

**DUN LAOGHAIRE-RATHDOWN COUNTY COUNCIL**  
**Chomhairle Chontae Dhún Laoghaire-Rath an Dúin**

**ENVIRONMENTAL AWARENESS OFFICER – (OPEN)**  
**COMPETITION I.D (007648)**

<b>QUALIFICATIONS</b>
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**CHARACTER**

Candidates shall be of good character.

**HEALTH**

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

**EDUCATION, TRAINING, EXPERIENCE ETC.**

Each candidate must:-

- a. Have minimum of five passes in the Leaving Certificate Examination and possess a third Level Qualification in Environmental Science, Teaching, Training, Public Relations/Information or a similar related discipline.
- b. Have a minimum of two years post-graduate experience in an environmental related field.
- c. Have a high-level of interpersonal, organisational and communication skills.
- d. Have good organisational and management skills.
- e. Have a current full driving licence free from endorsements, which is essential together with a willingness to travel throughout the administrative area of the authority as part of an environmental team. The successful candidate will be required to provide his/her own transport, an allowance to cover traveling expenses will be payable.
- f. Have good IT skills

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1. The office is whole time, permanent and pensionable.
  
2. **SALARY:-** €46,307; €47,424; €48,772; €51,305; €52,817; 1st LSI €54,699; 2<sup>nd</sup> LSI €56,591

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply.

**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 determined from time to time. Holders of the office shall pay to Dun Laoghaire Rathdown County Council 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 service which they are required by or under any enactment to perform.

### **3. DUTIES**

The duties and responsibilities can be summarised as follows:-

- Development and active promotion of the Council's Climate Change and environmental policies plans and campaigns including Climate Change adaptation and mitigation plans, waste management, litter management, environmental action plans, pollution prevention etc.
  
- Dissemination of information on climate change, the environment and promotion of good environmental practices relating to waste management including waste minimization and recycling in homes, schools, communities, and businesses.
  
- Dissemination of information and promotion of good practice and awareness on other aspects of Climate Change and the environment such as, water conservation, energy issues, air quality and Local Agenda 21 issues,
  
- Organisation and promotion of environmental education initiatives in schools, communities and commercial/industrial sector;
  
- Highlighting environmental awareness through school visits, meetings with local interest groups and community groups, visits with industry and commercial organisations.

- Promotion of clean technology and waste minimisation initiatives in industry;
- Promotion of obligations under The Waste Management Act, 1996 – 2005 and in particular the Packaging Regulations.
- Promotion of good environmental practice and awareness in Dun Laoghaire Rathdown County Council;
- Liaison with State Bodies and other public sector organisations, the private sector and voluntary/community groups in relation to environmental issues.
- Supervision of staff as may be required from time to time.
- Other duties as required.

#### **4. PROBATION**

Where a person who is not already a permanent officer of a local authority is appointed, the following provisions shall apply;

- a. there shall be a period after such appointments takes effect during which such person shall hold such office on probation;
- b. such period will be one year but the Chief Executive may at their discretion extend such period;
- c. such person shall cease to hold office at the end of the period of probation unless during such period the Manager has certified the service of such person is satisfactory.

#### **5. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

#### **6. ANNUAL LEAVE**

Annual leave entitlement for the position of Environmental Awareness Officer is **30** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

#### **7. HEALTH**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their own expense a medical examination by a qualified medical practitioner to be nominated by the local Authority. On taking up appointment, the expense of the medical examination will be refunded to candidates.

## **8. RESIDENCE**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## **9. SUPERANNUATION CONTRIBUTIONS**

Persons who become pensionable officers 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 dependant or qualified children).

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 their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

## **10. RETIREMENT**

### **New Entrants recruited to the Public Service on or after 1 January 2013**

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

#### **Pension age**

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

#### **Compulsory retirement age**

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

### **Incentivised Scheme for Early Retirement (ISER)**

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

## 11. RECRUITMENT

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

**1.** Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council will not be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.

**2.** Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.

**3.** The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

**4.** Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from an employer. Said employer must not be related to the applicant.

**5.** Appointment may also be subject to satisfactory Garda Vetting being sought in accordance with the National Vetting Bureau Act, 2012 – 2016.

Dún Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate, which may include shortlisting on the basis of qualifications and experience. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.

Applications on the official form should reach the Human Resource Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin **not later than 4.00pm Thursday 3<sup>rd</sup> May 2018.** .

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

**Dun Laoghaire – Rathdown County Council is an equal opportunities employer and welcomes application forms from people with disabilities.**

### NOTE – RE: CANVASSING

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of the staff of the Council or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position being sought.