



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**EXECUTIVE TECHNICIAN/TEICNEOIR FEIDHMIÚCHÁIN – PERMANENT WHOLETIME (COMP 011128)
COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY THE 23rd MAY 2024**

JOB DESCRIPTION

Dun Laoghaire-Rathdown County Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for **EXECUTIVE TECHNICIAN** may be filled.

THE ROLE:

The position of Executive Technician lies within various departments within the Council. They may have responsibility for coaching and mentoring the performance of a section or function within a department. They will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Departmental and Team development plans. An Executive Technician is expected to use initiative, work to a high standard and have excellent interpersonal and communication skills.

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EXECUTIVE TECHNICIAN/ TEICNEOIR FEIDHMIÚCHÁIN
COMP. I.D. 011128

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

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

3. EDUCATION, TRAINING, EXPERIENCE ETC:

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

- (i) have satisfactory experience in a Technical post at the office of Grade II or higher level or in an analogous office under a local authority or health board in the State;
- (ii) have on the latest date for the receipt of completed application forms for the office, at least five years satisfactory relevant experience in a Technician office of Grade II or higher level or an analogous office;
- (iii) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work;
- (iv) possess adequate training or experience relating to dealings with other departments within their own organisations and with other bodies, and
- (v) have adequate experience in the supervision and control of staff.

It is desirable that each candidate:

- Have experience in the creation, management, analysis and visualisation of spatial data;
- Possess good IT and presentation skills and experience in Geographic Information Systems (GIS), or Building Information Modelling (B.I.M.) and 3-d modelling.
- Possess a satisfactory knowledge of health and safety in the workplace. A current Safepass will be an ongoing requirement;
- Have the skill set required to carry out the duties as described in the attached job specification;
- Would be a holder of a full driving licence Category B free from endorsement as they may be required to drive in the course of their duties.

EXECUTIVE TECHNICIAN - COMPETENCY FRAMEWORK

Candidates will be expected to demonstrate sufficient evidence of such competencies within their application form and at interview. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role are as follows:

- **Delivering Results – Delivering Quality Outcomes and Ensuring Compliance**
- **Performance through People – Communicating Effectively**
- **Personal Effectiveness – Personal Motivation and Initiative**

COMPETENCY	BEHAVIOURS
Delivering Results	<ul style="list-style-type: none"> • Identify opportunities for improvements in service delivery within their section / team and contribute to solutions; • Implements high quality service and customer care standards; • Makes decisions in a timely and well-informed manner.
Performance through People	<ul style="list-style-type: none"> • Demonstrate ability support the Line Manager and work as part of a team; • Demonstrate ability to develop and maintain productive working relationships and resolve conflict situations; • Demonstrate ability to lead by example and show initiative; • Demonstrate excellent interpersonal skills, verbal and written communication skills. • Demonstrates excellent technical skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrate knowledge of the role of Executive Technician and responds positively to the challenges of the role; • Adopts a positive and constructive approach to work • Take initiative and is open to taking on new challenges or responsibilities; • Manage time and workload effectively; • Maintain a positive and constructive and enthusiastic attitude to their role.

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JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable. A panel may be formed from which permanent and temporary appointments may be made.

2. **SALARY:**

€48,280; €49,444; €50,637; €51,840; €53,058; €54,272; €56,041; (1st LSI); €57,809 (2nd LSI).
Rates as at 1/10/2024

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

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

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

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 any services, which they are required by or under any enactment to perform.

3. **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.

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.

4. PROBATION:

When a person is not already a permanent officer of a Local Authority within the public service Ireland and is appointed to a permanent office the following provisions shall apply, that is to say:-

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be **one year**, but the Chief Executive may, at his discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

5. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Executive Technician is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The duties of the post include, but are not limited to, the following:-

1. Providing necessary information to Senior Management relevant to their area of responsibility;
2. Coaching and mentoring of staff where applicable and the co-ordination of duties of staff under their control;
3. Ensuring the efficient delivery of services in their area of responsibility;
4. Operating the appropriate technology as required to carry out the work to which they have been assigned,

- CAD, GIS Software such as ESRI/ArcGIS
 - Graphics
 - CAD
 - Autodesk's AutoCAD or similar
 - Microsoft Office Suite of Applications especially Access, Excel and Powerpoint:
5. Liaising with other Departments, members of the public and external agencies in relation to operational aspects of assigned work;
 6. Providing technical services relevant to the area of responsibility to which they have been assigned, e.g. site inspection, site surveying, creation of drawings and graphics, report- writing and such other duties associated with a drawing office;
 7. Functioning as a Team Leader, this includes: prioritising work as determined by the Head of Department/Service, functioning as a facilitator and co-ordinator between team members and other departments and external agencies and being responsible for the allocation of work and ensuring task completion;
 8. Preparation of estimates;
 9. Co-ordinating the maintenance and management of .I.T. systems in their area of responsibility; research and report in the areas of innovation and smart technology relevant to the role;
 10. Preparation of public consultation display material and assistance at public consultations;
 11. Contributing to individual staff development, personal development and team development initiatives;
 12. Undertaking any course of training organized by DLRCC which they are designated to attend;
 13. Such other duties as may be assigned from time to time.

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 Council.

The duties of the office are to give the Local Authority and

- (a) such other Local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, 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 direction and supervision of the appropriate officer, such architectural/building, draughting and other technical services of an advisory or executive nature as may be required by any Local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate officer in the provision of such services of any of the foregoing Local authorities or bodies.

8. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RECRUITMENT:

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

- i. 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 interview will be competency based and marks will be awarded under the skill sets identified for the position of **EXECUTIVE TECHNICIAN** as outlined above.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed 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.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. **Panels may be formed on the basis of interviews to fill vacancies that may arise.** The successful candidate(s) may be assigned as required to any of the Council's Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.
- iv. 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.
- v. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting.'
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g., through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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 Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.

- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise 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 for the position they are seeking.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 23rd May 2024**. Applications received after the closing time and date will not be accepted.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act