

# Candidate Information Booklet

## Administrative Officer

**Closing Date:**

**5.00 pm Thursday 12<sup>th</sup> March 2026**

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

This competition is being managed by:

*Recruitment Desk  
HR Section  
Wexford County Council  
053 919 6164  
E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

## **BACKGROUND**

Wexford County Council is a dynamic and forward thinking local authority, ahead of the curve in providing opportunities for career progression, challenging and rewarding work experiences and a supportive work environment. Local Government effects change for the people and communities in a very real way. If you want to influence change in Irish society, if you want to improve life in local communities, and set high standards for public service then a career with Wexford County Council may be for you.

Wexford County Council's work is guided by the Corporate Plan (2025 – 2029), which sets out a clear vision and values for the work of the Council, placing leadership, inclusion, sustainability and democracy at the heart of everything we do.

The Corporate Plan can be viewed here: [Corporate Plans | Wexford County Council](#)

Wexford County Council is committed to delivering high quality public services by working collaboratively with strategic partners, businesses and communities. The Council has an annual revenue budget of €183m for 2026 and delivers a broad range of public services including social housing, transportation infrastructure, environmental protection, rural water, recreation, economic development, amenity and cultural services such as the arts and public library service. Internal services include Finance, ICT, Human Resources and Corporate Affairs.

Wexford County Council also recognises the importance of work life balance for our staff and in addition to statutory entitlements provide initiatives including flexi time, work-sharing, together with generous annual leave allowances. The Council provides a free and confidential Employee Assistant Programme and has an internal coaching programme offering free confidential professional coaching to all employees. We provide learning and development opportunities across the organisation and are committed to supporting professional growth.

We facilitate a 'Cycle to Work' Programme, and facilitate deductions at source for payments such as Social Club Contributions, Trade Union Subscriptions, Health Insurance and Banking Institutions and operate a Christmas savings scheme. Our staff social club organise regular events.

## **OUR VISION:**

Our Vision for Wexford - a progressive and inclusive county that values its people and heritage, celebrates its natural beauty, prioritises sustainability and where our communities take pride in their shared future.

## **OUR VALUES:**

We value **Leadership** - where through our ambition, creativity and courage, we offer a model for quality and positive impact, in pursuit and achievement of change through implementing our functions and operations.

We value **Inclusion** - promoting equality, social justice, and a sense of belonging, with recognition for diversity. We will be flexible in adapting for specific needs, enabling choice and autonomy.

We value **Sustainability** - fostering a green future, fair transitions, and balance across social, economic and environmental priorities, where climate change is addressed, mitigated and adapted for, benefitting all, across current and future generations.

We value **Democracy** - championing representation, where elected members effectively represent and govern, participation, where communities have a say in decision-making, and consultation, where communities shape and inform responses to their needs and aspirations.

We are seeking individuals who are passionate about public service, ready to contribute to Wexford's ongoing development, who can provide strong leadership, think strategically, and contribute to shaping the future direction of the organization. By joining Wexford County Council, you will play an important role in supporting the delivery of quality services and contributing to the continued success and development of the county and its communities.

If you are an experienced manager of personnel and operations, who is committed to excellence in service delivery, innovative service design and customer service, we want to hear from you.

## **DESCRIPTION OF THE POST**

The Administrative Officer is a middle-management position within the local authority and the most senior grade within the five-tier administrative structure. The administrative structure ranges from the entry grade of Clerical Officer at Grade III through to Administrative Officer at Grade VII.

An Administrative Officer will generally report to and work under the direction and management of a Senior Executive Officer or Director of Services. From time to time, the Administrative Officer may be required to deputise for senior staff.

Within the Administrative Officer's department or section, Clerical Officer, Assistant Staff Officers, Staff Officers and Senior Staff Officers report to the Administrative Officer.

## **ADMINISTRATIVE STRUCTURE:**



An Administrative Officer is responsible for the efficient management, direction and deployment of resources for the department or function to which they are assigned. The Administrative Officer will generally work in a multi-disciplinary team to deliver both public facing and/or internal services. Public facing (Frontline) services include social housing, transportation infrastructure, environmental protection, rural water, recreation, amenity and cultural services such as the arts and public library service. Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

The Administrative Officer is the primary point of contact with other sections for service delivery for their area of responsibility.

An Administrative Officer is expected to contribute to strategic and policy making decisions of the Council, and to review, develop and implement plans, policies and progressive strategies within the local authority. This may involve conducting research and consulting with statutory, local development, and social partners. The Administrative Officer works closely with senior management, elected representatives, external agencies and relevant stakeholders to deliver services to the highest standard.

The overall purpose of the role is to assume responsibility, under general direction, for a large section or area of this organisation's activities. This normally includes the management of staff.

The Administrative Officer is an operational team leader, a crucial link between frontline staff and senior management with responsibility for resource management and service delivery. The ideal candidate must be knowledgeable and experienced in managing human and financial resources, highly motivated and able to work independently, and be committed to excellence in all aspects of the role.

Wexford County Council offers a diverse range of opportunities at Administrative Officer level. Roles assigned to staff at Administrative Officer level will include, but are not limited to:

- Homeless Services Co-Ordinator
- Sláintecare Co-Ordinator
- Healthy Ireland Co-Ordinator
- District Administrator (in one of the 5 Municipal Districts)
- Middle-management and administrative role within a Directorate e.g. Housing, Environment, Planning, Human Resources, Economic Development, with responsibility for supervising up to approximately 20 staff members

### **Panel Formation**

Recruitment arrangements to this grade will now be on the following basis:

The Council will form three separate panels of suitably qualified candidates to meet the requirements agreed nationally of the ratio of posts to be confined to the local authority sector, open and those confined to Wexford County Council staff. The order of candidates placed on each of the three panels is determined by where they were placed on the overall Order of Merit List.

**Panel A** (Confined to the Local Authority Sector) will comprise of successful applicants in order of merit from within the Local Authority Sector only i.e. candidates serving in a local authority or Regional Assembly (where applicable). **50% of appointments will come from this panel.**

**Panel B** (Open) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants. **30% of appointments will come from this panel.**

**Panel C** (confined to employees of Wexford County Council) will comprise of all successful applicants in order of merit from within Wexford County Council. **20% of appointments will come from this panel.**

## **ESSENTIAL REQUIREMENTS FOR THE POST**

### **1. CHARACTER:**

Candidates shall be of good character.

### **2. HEALTH:**

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

### **3. EDUCATION, TRAINING, EXPERIENCE, ETC. :**

Each candidate must, on the latest date for receipt of completed Application Forms:

#### **Applicants for Panel B (Open)**

- (i) (a) have obtained at least a Grade D (or a Pass) in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination, or Leaving Certificate Vocational Programme including Irish and/or English, and one of the following: Mathematics, Accounting, Business Organisation or Economics,

**and**

- (b) have obtained at least a Grade C (or Honours) in Higher Level (or Honours) Papers in three subjects in that examination (or two subjects if Irish and / or one of the following is included: Mathematics, Accounting, Business or Economics), **or**

- (ii) have obtained a comparable standard in an equivalent examination, **or**

- (iii) hold a third level qualification of at least a degree standard, **and**

- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff

#### **Confined Competition (Panels A and C as appropriate)**

- (v) (a) be a serving employee of a Local Authority or Regional Assembly, and have not less than two years satisfactory experience in that post or in a post at a level not lower than that of Clerical Officer or analogous post, **and**
- (b) have satisfactory experience in administrative procedures, including adequate practical experience of work of an executive nature, office organisation and control of staff

#### **4. 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.

#### **THE PERSON**

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will be able to demonstrate the following:

- A proven and trusted capacity to contribute to the development and delivery of strategic objectives, including through implementation of change programmes and service improvements;
- A satisfactory knowledge of the structure and function of local government, current local government issues, future trends and strategic direction of local government, and an understanding of the role of the Administrative Officer in this context;
- An understanding of Wexford County Council's strategic objectives, internal and external stakeholders, and a track record of successful stakeholder engagement;
- A strategic thinker with an ability to understand how national policies apply to this Local Authority and to draft effective policy documents and local legislation;
- Capability in delivering the full range of quality services and implementing policy decisions;
- Enthusiasm for the role of the Council and its impact on the community, and an ability to represent the Council with integrity;
- Relevant administrative experience at a sufficiently high level: Be able to plan and promote work effectively, work to tight deadlines, have a strategic approach in formulation and delivery of key policy objectives;

- Experience of managing resources and utilising data to ensure effective service design and delivery;
- A clear track record that demonstrates a high level of competencies in the management of staff and projects;
- Strong interpersonal and communication skills and an ability to build relationships with individual departments and with individuals within departments;
- An ability to work within and, where necessary, lead multi-level and multi-disciplined teams and have the ability to motivate, empower, and encourage employees to achieve maximum performance;
- Experience leading and managing diverse teams, enhancing employee engagement, creating a culture of innovation and personal responsibility;
- Knowledge of the management of financial resources within a budgetary control framework;
- A good knowledge and awareness of Health and Safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace;
- Ability to deputise at senior level.

## **DUTIES OF THE POST**

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The duties shall include but are not limited to:

- Identify opportunities and implement strategies to meet and to expand or improve the range, quantity, or quality of existing services. Make recommendations within areas of expertise to senior management about the shaping and implementation of policy;
- Identify, agree, and initiate relevant projects, work programmes, targets, and deadlines and ensure their subsequent implementation in line with Wexford County Council's objectives. Evaluate their success relevant to various strategies and plans;
- Promote the co-ordination and integration of service delivery between local government, voluntary, public sector, and local development bodies operating within the local authority's area, especially in relation to cross-sectoral, community and business interests;
- Use performance indicators effectively as appropriate to evaluate success of implementation of strategies, policies, projects, work programmes;



- Ensure full compliance with the organisation's policies and procedures, that practices and standards are in compliance with good governance, legislative regulations, local government circulars and guidance;
- Provide high-level administrative support based on a thorough understanding of the overall workings and policies of a section.
- Manage and supervise staff, assign duties and workload, up to the position/grade of Senior Staff Officer or analogous grades and to ensure the training and development of such staff; and to take responsibility for the performance of multi-level staff.
- Promote ongoing support to staff in the department/section, including handling day-to-day issues and identifying training and development needs.
- Manage finance and budgets and ensure value for money: Prepare budgets and be responsible for the day-to-day financial management of capital and operational expenditure in the department/section, including maximising funding opportunities where appropriate and ensuring all available funding is availed of, drawn down, and recouped within appropriate timeframes.
- Deliver change programmes aligned to organisational objectives.
- Continuously monitor existing procedures to ensure they comply with best practice and develop new/improved procedures where appropriate.
- Represent the Council at a variety of meetings. Attend meetings of elected Council members and committees regarding the activities of the relevant department/section.
- Attend inter-departmental meetings on behalf of the section to which you are assigned. Work on inter-departmental teams concerned with introducing organisational change.
- Organise and facilitate effective internal and external meetings and participate and engage in discussions as appropriate.
- Establish and maintain effective working relationships with employees, managers in other departments, senior managers, customers, elected representatives, external agencies as appropriate to the activities of the section.
- Deputise for senior officers as required.
- Attend Court as a witness for the Council as required.
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.

## **COMPETENCIES FOR THE POST**

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

### **Management and Change:**

Displays the ability to think and act strategically, ensuring that functional responsibilities are aligned with the purpose, mission and vision of Wexford County Council. Demonstrates leadership in driving innovation, embracing change and enhancing service delivery.

#### **Strategic Ability**

- Contributes to the development and implementation of corporate strategies and policies.
- Develops ambitious operational plans and implements good governance practices that support the Council's strategic objectives.

#### **Bringing About Change**

- Identifies and implements opportunities for service enhancement through innovative and efficient solutions.
- Fosters a culture of continuous improvement and creativity by encouraging ideas from colleagues and service users.
- Recognises that people react differently to change, and manages this accordingly to overcome resistance to change.

#### **Networking and Representing**

- Builds, maintains and leverages professional networks and maintains positive and productive relationships with internal and external stakeholders to enhance collaboration and service delivery.
- Represents the Council positively and promotes its values and achievements with integrity and professionalism.

### **Delivering Results:**

Acts decisively and makes timely, informed and evidence-based decisions. Focuses on achieving quality outcomes and improving service delivery in line with corporate priorities. Demonstrates accountability for resource management and operational effectiveness.

#### **Problem Solving and Decision Making**

- Analyses information critically to make informed, effective and timely decisions, and shows good judgement and balance in making decisions.
- Considers cross-departmental and inter-agency implications in decision making.

#### **Operational Planning and Managing Resources**

- Translates Annual Service Delivery Plan and Team Plan objectives into practical and clear priorities and actions for their area of operation.
- Plans and monitors work to ensure objectives are met within deadlines and budget constraints.

- Manages the allocation and use of financial, human and physical resources effectively to achieve value for money.
- Ensures compliance with legislation, regulation and procedures.

#### **Delivering Quality Outcomes**

- Strives for excellence and continuous improvement in public service delivery.
- Evaluates processes and outcomes to identify learning and implement improvements.
- Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.

### **Performance Through People:**

Leads, motivates and engages others to achieve high performance and deliver quality results. Creates a culture of accountability, innovation and teamwork.

#### **Leading and Motivating**

- Inspires and empowers others through clear direction, effective communication, and recognition of performance.
- Leads by example to motivate staff in the delivery of high-quality outcomes and customer service.
- Creates a positive work environment where staff are encouraged to develop and innovate.

#### **Managing Performance**

- Manages the role, performance and contribution of each staff member for whom they are responsible to achieve operational plans, targets and objectives.
- Builds and leads diverse, productive teams with clear roles and responsibilities.
- Manages underperformance constructively and promotes continuous learning and development through PMDS.
- Acts as an effective link between staff and senior management.

#### **Communicating Effectively**

- Demonstrates clear and persuasive verbal and written communication, adapting their style to suit the audience and context.
- Actively listens and seeks feedback to ensure mutual understanding and collaboration.

### **Personal Effectiveness:**

Manages their time and workload effectively, strives to pre-empt problems, create new opportunities and exceed goals in service delivery.

- Remains calm under pressure and has the ability to manage the delivery of multiple tasks and projects concurrently.
- Strives to perform at a high level, investing significant energy to achieve agreed objectives. Takes initiative and seeks opportunities to exceed goals in service delivery.
- Manages their time effectively, focusing on essential tasks and responsibilities. Operates effectively in an environment with significant complexity and pace.
- Is positive and enthusiastic about the role and is motivated in the face of difficulties and obstacles.

In addition to the competencies above, candidates called for interview **will be assessed** on the following during the course of the interview:

#### **Knowledge and Understanding:**

Possesses knowledge and understanding of the role of Administrative Officer, the challenges facing the local government sector, and possesses skills relevant for the position.

- Knowledge and understanding of current local government issues and advocating practical approaches to addressing them
- Clear and realistic views of future trends and strategic direction of local government
- Understanding the structures and environment within which the local authority sector operates and the role of the AO in this context
- Has proven experience across a broad range of resource management including HR, finance and IT

### **SELECTION PROCESS**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible. (*see note at the end of this document in relation to completing online application form*)

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie) no later than the closing date and time of: **5.00pm Thursday, 12<sup>th</sup> March 2026**

#### **The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

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 to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie).**

## **CONDITIONS OF SERVICE**

### **1. Tenure:**

The post is whole-time, permanent and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

All persons who become pensionable employees 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 their 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 dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

### **2. Probation:**

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply:-

- (a)** there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b)** such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;
- (c)** such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

**3. Salary:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

**€60,611 - €78,795 (2<sup>nd</sup> LSI)**

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

Appointees who are not existing public servants will enter at the minimum point of the scale.

**4. Health:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

**5. Retirement / Superannuation:**

Single Public Service Pension Scheme:

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.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid. In all other cases, 60 years is the minimum retirement age, with 65 years being the maximum retirement age.

**6. Residence:**

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

This competition is being run by Wexford County Council. For general queries, please contact the following:

*Recruitment Desk  
HR Section  
Wexford County Council  
053 919 6164*

*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

### ***Notes for completing the online application form:***

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet points

### **Additional Relevant Information**

- 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.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**  
The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your 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.

- **Former Public Service Employees**

Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

- **Incentivised Scheme for Early Retirement (ISER):**

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

- **Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010, dated 1<sup>st</sup> November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

- **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduces, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

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

**WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**