



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**ASSISTANT ENVIRONMENTAL AWARENESS OFFICER (COMP. I.D. 010555)**

**OIFIGEACH CÚNTA FEASACHTA COMHSHAOIL (U.A. AN CHOMÓRTAIS 010555)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE  
12 NOON ON THURSDAY 5<sup>TH</sup> OCTOBER 2023**

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<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 on the latest date for receipt of completed application forms:-

- a. Hold a third level qualification in an environmental or related discipline;
- b. Have strong, interpersonal, organisational and communication skills and a good knowledge of information technology;
- c. Have a current full driving license 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.

### **ASSISTANT ENVIRONMENTAL AWARENESS OFFICER – PROFILE**

The Assistant Environment Awareness Officer will be a key member of the Environment and Climate team, based within Infrastructure and Climate Change Department and responsible for engaging proactively with relevant directorates and personnel, internal and external. The position may from time to time require work to be conducted/completed outside of normal office hours. The position will involve day-to-day administrative duties. The salary scale for this post will be analogous to the Grade V clerical administrative pay scale

The key responsibilities of the post include, but are not limited to:

- a. Organisation, promotion and attendance at environmental initiatives for schools including the Green Schools programme, and communities within Dún Laoghaire Rathdown County Council area;
- b. Highlighting climate change action and environmental awareness through school visits, meetings with local interest groups and community groups, visits with industry and commercial organisations;
- c. Promotion of obligations under the Waste Management Acts, 1996 – 2005 and in particular the Packaging Regulations;
- d. Assisting the Environmental Awareness Officer in the promotion of wider climate change, environmental awareness initiatives;
- e. Assisting the Environment Awareness Officer with Financial Management, report writing, budgeting and resource allocation;
- f. Promotion and provision of information to the public on waste minimisation and recycling initiatives and promoting these initiatives;
- g. Assisting the Environmental Awareness Officer in organising and delivering Climate change, environmental awareness campaigns and public relations, including press releases, and media;
- h. Attending after-hours environmental functions of the County Council and facilitating and/or liaising with tenants'/residents' groups and estate management fora, as required and developing and maintaining a working relationship with other agencies or groups;
- i. The person appointed will be required to work in co-operation with any agency, organisation or statutory body, as directed by the Environmental Awareness Officer, Senior Executive Officer, Environmental Services or the person delegated by the Senior Executive Officer, in the operation of their duties;
- j. Create, manage and design content for the Council's website and social media accounts, to promote the objectives of the role;
- k. Promotion and provision of information to the public on waste prevention and recycling initiatives and promoting these initiatives;
- l. Supervision of staff.

## ASSISTANT ENVIRONMENTAL AWARENESS OFFICER COMPETENCIES

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency. 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
<b>Understanding Purpose &amp; Change</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of local authority functions and structures.</li> <li>• Understands key challenges facing the local authority sector</li> <li>• Understanding the Role of the Elected Members</li> <li>• Maintaining a Positive Image of the Council</li> <li>• Implementing and Co-operating with Change</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Makes decisions in a timely and well informed manner</li> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility</li> <li>• Implements high quality service and customer care standards;</li> <li>• Managing Resources</li> </ul>
<b>Performance Through People</b>	<ul style="list-style-type: none"> <li>• Leads and develop the team to achieve corporate objectives;</li> <li>• Effectively manages performance</li> <li>• Managing Conflict</li> <li>• Excellent interpersonal, presentation and communications skills</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Personal Motivation</li> <li>• Takes initiative and is open to taking on new challenges or responsibilities</li> <li>• Manages time and workload effectively</li> <li>• Maintains a positive and constructive and enthusiastic attitude to their role</li> <li>• Commitment to integrity &amp; good public service values</li> </ul>

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**PARTICULARS OF THE POSITION**

1. The office is permanent, whole-time and pensionable.

2. **SALARY:**

Salary Scale: €47,339 - €48,811 - €50,285- €51,761- €53,248- €54,981 (1<sup>st</sup> LSI) - €56,721 (2<sup>nd</sup> LSI)  
(rates as at 01/03/2023)

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.

Due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available

#### **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 appointment takes effect, during which such a person shall hold the position on probation;
- b. such period shall be **1 year** but the Chief Executive may, at their 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. the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e. there will be assessments during the probationary period.

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

Annual leave entitlement for the position of Creative Communities Engagement Officer 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 the following:**

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

- a. The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the

Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The duties shall be such as shall be assigned by the local authority from time to time, and shall include the duty of deputising for other officers of the local authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

#### 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 Assistant Environmental Awareness Officer 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.
- vi. 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.

#### ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> 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.
- DLRC 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.

**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](mailto:careers@dlrcoco.ie) not later than **12 noon on Thursday 5<sup>th</sup> October 2023**

**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**