



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**ASSISTANT ENGINEER/INNEALTÓIR CÚNTA
COMP ID 010408**

COMPLETED APPLICATION FORMS SHOULD BE E-MAILED TO CAREERS@DLRCOCO.IE

**THERE WILL BE NO CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS.
APPLICATIONS WILL BE PROCESSED AS VACANCIESARISE**

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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.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.:

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

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) have at least two years satisfactory relevant engineering experience; and
- (c) possess a high standard of technical training and experience.

It is desirable that each candidate shall:

- Possess a satisfactory knowledge of health & safety legislation and associated regulations.
- Have strong interpersonal and communication skills.
- Have experience in management and supervision of staff.
- Possess strong organizational and IT skills.
- Have an ability to manage deadlines and effectively handle multiple tasks.
- Have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which DLRCC operates and adhere to Corporate policies, protocols and procedures.
- Hold a full driving licence, Category "B", free from endorsement.

4. THE ROLE:

Assistant Engineers are appointed to a wide variety of roles across the Council. The role can include responsibility for the management and successful delivery of a range of major and minor capital projects; responsibility for the management and effective delivery of a range of services and responsibility for the management and supervision of assigned staff.

The person/s appointed will work under the direction and control of the Senior Engineer or Senior Executive Engineer or Executive Engineer or other officer designated by the Director of Services or the Chief Executive.

Main Responsibilities

- Supervise, control and carry out engineering/ancillary services to include the preparation and management of work programmes.
- Identify infrastructural needs and oversee the design and delivery of infrastructural projects including the procurement and management of consultants and contractors using current best practice project management, contract management and financial management procedures.
- When required to do so, to manage and supervise staff, as the position demands.
- Manage budgets as effectively and efficiently as possible, in respect of capital works and service delivery.
- Fulfil the duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf of the Employer, that the duties of the PSCS, PSDP, Designer and Contractor are implemented across the project.
- Deal with representations from elected members and community organisations.
- Represent the County Council at meetings with elected members, community/general interest groups, businesses and residents.
- Prepare reports for meetings, as required.
- Liaise with other local authorities, government departments and statutory agencies.
- Work with senior management in devising and implementing strategies leading to improved efficiencies in delivery of services.

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.

ASSISTANT ENGINEER 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:

COMPETENCY	BEHAVIOURS
Delivering Results	<ul style="list-style-type: none"> • Contribute to delivery of high quality service and customer care standards; • Plan work and resources effectively. • Identify problems and contribute to solutions; • Co-operate with decisions and implements solutions • Research and formulate policy
Performance through People	<ul style="list-style-type: none"> • Demonstrate ability to engage with staff and work as part of a team; • Demonstrate ability to resolve conflict situations; • Demonstrate ability to lead by example and show initiative; • Excellent interpersonal skills; • Excellent verbal and written communication skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrate knowledge of the role of Assistant Engineer; • Personal motivation • 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.
Knowledge and understanding of Local Government	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of Local government • Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.

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PARTICULARS OF THE POSITION

1. The office is permanent, wholetime and pensionable.

2. **SALARY:**

€42,978, €45,594, €47,515, €49,456, €51,381, €53,331, €55,298, €57,266, €59,233, €61,203, €63,185 1st LSI
€65,210 2nd LSI €67,237. (1st March 2023 rate)

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

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 CONTRIBUTION:**

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. 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.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority 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 her 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.

6. ANNUAL LEAVE:

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

7. DUTIES:

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 professional officer, such engineering services of an advisory, administrative, supervisory 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 Director of Services or other authorised officer, as appropriate, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

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 competency based interview conducted by or behalf of the Local Authority. Please note that the interview may be held in person or on online. The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.
- 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 against the competencies listed.** 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 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.
- 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 his/her 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 Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.

Applications on the official form should be e-mailed to careers@dlrcoco.ie. **An automated reply will be delivered to the applicant by return.**

There will be no closing date for receipt of completed application forms for the above position. Applications will be processed as vacancies arise

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of 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 he/she is seeking.

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