



Cavan County Council

Comhairle Contae an Chabháin

**Candidate Information Booklet
For**

**SLÁINTECARE LOCAL COMMUNITY
DEVELOPMENT OFFICER**

&

HEALTHY COUNTY COORDINATOR

(Administrative Officer Grade VII)

Closing Date:

5 p.m. Monday 27th October 2025

Cavan County Council is committed to a policy of equal opportunity.

Contents

The Competition.....	2
Background Information	3
Job Requirements.....	9
Roles and Duties of the Sláintecare Local Development Officer Post.....	11
Roles and Duties of the Healthy Cities & Counties Coordinator Post	13
Desirable Requirements – Both Roles	15
Competency Framework & Requirements	17
Particulars of Posts	19
Recruitment process	23
Additional relevant information for applicants.....	25

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

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

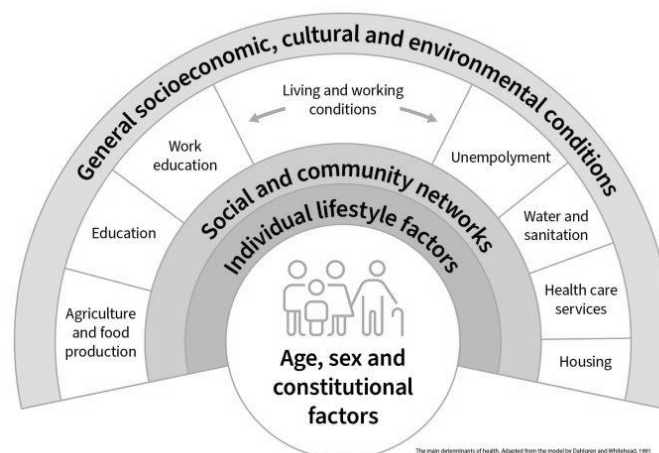
This Candidate Information Booklet is intended to provide information on both posts of Healthy County Coordinator (Grade VII) and Sláintecare Healthy Communities Local Development Officer Ireland (Grade VII) and the selection process and candidates are advised to familiarise themselves with the detailed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

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

Background Information

The Health and Wellbeing Division within the Department of Health has been instrumental in the development of the Healthy Ireland Programmes within Local Government. The Slaintecare Healthy Communities Programme and Healthy Cities and Counties Programme encourage local authorities to lead on health and wellbeing within their communities to bring about improved health and community wellbeing outcomes. This happens across the whole range of local government activities and services to help address what's called the wider determinants of health and wellbeing – what many people term the causes of the causes of what make people unhealthy. This growing focus and responsibility being given to Local Authorities for community well-being, encourages local government to join-up its effort at the local level leading to improved health and wellbeing outcomes.

The pathway to wellbeing begins well before healthcare ever becomes necessary and public health responsibility extends far beyond the health and social care systems – it also includes many aspects of society spanning the government, community and voluntary sector, private business and most importantly, local communities. In this regard, local government wields significant influence in enabling wellbeing improvements with responsibility for what's termed the determinants of health and wellbeing (see diagram) – these are the conditions in which people are born, grow, live, work, and age that influence their health and wellbeing outcomes. The Healthy Ireland Programmes play an important role in helping to understand the complex interplay of factors that are crucial in improving overall wellbeing outcomes in communities and encouraging local government to avail of the opportunities to address the public health challenges of today.



WHO European Healthy Cities

WHO Healthy Cities is a global movement working to put health high on the social, economic and political agenda of National and Local Governments. For over 35 years the WHO European Healthy Cities Network has brought together cities, municipalities and national networks across Europe providing political, strategic and technical support. The Healthy Cities movement has been a driver of change, creating healthier places that support the health and well-being of the people that use them. The Healthy Cities vision acknowledges the critical role that cities, counties and local governments play in tackling health and wellbeing issues through innovation, partnerships, and advocacy. Its approach seeks to put health and community wellbeing high on the political and social agenda and to build a strong movement for public health at the local level.

The WHO European Healthy Cities Network enters Phase VIII (2025-2030) with its overarching goal being to advance health, well-being, and equity for all by addressing health challenges through collaboration, innovation, and sustainability.

Core Themes of Phase VIII

Core Themes of Phase VIII

There are seven core themes that form the foundation of the Network's work in Phase VIII.

1. Investing in the **people** who make up our cities and places.
2. Designing urban **places** that improve health and well-being.
3. Promoting greater **participation** and partnerships for health and well-being.
4. Advancing community **prosperity** through a well-being economy.
5. Promoting **peace** and security through inclusive societies.
6. Protecting the **planet** from degradation.
7. Building resilience to effectively **prepare** for and prevent and respond to health crises.

The goals of Phase VIII are intended to align with the core themes of Phase VIII and aim to be pursued in an integrated manner, encouraging local government to consider the interconnectedness of social, environmental, economic, and political determinants of health in their local planning and implementation.

The goals for Phase VIII are as follows:

Goal 1: Advance health equity by addressing inequities in systems, services, and health outcomes

Goal 2: Build sustainable urban environments that safeguard health, ensure safety and peace and equipped to prevent, withstand and recover from climate, health, conflict-related, and other crises

Goal 3: Foster thriving communities by promoting mental well-being, encouraging active participation, and supporting local economies that enhance quality of life across the life course.

The National Healthy Cities & Counties of Ireland Network and the cities of Limerick, Cork, Waterford and Galway were accredited to the Network for Phase VII and the goals and themes proposed for Phase VIII will be significant guiding principles within the work programme for the Sláintecare Healthy Communities and Healthy Cities and Counties Administrative Officer positions.

National Healthy Cities & Counties of Ireland Network

The National Healthy Cities & Counties of Ireland Network is an initiative that brings together City and County Councils across the country through the Healthy Cities & Counties Programme to create collaborative and sustainable actions that improve wellbeing outcomes. The National Network has a focus on strengthening the capacity of local government to lead on improving health and wellbeing outcomes and address key health determinants areas at the local and regional level and with regard to specific thematic health and wellbeing areas of interest. The 31 Local Authorities are clustered on a Regional Assembly basis and come together regularly online and in-person for training, planning and networking opportunities. A cross-government steering committee supports the Network's work through enabling the Healthy Cities and Counties Programme to serve as a catalyst for regional and local implementation of the Healthy Ireland Outcomes framework, the Sláintecare Health reform agenda and relevant elements of the Programme for Government: "Securing Ireland's Future", ensuring strong alignment with National priorities. The Minister for Public Health and Wellbeing is the Political lead for the National Network.

Health and Wellbeing Sub-Committees

The Health and Wellbeing Sub-Committees, embedded within each Local Community Development Committee (LCDC) across Ireland's 31 local authorities, provide a key stable platform for delivering integrated community wellbeing action

and this aligns directly with the Cavan Local Economic and Community Plan (LECPs). The Healthy Ireland programmes link strongly with the Cavan Health and Wellbeing Sub-Committees to ensure local coherence in improving local wellbeing service delivery and empowering communities, designing services around place, co-benefits of climate action and public health and engaging and carrying out of joined strategic needs assessments to establish community priorities.

Healthy Ireland Outcomes Framework

The National Framework for Improved Health and Wellbeing, 2013-2025, was launched in 2013 to make Ireland a healthier place to live, work and play. It's four high-level goals were:

Goal 1: Increase the proportion of people who are healthy at all stages of life.

Goal 2: Reduce health inequalities.

Goal 3: Protect the public from threats to health and wellbeing.

Goal 4: Create an environment where every individual and sector of society can play their part in achieving a healthy Ireland.

A cross-government and cross-sectoral Healthy Ireland Strategic Action Plan, 2021-2025, was developed as a unified roadmap to achieving the high-level goals, with the Department of Health responsible for its strategic planning and implementation. A Healthy Ireland Fund (HIF) was established in 2016 to support implementing project activities that contributed to the Outcomes Framework and the Department of Health has since then, approved four HIF rounds. Round 4, is an outcome-based approach delivered by Local Authorities and though in its final year, has been extended out to 31st December 2026 to progress approved outcomes and the achievement of full spend under HIF Round 4 and also provide maneuverability for a new Outcomes Framework currently being worked on by the Department of Health which is planned for 2026.

Sláintecare Health Reform

Sláintecare represents one of the most significant transformation programmes undertaken in the State. In Ireland, there is a strong link between poverty, socio-economic status, and health. A concerted focus on addressing health inequalities is taken in implementing the Sláintecare Healthy Communities Programme which takes a geographical (place-based) approach with health-specific interventions offered by the Department of Health and HSE, while wider determinants of health initiatives are

delivered with the targeted communities through local Healthy Ireland and local authority structures.

Healthy Ireland Local Government National Office

A National Office to support both Healthy Ireland Programmes was established in 2022 and provides guidance and support to the local development officers/coordinators of the Healthy Ireland programmes across the 31 Local Authorities. This support includes establishment of the programmes in each local authority; relevant upskilling and training; problem-solving and setting up-processes to overcome implementation barriers and enabling effective linkage and liaison between local government and the Department of Health. The Office is hosted by Waterford City & County Council and the development of a practice-to-policy learning and development cycle, that is inclusive of local communities, to bring shared experiences, learning and challenges from local to national levels of relevant Government Departments is part of its brief. It offers strong enabling support to the Healthy Ireland positions encouraging research and innovation, EU programme participation and data and information gathering exercises that contribute to the implementation of both programmes within local government.

Healthy Cities and Counties Programme

The Healthy Cities & Counties Programme is a Department of Health funded initiative located within local government with a concerted focus on life-long wellbeing, prevention of illness; enabling wellbeing environments and the reduction of health inequities. More specifically, the programme highlights the important role and responsibility that local government has in enhancing community wellbeing outcomes.

The Healthy Cities & Counties Programme promotes a whole-of-local-government approach and seeks to demonstrate how coherent actions across the wider determinants of health and wellbeing areas of local government activity can produce benefits across broader development objectives and many other related policy areas. This alignment of health and wellbeing activity alongside other local government initiatives with shared objectives is important in driving coherence and collaboration across local government. The programme has a formal governance arrangement within the LCDC structure which gives it a strong platform from which to

build collaborative effort and support high level goal efforts within Local Economic and Community Plans.

The Healthy Cities and Counties Programme has a local Coordinator (Administrative Officer) placed within each of the 31 Local Authorities responsible for the delivery of the programme. A Healthy Ireland Fund secured from the Department of Health is provided to each Local Authority to help leverage activity in specific outcome areas. The fund is used to lever support for projects in specific outcome areas and its management and administration forms part of the overall work programme of the Coordinator. The primary work of the Healthy Ireland Coordinator is a collaborative and networking role to encourage implementation of key wellbeing determinant objectives within local government, explore resource and partnership opportunity locally, regionally and nationally to influence resource allocation flows to the Local Authority for wellbeing outcome focused projects, and seek out opportunity from a European perspective considering the WHO European Healthy Cities Network approach and relevant EU programme activity.

Sláintecare Healthy Communities Programme (SHCP)

Sláintecare Healthy Communities Programme is an initiative, led by Sláintecare and Healthy Ireland in the Department of Health, in partnership with cross-sectoral, national and local stakeholders. The goal of the Sláintecare Healthy Communities Programme is to improve the long-term health and wellbeing of people living in the most disadvantaged communities in Ireland. The aim of the Healthy Communities Programme is to identify specific areas in which high risk factors to the health and well-being of the population are particularly prevalent due to deprivation, with a view to implementing targeted initiatives to tackle these challenges from within these communities. This will be achieved through partnership with a range of stakeholders and through the provision of dedicated services to build sustainable improvements in the health and wellbeing of those of all ages living in these communities.

In the first phase of SHCP implementation, 19 areas were identified for inclusion and this will extend to 23 areas in 2026. Each programme area will have a Local Development Officer (Administrative Officer) which spans across 16 Local Authorities. The role of the Local Development Officer is to support and work with the local communities alongside the many community and statutory groups in the

designated areas and work with strategic partners to ensure that the communities are sustainable places to live, where everyone has access to the things they need to enjoy good health.

This Local Development Officer role addresses the wider determinants of health in a far more detailed manner and the role includes increasing awareness of the determinants of health concept within Local Government across areas of influence. The role also is an enabling one - working with other stakeholders at a local level to tackle health inequalities and tackle such issues on an intersectoral basis through collaboration with initiatives with shared objectives. Annual Seed Funding of €75,000 is provided to the Officer to leverage action and co-produce health and wellbeing interventions based on identified need.

Job Requirements

Sláintecare Local Development Officer (Administrative Officer Grade VII) and Healthy Cities & Counties Coordinator (Administrative Officer Grade VII)

Introduction

The Administrative Officer positions are assigned functional responsibility for the management of their respective Healthy Ireland Programme areas. The Administrative Officer is the primary point of contact and liaison with other sections in relation to all operational matters for the Healthy Ireland Programme for which they are responsible and other assigned duties/functions, depending on the organisational arrangements in place.

The post holder will work under the direction and control of the Senior Executive Officer or analogous grade or other officer designated by the Chief Executive or Director of Services as appropriate. The Administrative Officer is responsible for management of the day-to-day operations of the relevant programme and is a contributor to the strategic and policy making decisions of the local authority.

He/she will be expected to contribute to the development and implementation of policies and strategies and to work closely with the elected councillors, Oireachtas members and senior managers in delivering services to the highest standard.

The post holder may represent the Local Authority on committees and at meetings, including for example Municipal District meetings, Strategic Policy Committee meetings and may be asked to report on progress in his/her respective section or department. The post holder will be expected to support the operations of the elected Council, the Strategic Policy Committees, Municipal Districts and other Council Structures.

The job descriptions below outline the requirements for the two Administrative Officer (Grade VII) positions that operate within a multi-level governance environment—from municipal district and community level to national and EU levels. The postholder will be responsible for coordinating, influencing, and aligning activity across political, managerial, sectoral, and community domains, working at local, municipal district, plenary, regional, national and European levels.

The positions require professionals with the ability to coordinate, influence, and lead cross-sectoral and community initiatives that address health inequalities, promote prevention, and build resilient, inclusive place within their designated Local Authority.

Both roles will support the delivery of the emerging outcomes framework for Healthy Ireland in 2026, and the WHO European Healthy Cities Network (Phase VIII) objectives at local and regional levels. The roles prioritise actions to improve the wider determinants of health through local government's statutory and developmental responsibilities, with a strong emphasis on empowering communities, research and innovation, intersectoral collaboration, data management and evidence-informed decision-making.

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

The Sláintecare Local Development Officer will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Cavan County Council for the advancement of the Sláintecare Healthy Communities Programme.

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

Duties include inter alia:

- Work intensively with identified disadvantaged areas and marginalised groups to co-design health and wellbeing interventions that reflect local priorities.
- Apply principles of empowerment, participation, social justice, and equality in all aspects of planning and delivery.
- Work with relevant local Sláintecare Healthy Communities Programme services (e.g., HSE, family support, education providers) to ensure integrated and improved delivery of health and wellbeing initiatives promotion and support programmes.
- Use and gather relevant local datasets to target communities experiencing the greatest health inequities and build evidence case for resource allocation or intervention.
- Develop a 5 year Sláintecare Healthy Communities Work Programme based on local need and priorities- established from innovative and participatory community engagement and needs assessment exercises with Annual Action Plans comprising of seed funding to action local priorities.
- Map, align and leverage local authority activities that influence the wider determinants of health and include within relevant Healthy Ireland data gathering exercises.
- Advise elected members and senior executives on relevant policies and programmes related to health, equality, and wellbeing.
- Facilitate Community Health and Wellbeing Networks and support the development of local wellbeing forums, and wellbeing leadership initiatives within communities.

- Work confidently and sensitively with elected representatives, senior executives, and cross-sectoral leaders to address health and wellbeing inequalities.
- Act as a catalyst and connector across directorates and sections (e.g planning, transport, housing, environment, community) to align activity with health and wellbeing objectives.
- Champion whole-system, place-based, preventative approaches to health and wellbeing, working across local authority directorates and with external partners to create enabling environments that foster wellbeing for all.
- Explore resource mechanisms across all Government Departments and at EU level to address local community priorities.
- Leverage research, data, innovation, and WHO/EU collaboration to encourage local government leadership in improving health and wellbeing outcomes.
- Develop or contribute to funding bids in conjunction with communities to resource local priority initiatives.
- Capacity to influence, align, and coordinate across internal directorates and external stakeholders and demonstrate partnership management and stakeholder engagement skills e.g co-ordination of Sláintecare Healthy Communities Local Implementation Team.
- Use local data, research, and evidence to shape decisions and measure outcomes and .
- Represent the Local Authority in regional and national networks and international platforms such as the WHO European Healthy Cities Network.
- Drive whole-of-local-government, whole-of-community and whole-of-place approaches to wellbeing, focusing on the social, economic, environmental and cultural determinants of health.

Roles and Duties of the Healthy Cities & Counties Coordinator Post (Administrative Officer Grade VII)

The Healthy Cities & Counties Coordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Cavan County Council for the advancement of the Healthy Cities & Counties Programme.

The Healthy Cities & Counties Coordinator will report under the general direction of a Senior Executive Officer or any other officer as designated by the Chief Executive.

Duties include inter alia:

- Work intensively with communities of interest and place to co-design, develop, and implement locally tailored wellbeing initiatives.
- Apply principles of empowerment, participation, social justice, and equality in all aspects of planning and delivery.
- Work with relevant Healthy Ireland partners to ensure integrated and improved delivery of health and wellbeing initiatives and support programmes across the City/County Council.
- Use and gather relevant local datasets to target communities experiencing the greatest health inequities and build evidence case for resource allocation or intervention.
- Develop a 5 year Healthy Cities & Counties Work Programme based on local need and priorities- established from innovative and participatory community engagement and needs assessment exercises with Annual Action Plans comprising of Healthy Ireland Fund or similar funding to action local priorities.
- Participate in Regional Healthy Ireland Coordinator Cluster and National Network fora.
- Map, align and leverage local authority activities that influence the wider determinants of health and include within relevant Healthy Ireland data gathering exercises.
- Advise elected members and senior executives on relevant policies and programmes related to health and wellbeing and deliver relevant upskilling/enabling opportunities.
- Facilitate Local Authority wide/Regional Health and Wellbeing Networks and

support the development of local wellbeing forums, and wellbeing leadership initiatives within communities.

- Work confidently and sensitively with elected representatives, senior executives, and cross-sectoral leaders to address determinants of health activity within the local authority.
- Act as a catalyst and connector across directorates and sections (e.g planning, transport, housing, environment, community) to align activity with health and wellbeing objectives.
- Champion whole-system, place-based, preventative approaches to health and wellbeing, working across local authority directorates and with external partners to create enabling environments that foster wellbeing for all.
- Explore resource mechanisms across all Government Departments and at EU level to address local community priorities.
- Leverage research, data, innovation, and WHO/EU collaboration to encourage local government leadership in improving health and wellbeing outcomes.
- Develop or contribute to funding bids where appropriate in conjunction with communities to resource local priority initiatives.
- Capacity to influence, align, and coordinate across internal directorates and external stakeholders and demonstrate partnership management and stakeholder engagement skills e.g co-ordination of Sláintecare Healthy Communities Local Implementation Team.
- Use local data, research, and evidence to shape decisions and measure outcomes and .
- Represent the Local Authority in regional and national networks and participate in international platforms such as the WHO European Healthy Cities Network.
- Drive whole-of-local-government, whole-of-community and whole-of-place approaches to wellbeing, focusing on the social, economic, environmental and cultural determinants of health.

Desirable Requirements – Both Roles

1. Character

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

- be of good character with a friendly, open and outgoing disposition is essential
- have the ability to stay focused and resilient under pressure
- the capacity to interact effectively with local elected members and people from a broad range of sectors including local development/community organisations
- have the enthusiasm for meeting and working with a variety of people and groups on an on-going basis

2. Health

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

3. Education, Training, Experience, etc.

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

- A third-level degree (NFQ Level 8 or higher) in a relevant field such as community/sports development, youth work, social sciences, public health, social policy, public administration, planning, or related discipline.

A minimum of 2 years' relevant experience in any of the following:

- Local government, public sector, or similar roles involving strategic planning, project coordination, or community engagement.
- Work with disadvantaged communities or target populations to address social exclusion or inequality.
- Cross-sectoral coordination or partnership development.

- Policy development, research, or evaluation related to the determinants of health.
- Operating effectively within political, community and policy-making environments, demonstrating ability to work across boundaries of role, sector and geography.
- Project management and delivery, budgeting and performance-monitoring experience.

4. Knowledge, Skills and Attitude etc.

- Knowledge and understanding of Sláintecare Reform, Healthy Ireland Outcomes Framework.
- Experience of building, managing and nurturing partnerships and relationships across a wide 14 range of key stakeholders
- An understanding and/or experience of local government structures and political environment
- Facilitation and group-work skills.
- Understanding of those who experience health inequalities.
- Experience of report writing, strategic planning and funding application processes
- Effective communication skills.
- Excellent IT & administration skills, including MS Word, Excel & Power Point Experience in managing budgets and finances and experience with processing payments
- An understanding and/or experience in gathering qualitative and quantitative data, analysis, research and evaluation to policy and practice.
- Appreciation of use of social media and varied communication platforms
- Understanding of multi-level governance and/or experience of working across local, regional, national and European contexts.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Sláintecare Local Community Development Officer and Healthy County Coordinator. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

Key competencies for the posts are set out as follows:

Competency	
Knowledge, Skills & experience	<ul style="list-style-type: none"> • Demonstrates understanding of the role of Healthy Ireland Programmes and WHO European Healthy Cities Network in the context of wider local authority service delivery. • Demonstrate awareness of Community Development Principles and a strong understanding of the Social Determinants of Health to support delivery of Healthy Ireland priorities – with clear understanding of the roles that housing, transport, planning, environment, and social infrastructure play in shaping health and wellbeing. • Demonstrates knowledge & understanding of the structure and functions of local government and in particular working across boundaries and with elected members. • Demonstrates knowledge of current local government issues, future trends and strategic direction of local and national government and at WHO/EU level. • Has relevant administrative experience of compiling, preparing and presenting reports, and budget and financial and resource management skills. • Demonstrates knowledge and understanding of research methods, data management and innovative approaches to their work.
Management & Change	<ul style="list-style-type: none"> • Demonstrates experience in the management or coordination of cross-sectoral or cross-departmental initiatives that impact on community wellbeing. • Ability to lead change processes in partnership with internal

	<p>and external stakeholders.</p> <ul style="list-style-type: none"> • Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant stakeholder interests. • Demonstrates an understanding of local authority change dynamics, including political considerations and inter-agency working. • Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.
Delivering results	<ul style="list-style-type: none"> • Demonstrates Project planning and delivery skills—especially in settings involving multi-stakeholder coordination. • Proactively identifies problems, areas for improvement and contributes to solutions. • A strong focus on prevention, equity, and sustainability in local government or community service delivery. • Ability to use data, evidence, and performance indicators to monitor progress and inform resource allocation. • Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.
Performance through People	<ul style="list-style-type: none"> • Demonstrates effective skills in engaging and empowering communities, especially marginalised or underserved groups. • Demonstrates confidence in influencing political and executive leadership to support wellbeing priorities • Leads, motivates and engages others to achieve quality results. • Effectively identifies and manages conflict and potential sources of conflict. • Demonstrates capacity to foster trust, listen deeply, and navigate competing priorities.
Personal Effectiveness	<ul style="list-style-type: none"> • Commitment to equity, inclusion and community empowerment. • Demonstrates resilience, initiative, and a proactive approach to solving complex problems. • Maintains a reflective practice approach, learning from

	<p>experience, data, and feedback.</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Demonstrates a curiosity and openness to research, innovation, and EU opportunity. • Operates effectively in an environment with significant complexity and pace
--	--

Particulars of Posts

Type of Post

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

The particular duties and responsibilities attached to the posts may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The posts holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

Citizenship

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

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

family reunification and has a stamp 4 visa or

- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident.

Salary

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

The salary scale for the position of Administrative Officer is €60,011 - €78,015 (LSI 2) gross per annum, with annual increments subject to satisfactory performance via PMDS

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

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

Probation

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

There will be a probationary period of 12 months from date of employment,

The Chief Executive may at his or her discretion extend this period,

You shall cease to hold office at end of the period of probation unless during this period the Chief Executive has certified that your service is satisfactory.

Location of post

Cavan County Council reserves the right to assign the post holder(s) to any council premises, now or in the future subject to reasonable notice. Changes in location of

employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Superannuation

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

OR

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

OR

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

Retirement

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

Health

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

will be refunded to the candidate.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Driving Licence

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification

Residence

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

References

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

In advance of any offer of employment, Cavan Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Hours of work

The working hours at present provide for a five-day, thirty-five hour working week. A flexible working hours' system is in operation and may be availed of subject to the terms and conditions of the Flexitime Policy. The post(s) entails a wide range of duties which require maximum flexibility. The Council reserves the right to alter the hours of work from time to time.

Sick Leave

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

Annual Leave

Annual leave entitlement for the position will be 30 days per annum. Cavan County

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

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take up such appointments 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, Cavan County Council shall not appoint them.

Start date

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

Recruitment process

Stage 1: Closing Date for Submission of Application Form

- Applications together with **scanned copies of relevant qualifications and driving licence** should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 27th October, 2025**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- 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.

Stage 2: Shortlisting:

Cavan County Council reserves the right to shortlist applicants. 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. You will be contacted in relation to any interview dates & times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The interview board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Communications

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

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 postal 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 she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third

party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Additional relevant information for applicants

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue, or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Administrative Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

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 of the successful candidate