



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

ENVIRONMENTAL AWARENESS OFFICER (COMP. I.D. 010548)

OIFIGEACH FEASACHTA COMHSHAOIL (U.A. AN CHOMÓRTAIS 010548)

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

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ENVIRONMENTAL AWARENESS OFFICER (COMP. I.D. 010548)
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QUALIFICATIONS

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. 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.
- f. Have good ICT skills.

ENVIRONMENTAL AWARENESS OFFICER – PROFILE

The 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 VI clerical administrative pay scale

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

- 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, biodiversity and transport issues.
- Organisation and promotion of environmental education initiatives in schools, including the Green Schools Programme, 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 Acts, 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.
- Management and leadership of employees within the Environmental Awareness Section including assigning duties and workload and identifying training and development requirements as appropriate.
- Support management in the implementation of work programmes as required by the Council's Corporate and Operational Plans
- Financial Management, report writing, budgeting and resource allocation
- Management of dlr Environment and Climate Action Grant Scheme.
- Securing funding from the Department of Climate, Communications to further community based environmental projects (Anti-Litter, Anti-Graffiti Grant Scheme and The Community Environment Action Fund).
- Collaboration with external stakeholders such as the Department of the Environment, Climate and Communications, Eastern Midlands Regional Waste Authority, Environmental Protection Agency (EPA), and Local Area Prevention Network (LAPN).
- Organisation and delivery of public relations including press releases, media and advertising.
- 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.
- Other duties as required.

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
Management & Change	<ul style="list-style-type: none"> • Is effective in translating corporate mission and objectives into operational plans and outputs; • Develops and maintains positive, productive and beneficial working relationships; • Effectively manages the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	<ul style="list-style-type: none"> • Contributes to the development of operational plans and leads the development of team plans; • Plans and prioritises work and resources effectively; • Establishes high quality services and customer care standards; • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Leading, Motivating, Managing Performance and Communicating Effectively	<ul style="list-style-type: none"> • Leads, motivates and engages employees to achieve quality results and to deliver on operational plans; • Effectively manages team and individual performance; • Has good and effective written and verbal skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals; • Manages time and workload effectively; • Maintains a positive, constructive and enthusiastic attitude to their role.
Local Government knowledge & understanding	<ul style="list-style-type: none"> • Knowledge of the structure and functions of local government; • Knowledge of current local government issues and advocate practical approaches to addressing them; • Clear and realistic views of future trends and strategic direction of local government • Understanding the structures and environment within which the local authority sector operates and the role of a Senior Staff Officer in this context; • Political awareness.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale: €52,557 - €53,811 - €55,338- €58,213- €59,929- €62,063 (1st LSI) - €64,209 (2nd 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 Environmental Awareness 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 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 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.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their 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 they are seeking.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 5th 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