



DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

CANDIDATE INFORMATION BOOKLET

**PROJECT RESIDENT ENGINEER – 3-YEAR SPECIFIC PURPOSE CONTRACT GLENAMUCK DISTRICT ROAD SCHEME
COMP 010549)**

**INNEALTÓIR TIONSCADAIL CÓNAITHEACH SEALADACH -CONRADH SAINCHUSPÓIREACH 3 BHLIAIN
SCÉIM BÓITHRE CEANTAR GHLEANN NA MUC
(U.A. AN CHOMÓRTAIS 010549)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 9th NOVEMBER 2023**

GLENAMUCK DISTRICT ROADS SCHEME

Dun Laoghaire-Rathdown County Council invites applications from suitably qualified persons who wish to be considered for the position of Project Resident Engineer (temporary contract) for the construction and supervision of the Glenamuck District Roads Scheme contract.

DESCRIPTION OF SCHEME

The Glenamuck District Roads Scheme comprises of the following elements:

- The Glenamuck District Distributor Road (GDDR); approximately 890 metres of four lane dual carriageway and 660 metres of two-lane single carriageway road which will connect the existing R117 Enniskerry Road with the Glenamuck Road / Golf Lane Roundabout
- The Glenamuck Link Distributor Road (GLDR); approximately 1800 m of two-lane single carriageway road which will connect the new Glenamuck District Distributor Road with the existing Glenamuck Road, Ballycorus Road, Barnaslingan Lane and Enniskerry Road
- Upgrades to the Glenamuck Road between its interface with the proposed GLDR and the existing 'Golden Ball' junction
- Construction / upgrade of eight signalised junction
- Surface water drainage including a new collection and conveyance surface water network, interception drainage, culverts, a 12m span beam bridge and a number of significant attenuation ponds and associated flow controls
- Installation of Irish Water Foul sewer (up to 525mm) and Watermain infrastructure (up to 355mm Outside Diameter) and modifications to existing Irish Water assets
- Accommodation works for various landowners including boundaries, service provision and service diversions, demolition of temporary structures, provision of parking and landscaped areas
- Installation of HV ducting (110KV and 220KV) to Eirgrid specifications to facilitate future undergrounding/future HV services
- Associated earthworks, public lighting, boundary treatments, traffic signal civil works, retaining walls, landscaping, signs, road markings, provision of new utilities and diversion/protection of existing utilities and other miscellaneous works

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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.

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, 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 eight years satisfactory relevant post engineering experience including a period of not less than six years satisfactory experience in the direction and supervision of major engineering work.
- (c) Possess a high standard of technical training and experience and of administrative experience.
- (d) Have satisfactory experience at strategic management level and
- (e) Have satisfactory knowledge of public service organisation.

Each candidate **must** also:

- (a) Have an extensive knowledge of civil engineering works, project management, cost control and contract documentation.
- (b) Be capable of writing clear and concise reports.
- (c) Be proficient in the use of IT in relation to document handling and production of reports.
- (d) Have satisfactory knowledge of public service organisation.
- (e) Hold a current unendorsed full driving licence (Category B) for the duration of their contract as they will drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority. Their motor insurance policy must indemnify the Council.
- (f) Be a holder of a current SAFEPASS card.

(g) All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract.

4. EXPERIENCE:

Each candidate must be able to demonstrate a strong ability in the following areas:

- Delivery of civil engineering infrastructure projects, including the following:
 - Contract Administration
 - Project Management
 - Management of the site supervisory team
 - Cost Control
 - Assessment of contractor's submissions and payment applications, claims for compensation and ordering variations.
 - Dispute resolution processes
 - Working within urban environments
 - Engagement with landowners / stakeholders
- Setting targets, goals, timeframes and driving progress to ensure completion of projects in a timely manner
- Be familiar with European and National procurement rules and processes, the Capital Works Management Framework and the Public Works Contracts
- Managing and motivating staff by fostering good employee/management relations.
- Possess a thorough working knowledge of health and safety legislation.
- Have a strong understanding of Conditions of Contract and works specifications
- Have detailed knowledge and experience of civil engineering measurement and materials quality control
- Be self-motivated with a record of demonstrating initiative in a workplace environment.
- Have good judgement and problem-solving skills.
- Have excellent communication and interpersonal skills
- Be computer literate
- Have good verbal and written communication skills

KEY COMPETENCIES / PROJECT RESIDENT ENGINEER

At interview, candidates will be assessed under the following competencies using some / all the indicators listed:

<p>Strategic Management & Change</p> <p>Strategic Ability Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
<p>Delivering Results</p> <p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>
<p>Performance Through People</p> <p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>
<p>Personal Effectiveness</p> <p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>

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PARTICULARS OF THE POSITION

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

A panel may be formed from which temporary vacancies may be filled.

2. **SALARY:**

Salary €104,185 per annum – rate as at 1 October 2023.

A taxable allowance in the range of €3,900 - €7,800 per annum as determined by the Council will also be payable to cover day-to-day travel and subsistence arising in the course of the employment.

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 dependent 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 site hours but minimum 35 hours per week. Candidates will be expected to work site/contractors' hours.

The duties of the Office will involve activities outside normal working hours, including evenings or weekends as required.

5. 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; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at their 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 Project Resident Engineer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The Project Resident Engineer shall be manager of a site-based team responsible for supervision of the construction stage of the Glenamuck District Road Scheme contract and shall perform duties allocated as follows:

- Act as Project Resident for the Glenamuck District Road Scheme
- Overall contract administration of project on site
- Overall staff direction and task delegation
- Reporting to Employer's Representative /Local Authority
- Liaison with the Local Authority and Utilities
- Site meetings
- Public relations including attendance at residents' meetings.
- Weekly and monthly reports to Employer's Representative and Local Authority
- Duties may include some or all of the areas, as set out in Section 4 'Experience' in the above 'Qualifications'

The above list is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to their from time to time and to contribute to the development of the post while in office.

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 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 post are to give to the local authority and

- (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.

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. Dún 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 on behalf of the Local Authority. Please note that the interview may be online or in person. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Project Resident Engineer 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 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 their application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

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.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

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 9th November 2023**. 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