



**COMHAIRLE CHONTAE LIATROMA  
LEITRIM COUNTY COUNCIL**

**Candidate Information Booklet**  
(Please read carefully)

**Post of:**  
**Data Protection / Freedom of Information Officer**  
**(Grade VII Analogous)**

**Closing Date: 4:00 p.m. Thursday 5<sup>th</sup> March 2026**

**Important Notes**

Completed Application Form ***inclusive of all other required documentation*** must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie)

Please quote '**Data Protection / Freedom of Information Officer Application**' followed by your **name** in the subject line of the email

**Note:** Hard copy Application Forms will not be accepted

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## General Information

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

## The Role

The Data Protection / Freedom of Information Officer has primary responsibility for overseeing the Council's compliance with Data Protection and Freedom of Information legislative and regulatory requirements, and adherence to principles of good corporate governance. As part of the Council's Corporate Services business unit, the successful candidate will effectively oversee and manage all aspects of Information Management and Data Protection governance, with specific responsibility for the role of Data Protection Officer / Freedom of Information Officer for the Council.

The successful candidate will advise and monitor Leitrim County Council's adherence and compliance with GDPR, Data Protection and Freedom of Information legislation, and act as a point of contact with supervisory authorities, data subjects and persons submitting Freedom of Information (FOI) requests. He/She will develop the organisation's data and information management and compliance business processes, with a focus on EU General Data Protection Regulation (GDPR), related Data Protection legislation and Freedom of Information legislation.

The successful candidate will work with all sections in the Council to establish and maintain effective corporate and departmental processes and systems to ensure all information handled and processed by Leitrim County Council is managed in line with the Council's policies, procedures, guidelines and relevant legislation.

The Data Protection / Freedom of Information Officer will also be a contributor to the strategic and policy making decisions of the Council and will be expected to contribute to the development and implementation of forward thinking strategies within the local authority and to work closely with senior management, elected representatives, external agencies and relevant stakeholders in delivering services to the highest standard. The Data Protection / Freedom of Information Officer may represent the Council on committees and at meetings and may be asked to report at Council meetings, Municipal District meetings, Strategic Policy Committee meetings, Interagency meetings etc.

The role requires excellent management, administrative, interpersonal, communication, research, reporting, project initiation, development and delivery skills, budgetary and timescale management, and other particular skills and expertise relevant to the role. The post holder will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

The Data Protection Officer/Freedom of Information Officer will generally work under the direction and management of the Senior Executive Officer, and/or Director of Services or analogous grade as appropriate and will, from time to time, be required to deputise for senior personnel and must be willing to take on this challenge.

## The Qualifications

### 1. Character

Each candidate shall be of good character.

### 2. Health

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

### 3. Citizenship

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

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

### 4. Education, Training, Experience etc.

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

- (a) Hold a 3<sup>rd</sup> Level qualification in a relevant field eg. Data Protection, Information Compliance, Records Management etc  
**and**
- (b) Have a minimum of 2 years post-graduate experience in a large organisation in the area of Data Protection and/or Records Management or similar role

#### Note:

- **Candidates must submit a copy of educational qualifications meeting the requirements of 4(a) above with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Foreign Language qualifications must also be accompanied by a translation document.**
- **Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.**

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## The Ideal Candidate Shall Have:

- Expert knowledge of GDPR and related Irish and European data protection law and practices.
- A strong knowledge and understanding of the legislative background affecting data protection and records management in the local government sector.
- Knowledge of the structure and functions of local government, of current local government issues, future trends and strategic direction of local government and an understanding of the role of Data Protection / Freedom of Information Officer in this context.
- An understanding of organisation policies and implementation of such policies, as applicable to a Public Body.
- A strong sense of commitment to delivering quality public services and be willing to take on a challenge.
- A career record that demonstrates a high level of competence in the management of staff and the ability to motivate, empower and encourage employees to achieve maximum performance.
- Relevant administrative experience at a sufficiently high level, including strong report writing and interpretation skills.
- Expertise in applying the principle of Privacy by Design, particularly in relation to the development of new technologies and business models.
- Familiarity with the implementation and management of Electronic Document Management Systems (EDMS).
- Knowledge and understanding of data audits as necessary to ensure data protection compliance.
- Strong understanding of ICT systems architecture and processes to include an appreciation of cloud deployment models and relational databases.
- High motivation and excellent leadership, problem-solving and interpersonal skills, including the ability to facilitate, network, lead, research, negotiate, analyse, and resolve issues.
- Ability to exercise good judgment, communicate with clarity, diplomacy and discretion.
- Strong organizational and project management skills.
- The ability to develop forward thinking vision in regard to their assigned responsibilities along with strong ability to initiate, develop and deliver relevant projects.
- Demonstrated success in managing stakeholders and formulating successful strategies and delivering results.
- An ability to foster and maintain productive working relationships within the organisation and with a range of relevant stakeholders externally.
- Capability of working in close co-operation with the elected Council, the Strategic Policy Committees and other Council Departments while being able to seek co-operation and consensus from a wide range of bodies and representative groups.
- The ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.
- The ability to manage financial resources within a budgetary control framework.
- A good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- An understanding of the role and duties of managers in safety management in the workplace.
- The ability to deputise at a senior level.

## 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:

<b>Knowledge, Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates knowledge &amp; understanding of the structure and functions of local government and an understanding of the role of Data Protection / Freedom of Information Officer in the local authority context.</li> <li>• Expert knowledge of GDPR and related Irish and European data protection law and practices.</li> <li>• Ability to apply regulation to all areas of the Councils business environment and a good understanding of the related data protection and compliance risks.</li> <li>• Data Protection / records management experience in a large organisation, preferably a public service organisation.</li> <li>• The ability to work independently under general supervision and work as part of a larger inter-disciplinary team.</li> </ul>
<b>Management &amp; Change</b>	<ul style="list-style-type: none"> <li>• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies.</li> <li>• Demonstrates experience in the management or coordination of cross-sectoral or cross-departmental initiatives.</li> <li>• Ability to lead change processes in partnership with internal and external stakeholders.</li> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant stakeholder interests.</li> <li>• Demonstrates an understanding of local authority change dynamics, including political considerations and inter-agency working.</li> <li>• Effectively manages the introduction of change, fosters a culture of creativity in stakeholders and overcomes resistance to change.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources.</li> <li>• Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations.</li> <li>• Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines.</li> <li>• Proactively identifies problems, areas for improvement and contributes to solutions.</li> <li>• Pinpoints critical information and addresses issues logically.</li> <li>• Establishes high quality service and customer care standards.</li> <li>• Ensures compliance with legislation, regulation and procedures.</li> </ul>

<b>Performance Through People</b>	<ul style="list-style-type: none"> <li>• Leads, motivates and engages others to achieve quality results and to deliver on operational plans and objectives.</li> <li>• Strong organisational skills including meeting facilitation and administration.</li> <li>• Effectively manages performance and identifies and manages conflict.</li> <li>• Understands effective communications and actively listens to others.</li> <li>• Demonstrates excellent interpersonal skills and effective verbal and written communication skills.</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Demonstrates resilience, initiative and a proactive approach to solving complex problems.</li> <li>• Takes initiative and is creative in approaching the delivery of objectives.</li> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Manages time and workload effectively and remains calm under pressure.</li> <li>• Operates effectively in an environment with significant complexity and pace.</li> <li>• Understands the importance of corporate governance.</li> </ul>

## The Principal Terms and Conditions

The position is **wholetime, permanent and pensionable** and will be based in **Leitrim County Council Offices in Carrick on Shannon, County Leitrim.**

### 1. Duties

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

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The main duties and responsibilities of the Data Protection / Freedom of Information Officer may include, but will not be limited to:

- Ensuring that Leitrim County Council is compliant with the GDPR and FOI Legislation.
- Developing and leading the implementation of Leitrim County Councils overall Data Protection vision and strategy.

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- Promoting a Data Protection culture across all levels of the organisation.
  - Overseeing / supervising all work required to ensure and maintain GDPR and Freedom of Information compliance, including advice and monitoring all aspects of data privacy across the organisation.
  - Planning of practical and effective methods, both preventative and remedial, to promote work practices that comply with data protection and Freedom of Information requirements.
  - Developing or revising as required, internal policies and procedures in relation to the protection of personal data.
  - Developing of an appropriate data audit process.
  - Maintaining the database of processing operations and key repositories of personal data.
  - Building and developing stakeholder engagement both internally and externally in maintaining a risk register relating to these processes and key repositories.
  - Providing input on Data Protection Impact Assessments safeguards, including technical and organisational measures, to mitigate risks and to ensure that privacy by design becomes the default approach.
  - Escalating Data Protection risks and issues to the highest level of management.
  - Acting as the Council's contact person for the Data Protection Commissioner, Office of the Information Commissioner as appropriate.
  - Representing Leitrim County Council on the LGMA Sectoral Data Protection Officers and Freedom of Information Officers Networks.
  - Representing Leitrim County Council on committees and at meetings and reporting on progress as required.
  - Leading the design & implementation of a data classification scheme and retention and disposal schedule across all business areas within the organisation, having regard to the relevant legislative requirements of that business area.
  - Acting as a contact point for data subjects with regard to all issues related to processing of their personal data and to the exercise of their rights under the GDPR.
  - Acting as a contact point for persons seeking access to records under Freedom of Information legislation.
  - Communicating, implementing and managing change initiatives across Leitrim County Council in relation to Data Protection and Freedom of Information.
  - Ensuring due regard is placed on the risk associated with processing operations and third-party contractors, taking into account the nature, scope, context and purposes of processing.
  - Working in partnership with the relevant internal stakeholders, leading the implementation of the prevailing National Local Authority Record Retention Policy across all sections of the Council.
  - Ensuring the organisation complies with Section 65 of the Local Government Act, 1994 and EC (Privacy & Electronic Communications) Regulations 2011.
  - Preparing and delivering data protection and Freedom of Information training to employees.
  - Carrying out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
  - Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.
  - Participating and taking part in the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
  - Managing and implementing Health and Safety for the area of responsibility.

- Deputising for the relevant Senior Officer as required.

**The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post 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 Local Authority.**

## **2. Salary:**

The salary scale for the post of Data Protection / Freedom of Information Officer (Grade VII Analogous) is within the range (Scale effective from 1<sup>st</sup> February 2026):

**€60,611 - €62,095 - €63,826 - €65,563 - €67,300 - €68,852 - €70,442 -  
€71,982 - €73,518 - €76,149 (LSI1) - €78,795 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

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

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office 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 office or in respect of services which they are required by or under any enactment to perform.

## **3. 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 and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

## **4. Probation**

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

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Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

### **5. Annual Leave**

The annual leave entitlement for this post will be 30 days per annum. Annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

### **6. Health**

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

### **7. Working Hours**

The successful candidate's normal hours of work will be 35 hours per week. The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

### **8. Superannuation:**

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are 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). You will also be required in respect of the Local Government (Spouses and Childrens' 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.

Persons who become pensionable officers of a local authority who are 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. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

### **9. Retirement Age**

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st

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January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

### **10. Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

**Please note:** In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

### **11. Drivers Licence/Travel**

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall 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. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

### **12. Outside Employment**

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

### **13. Garda Vetting**

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

### **14. Data Protection**

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

## SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) 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 they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**All applications must be made on the official Application Form** which is available to download on Leitrim County Council’s website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department (Email: [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie))

**Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format only as One Single Document (not individual scanned documents).**

### CLOSING DATE:

**Completed Application Forms must be submitted by 4:00 p.m. on Thursday, 5<sup>th</sup> March 2026** via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this **date and time** will not be considered.

**Please quote ‘Data Protection / Freedom of Information Officer Application’ followed by your name in the subject line of the email.**

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.**

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

### NOTE:

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 applicants favour any employee 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.

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