



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of:
EV Local Infrastructure Coordinator
(Senior Executive Engineer Analagous)
5 Year Specified Purpose Contract

Closing Date: 4:00pm on Thursday 6th November 2025

Important Notes

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

Please quote **‘EV Local Infrastructure Coordinator Application’** followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

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 Background:

The Government of Ireland is committed to tackling climate action with practical, innovative solutions that support our economy, communities, and future generations. Promoting electric vehicles (EVs) is a central pillar of the Government strategy to reduce transport emissions and supporting Ireland's Programme for Government in its aim to address the immediate and long-term challenges facing Ireland, namely sustainability, inclusivity, and economic recovery. The Government's commitment to expanding EV charging infrastructure nationwide is part of a broader sustainability strategy to decarbonise the road transport fleet and promote the use of electric vehicles. A thriving EV sector will help deliver on the Governments' climate action target to cut transport emissions by 50% by 2030, while positioning Ireland at the forefront of modern, sustainable transport solutions.

Expanding Ireland's electric vehicle charging network at regional and local levels is essential to achieving this goal. Zero Emission Vehicles Ireland (ZEVI), a dedicated office within the Department of Transport, launched the National EV Charging Infrastructure Strategy in January 2023 to coordinate the rollout of a reliable and accessible national EV charging network. The **Regional and Local EV Charging Network Plan** outlines the pathway to delivering charging infrastructure where it is needed most—at neighbourhoods, destinations, and key transport routes—while accelerating high-powered charging facilities along the National Road Network through the National Road Network EV Charging Plan.

ZEVI engaged extensively with Local Authorities in relation to developing the Regional and Local EV Charging Network Plan 2025-2030. The Plan ensures a cohesive and standardised approach. Planning and delivery of charging will be coordinated and led by Local Authorities, working together to develop regional and local strategies that will promote a unified and efficient rollout of charging infrastructure and to facilitate the equitable transition to EV's.

The accelerated expansion of public destination and neighbourhood charging infrastructure will be led by local authorities with the support and in partnership with other public sector bodies, private sector groups and other stakeholders. To deliver a cohesive destination and neighbourhood charging network that meets local and national needs, a regional approach amongst local authorities will be taken to strategy development and implementation. Seven regions and three city areas were agreed with local authorities with Leitrim being in Region 1, comprising the Local Authorities of Cavan, Monaghan and Leitrim, and with Cavan as the Regional Lead.

Strategy planning and project delivery for regional and local EV infrastructure projects both optimises funding and resources in addition to enabling coordination across jurisdiction borders. The regional groups can avoid the risks of insular, siloed planning and potential oversupply of infrastructure where demand does not warrant this while also ensuring there is sufficient infrastructure in rural and remote areas to meet future demand to ensure equitable access.

National AFIR (Alternative Fuels Infrastructure Regulation) targets for EV charging capacity are divided across individual Local Authorities areas in the Plan.

As a priority local authorities will develop charging network strategies and implementation plans to identify high quality locations for charging infrastructure that both provides for and meets user needs and achieves national charging infrastructure requirements. These local strategies will determine the minimum charging requirements at destination and neighbourhood locations and also consider the best approach to partnering with the private sector, in order to leverage technical expertise, resources and private funding.

To overcome barriers to deployment, ZEVl is and will continue exploring financing mechanisms, standardisation efforts, regulatory streamlining, grid capacity planning, coordination among stakeholders, public education campaigns, and targeted incentives to encourage private investment in residential and destination EV charging infrastructure. To achieve Ireland's Climate Action Plan targets, a collaborative effort among stakeholders, particularly with the electrical grid (e.g., Eirgrid and ESBN), is essential to overcome the challenge of timely delivery.

Following their strategy development, in stage 2 of the project lifecycle, local authorities will identify shortlists of charging locations, which will be delivered in three phases, to meet local charging targets. The phased approach to infrastructure delivery takes into consideration demand, funding availability, and the deliverability of different sites. A phased approach allows for the immediate roll out of early mover projects, with minimal barriers, while allowing for adequate planning to be put in place to deliver more complex projects later on. Phasing allows local authorities to incorporate learnings along the way and adapt their plans providing an opportunity to fine-tune the infrastructure rollout, consider innovative solutions, and optimise coverage to meet user needs.

Delivering the local charging infrastructure outlined in the **Regional and Local EV Charging Network Plan** at the scale and volume required will be extremely challenging. Anticipating the risks involved and responding with mitigation measures is essential to minimising delays to implementation. Challenges such as lack of resources, funding availability, site availability, limited grid capacity, supply chain disruptions, planning permissions, and other potential legal challenges may all risk the rollout of the destination and neighbourhood infrastructure required to be deployed by 2025 and 2030. However, by proactively addressing these risks through strategic planning, stakeholder collaboration, and adaptive approaches, these challenges can be overcome to ensure the successful implementation of high quality and accessible charging infrastructure. By effectively managing these risks the objective is to pave the way for widespread EV adoption, contribute to sustainable transportation, and foster a greener future for all.

The Role:

Leitrim County Council invites applications from suitably qualified persons, who wish to be considered for the role of **EV Local Infrastructure Coordinator (Senior Executive Engineer Analogous)**. The post is temporary and will be on the basis of a **5 Year Specified Purpose Contract** related to co-ordinating Leitrim County Council's implementation of the Regional and Local EV Charging Network Plan 2025-2030 and the associated Capital funding being provided by ZEVl.

Reporting to the Senior Engineer, Roads, or such other person as may be designated by the Chief Executive, the successful candidate will be responsible for developing Leitrim County Council's charging network strategy and implementation plan and co-ordinating and leading the roll out and delivery of EV charging infrastructure to meet local charging targets. The role will involve working closely with ZEVl,

with Cavan County Council as the Regional Lead and with other key stakeholders, internally and externally, in the coordination and delivery of the EV strategy and EV infrastructure for the Leitrim County Council Administrative area. The Coordinator will consider all relevant policy documentation at national and local level in the delivery of the EV infrastructure, including considerations in relation to shared mobility and demand management in conjunction with our Active Travel teams, helping to create a multidisciplinary approach to sustainable mobility within local authorities.

The Qualifications:

1. Character:

Candidates must be of good character.

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.

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:

Candidates must on the latest date for receipt of completed application forms for the office:

- (a) (i) hold at least an honours bachelors degree (level 8 or higher on the National Framework of Qualifications (NFQ)) in Engineering accredited at CEng or CEng with FL Level by Engineers Ireland* ;
OR
- (ii) hold an ordinary bachelors degree (Level 7 or higher on the National Framework of Qualifications (NFQ)) **and** a post graduate masters degree (level 9 in the NFQ) in Engineering;
OR
- (iii) hold a masters degree (level 9 in the National Framework of Qualifications) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;
OR
- (iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status;

- (b) have at least seven years satisfactory relevant engineering experience;
- (c) possess a high standard of technical training and experience;
- (d) possess a high standard of administrative and management experience;
- (e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge

****A level 8 degree will be assessed on the basis that the period of study undertaken should be equivalent to at least 180 ECTS (European Credit Transfer Accumulation System) credits.***

Notes:

- **Candidates must submit a copy of relevant qualifications meeting the requirements at 4(a) (i), (ii), (iii) or (iv) above from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Non-Irish Qualifications must be accompanied by a determination from QQI to establish their comparability against the Irish National Framework of Qualifications. Foreign language qualification certificates must also be accompanied by a translation document.**

Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

- **Eligibility requirements for all Engineering posts in Local Authorities are published on the Department website at the following link: [Engineering Services in Local Authorities – Qualifications](#)**
- **Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.**

The Ideal Candidate Shall Have:

- Experience, at a sufficiently senior level, in strategy development and implementation and project management.
- A high level of technical and engineering competence in implementing and project managing all phases of engineering projects.
- In-depth knowledge and understanding of engineering works, in particular EV infrastructural projects including any pilot projects and projects across the EV service areas.
- Good awareness of climate change and sustainability.
- Experience of public information and awareness campaigns.
- Experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same.
- Self-motivation with a record of demonstrating initiative in a workplace environment.
- Good judgement and problem-solving skills as well as the capacity to work autonomously.
- Good understanding of Local Government policy, issues, initiatives, and services.
- Strong planning, operational and project management skills.
- Good decision-making skills.
- Experience of managing and leading multi-disciplinary and cross functional teams.
- The ability to motivate, empower, encourage, and achieve maximum efficiency and value for money from the personnel and processes under his/ her control.
- Experience of managing and scheduling a multiannual portfolio of projects within budget and on time.
- Experience of maintaining sound employee relations and conflict resolution.
- A track record of delivering results.
- Capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups.

- Experience in meeting regularly with stakeholders, providing updates, presentations, and reports, taking customer feedback, and ensuring any learning from same is used to enhance the operations of the organisation.
- Excellent interpersonal, communication, negotiating and influencing skills.
- Knowledge of public procurement.
- Experience of managing finance and budgets and ensuring value for money.
- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- Excellent report writing and strong ICT skills.
- A focus on the customer and on service improvement including taking ownership and resolving issues they may arise.
- Good knowledge and awareness of statutory obligations of Health and Safety Legislation, the implications for the organisation and the employee, and their application in the workplace.

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned.

Candidates, if successful, will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake and fully capable of undertaking, the duties attached to the position.

Competencies for the Post:

Key Competencies for the post of EV Local Infrastructure Coordinator (Senior Executive Engineer Analogous) 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. The ideal candidate will demonstrate:

Strategic Management & Change:	Strategic Ability ▪ Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Demonstrates innovation and creativity to secure successful strategic outcomes. Evaluates capacity and performance against objectives Political Awareness ▪ Has a clear understanding of the political reality and context of the organisation. Networking and Representing ▪ Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents. Bringing about Change ▪ Demonstrates and initiates change management programmes to meet end objectives. ▪ Demonstrates flexibility and an openness to change. Influences others and fosters commitment to change.
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Delivering Results:	Problem Solving and Decision Making - Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives. Operational Planning - Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements and evaluation methods. Establishes high quality service and customer care standards. Managing Resources - Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste Delivering Quality Outcomes - Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.
Performance through People:	Leading and Motivating - Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos. Managing Performance - Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan. Communicating Effectively - Recognises the value of communicating effectively and actively listens to others and shares information with relevant stakeholders. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.
Personal Effectiveness:	Relevant Knowledge - Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. Resilience and Personal Well Being - Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity - Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others Personal Motivation, Initiative and Achievement - Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved .

The Principal Terms & Conditions:

The position is **wholetime, temporary and pensionable** and the appointment will be on the basis of a **5 Year Specified Purpose Contract of Employment** related to co-ordinating Leitrim County Council's implementation of the Regional and Local EV Charging Network Plan 2025-2030 and the associated Capital funding being provided by ZEVI.

1. Duties

Reporting to the Senior Engineer, Roads, or such other officer as may be designated by the Chief Executive, the key duties and responsibilities of the EV Local Infrastructure Coordinator may include, but will not be limited to, the following:

- Leading and managing the development of Leitrim County Council's EV Strategy.
- Leading and managing projects and programmes in order to deliver on the Council's EV Strategy and implementation plans.
- Planning, Procurement and Project Management of the EV infrastructure roll-out in accordance with the Regional and Local EV Charging Network Plan.
- Providing strategic leadership and direction in procurement and partnering models, such as concessions, joint ventures, public contracts, availability-based contracts and licenses.
- Centrally supporting the implementation of ongoing management processes for EV charging infrastructure contracts. Specific contracts may considerably vary depending on the partnering model procured - the role-holder should have a sound understanding of different types of commercial models, contracts and agreements.
- Working with and supporting the public and private sectors on planning and delivery of charging infrastructure.
- Coordinating and managing the tracking of projects to deliver the EV charging infrastructure plan and monitoring the execution of its component projects.
- Ensuring works are implemented in compliance with all relevant legislation and regulations concerning procurement, planning, etc.
- Preparing budgets and ensuring that works are implemented within allocated budgets.
- Actively seeking funding streams and ensuring their efficient drawdown.
- Identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation and delivery.
- Development and management of directly funded grant schemes.
- Coordinating the preparation of reports and presentations for inclusion in higher-level management reporting, to support decision-making.
- Working closely with the Project Managers across public and private sectors to:
 - Gather information and key indicators to monitor progress, including programme and risk management
 - Identify and support the resolution of issues
 - Support where necessary to re-prioritise, re-scope, cancel, or introduce new projects
- Supporting the public sector in leading by example in meeting EV targets under the Climate Action Plan by promoting the delivery of EV charging infrastructure through Green Public Procurement, through climate mandates (underpinned by national public sector energy-efficiency obligations).
- Preparing Business/Service Delivery/Operational Plans and setting Key Performance Indicators for effective operations.
- Identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation.

- Preparing budgets and ensuring that works are implemented within allocated budgets and in compliance with all relevant legislation and regulations concerning procurement, planning and other relevant areas.
- Attending and representing the Council at meetings, including project, council, and other meetings as required.
- Managing and supervising technical and administrative staff as appropriate and ensuring the training and development of such staff.
- Building and leading effective teams, developing motivation and commitment, and maintaining sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation.
- Achieving and maintaining the productive association between elected representatives and the executive in the delivery of the service.
- Developing and maintaining relationships with external agencies in accordance with policy and ensuring the agreements to co-ordinate work programmes are implemented.
- Ensuring compliance with Health and Safety legislation and regulations, and Leitrim County Council's Safety Management System.
- Carrying out duties in an impartial manner that enhances public trust and confidence in the local authority decision making process.
- Carrying out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
- Ensuring good governance, whilst acting in the public interest at all times.
- Ensuring an efficient and effective response to all stakeholders.
- Deputising for other officers as required.
- Undertaking any other duties of a similar level and responsibilities as may be required from time to time.

The duties as outlined above are indicative rather than exhaustive and outline the main functions and responsibilities of the post of EV Local Infrastructure Coordinator (Senior Executive Engineer Analogous) and may be subject to change in the future. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Leitrim County Council.

2. Salary:

The salary scale for the post of EV Local Infrastructure Coordinator (Senior Executive Engineer Analogous) is within the range (scale effective from 1st August 2025):

€79,090, €81,515, €82,676, €85,117, €87,578, €90,033, €92,505, €95,611 LS11, €98,708 LS12

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. 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. The holder of the post shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he / she is 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 of six months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice.

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council.

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.

6. 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. The post may require flexibility in working outside of normal hours, including evenings and/or weekends, as necessary.

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.

7. 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.

8. 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 January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age set initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory Retirement Age will be 70.

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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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 office 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 twelve months 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 such 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 are available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (Email: 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 6th November 2025** via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**EV Local Infrastructure Coordinator 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