grade VII)

Closing date for receipt of applications:
Wednesday 1st May, 2024 at 5.00pm

Human Resources Department
Cavan County Council

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Cavan County Council

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building, roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives.

In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

The Competition

The Position

Cavan County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent and fixed-term contract vacancies for the position of Information Systems (IS) Project Leader (Business Systems & Digital Development) shall be drawn. The role may also encompass duties in operations, cyber-security & service delivery functions.

The Information Systems Project Leader (ISPL) is a senior, technical management post within the IS department and the successful candidate will report to and work closely with the Head of Information Systems.

From a technical competency perspective, a key requirement of the successful candidate will be that they have significant, recent, demonstrable, hands-on business and digital skills (from a design and implementation perspective). Required technical skills are detailed in subsequent sections of the booklet.

Purpose, Duties and Responsibilities

The successful candidate will be responsible for bringing about digital transformation and moving traditional business processes to more efficient and effective digital solutions.

- Manage a team that are responsible for information systems and digital development.
 - Develop and implement a comprehensive digital transformation strategy that embraces innovation and digital adoption.
 - Identify, evaluate, and recommend relevant digital technologies and solutions.
 - Oversee the implementation of digital tools, systems, and platforms to improve efficiency and effectiveness.
 - Ensuring a strong focus on Business Process improvement and Change Management including analysing requirements (both functional and technical).
 - Analysis and design of business processes and translation of business needs into technical requirements.
 - Design, procurement, implementation and support of new and existing systems and applications.
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- Assessing information security and data protection risks which may include assisting in preparation of Data Processing Impact Assessment and vendor risk assessments, security design workshops, and solution evaluation for new and existing systems.
- Providing expert advice and support on best practice, including, application development, user and identity management and, information systems controls
- Other Responsibilities may include:
 - supplier relationship management with vendors and other service providers including hosted services, Office of Government Procurement, etc.
 - License management and compliance for security platforms and systems
 - Point of contact for escalation of Service Desk issues
 - Budget management and business planning
 - Performance management and development
 - Procurement of services and technologies in line with Council policy
- Compliance with Health & Safety policies and procedures
- End user & stakeholder communication
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

Qualifications for the Post

Character

Each candidate must be of good character.

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

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. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical Advisor prior to appointment.

Education and Experience

Candidates must have, on the latest date for receipt of completed applications:

- (i) **A)** A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree) in a relevant computing discipline **and** at least 4 years direct relevant, recent ICT hands-on experience from your employment to date*

OR

B) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken in the final year **and** at least 5 years direct relevant, recent ICT hands-on experience from your employment to date*

OR

C) A Level 7 NFQ major award qualification in a relevant computing discipline **and** at least 5 years direct relevant, recent ICT hands-on experience from your employment to date*

OR

D) A Level 6 NFQ major award qualification in a relevant computing discipline **and** at least 6 years direct relevant, recent ICT hands-on experience from your employment to date*

And

- (ii) have satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

* Relevant ICT hands-on experience should include, but is not limited to:

- | | |
|-----------------------------|--|
| - CRM Solutions | - M365 suite |
| - Cloud computing | - Document Management Solutions |
| - Power BI & Power Automate | - Work flow management. |
| - SQL Server. | - Business process design. |
| - MS Sharepoint. | - Backup and recovery systems |
| - Artificial Intelligence | - Cyber security best practice and standards |

Requirements, Knowledge and Skills

Whilst the ISPL is a team leading / managerial position in the IS Department, a key requirement of the successful candidate will be that they have significant, recent, demonstrable digital transformation skills (both from an implementation and support perspective).

Technical Requirements, Skills and Other Requirements:

Candidates must demonstrate, through their application form, and at the interview, that they:

- Have the technical proficiency, and hands-on experience in the implementation, configuration and support of Microsoft technologies including O365, Power BI, Sharepoint and Power Automate.
- Proven experience in designing and delivering secure, resilient and scalable digital solutions.
- Can take existing business processes and successfully manage their transition to digital solutions.
- Understands the challenges of change implementation and works proactively to address and overcome such challenges.
- SQL Server Databases and database design.
- Have excellent problem solving and troubleshooting skills and sees issues to resolution.
- Have excellent project management capabilities.
- Have the ability to deliver results on time and to a high standard.
- Have good interpersonal skills and able to establish positive relationships with staff of the Council, Councillors, partners, external agencies and suppliers etc.
- Have well-developed presentation and negotiation skills: able to communicate clearly and confidently with staff and stakeholders both orally and in writing.
- Have excellent analytic and organisational skills.
- Are proactive, takes ownership, a self-starter, able to follow through without supervision.
- Are confident in their abilities, can work under pressure and to tight deadlines.
- Are committed to self-development and be enthusiastic about acquiring new skills and embracing new technologies.

The IS Project Leader appointed will be under the direction and control of the Head of Information Systems or other officer designated by the Chief Executive. They must undertake those duties as assigned to them by their Supervisor.

Miscellaneous Provisions

Salary

Salary scale: €55,847 – €72,602 per annum (EL 02/23). Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage.

Hours of Work

The normal working hours will be 35 hours per week. Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties, etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended. You may be required to complete a time-sheet in accordance with the Organisation of Working Time Regulations, 2001.

Start Date

Cavan County Council shall require a person to whom an offer of employment is made to take up an appointment within a reasonable period of time, usually two months from date of offer, to meet the organisational requirements of the Council. Cavan County Council reserves the right to withdraw its offer in the event that an appointment is not taken up within such a period.

Leave

30 days per annum

Sick Leave

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

Probation

The following provisions will apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be 12 months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

Travel

It is desirable that holders of the post should hold a full driving licence for class B vehicles and shall be required to drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Cavan County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

Residence

The person holding the office must reside in, or at an address convenient to performing the role/function as approved by the Chief Executive.

Safety and Welfare

The holder of the post shall co-operate with the terms of Cavan County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Garda Vetting

Successful candidates may be subject to Garda Vetting in advance of appointment to the position.

Outside Employment

The officer may not engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

Superannuation Contribution

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). A person paying Class A rate of PRSI who becomes a pensionable officer of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Communications

Cavan County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing jobs@Cavancoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Employee Benefits

Examples of some of the current Employee Benefits include:

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- The Council's Blended Working Policy
- A range of Family Friendly Policies
- Cavan County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Cavan County Council's Social Club
- Automatically entered into a pension scheme
- Access to the services provided under Cavan County Council's Employee Assistance Programme

Application Process

Application forms are available on our website.

Completed application forms together with scanned copies of relevant qualifications and driver licence should be emailed directly to jobs@cavancoco.ie no later than 5pm on Wednesday 1st May, 2024.

Please note that amendments to the application form will not be accepted after the closing date.

All further correspondence will be through your confirmed email address supplied on your application form.

Selection Process

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

** Please note that Cavan County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Before you Proceed

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

Submission of Application Form

Applicants are invited to submit application forms in order to apply for the position. Application forms are available on Cavan County Council's website. The information submitted on the application form will then be used to shortlist applications.

Applications must be made on the official application form and all sections must be completed in full. While completing the application form, accuracy is essential. All forms must be clearly legible and in electronic format.

Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position. If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Short-Listing

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Cavan County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Cavan County Council considers that it would be reasonable not to admit all the persons to the competition, Cavan County Council may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Interview Stage

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Cavan County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Cavan County Council will not be responsible for refunding any expenses incurred.

Cavan County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Cavan County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Cavan County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Cavan County Council considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

<p>Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
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<p>Delivering Results</p>	<p>Aligns the project with organisation goals. Able to think strategically to align team goals with the needs of the organisation. Proactively identifies areas for improvement and develops practical suggestions for their implementation. Ensures compliance with legislation, regulation and procedures</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
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Performance through People	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Communicating Effectively Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
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Personal Effectiveness	<p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Qualification and Knowledge Keeps up to date with current development, trend and best practise in area of expertise and responsibility, keeps up to date with the qualification and knowledge necessary for the role, shares information, knowledge, experience and learning with others and demonstrates an understanding of components of the job.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p>
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Pre-Employment Checks

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

Fine Print

General Information

1. Cavan County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Cavan County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Cavan County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality:** Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Cavan County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2004.
6. **Deeming of candidature to be withdrawn:** Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
7. **Data Protection:** 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. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Cavan County Council's privacy statement which can be found at <http://www.Cavan.ie/Data Protection/>
8. **Candidates should note that canvassing will disqualify.**

Terms and Conditions

Your attention is drawn to this important information. By submitting an application or attempting any assessment you are agreeing to be bound by the terms set out below:

1. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
2. 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.
3. A third party must not impersonate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
 - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
 - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
4. 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 Cavan County Council is satisfied that such a person fulfils the essential requirements.

Frequently Asked Questions

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

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Cavan County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to jobs@cavancoco.ie.

2. What happens if I cannot attend a particular stage of the competition?

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Cavan County Council cannot change dates and times of any particular stage of the process.

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

Cavan County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a short listing process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

4. What happens on completion of the shortlisting process?

Cavan County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

5. What happens after undertaking the final interview?

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

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

Cavan County Council will contact you when necessary at each stage of the competition by email.

It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing jobs@Cavancoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Cavan County Council. Cavan County Council accepts no responsibility for communication not accessed or received by an applicant. General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[Cavan County Council Website](#)



[Cavan County Council Facebook](#)



[Cavan County Council Twitter](#)



jobs@Cavancoco.ie