



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**TEMPORARY GRADUATE ENGINEER
FIXED TERM SPECIFIC PURPOSE CONTRACT – 2 YEAR CONTRACT
(COMP I.D. 010608)**

**INNEALTÓIR IARCHÉIME SEALADACH
TÉARMA SEASTA AR CHONRADH SAINCHUSPÓRA – CONRADH 2 BHLIAIN
(U.A. AN CHOMÓRTAIS 010608)**

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

APPLICATIONS WILL BE PROCESSED AS VACANCIES ARISE

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:**

Candidates shall **on the date of taking up the job offer:**

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering
- (b) All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract

It is desirable that the ideal candidate shall:

- Demonstrate understanding of good engineering practices and a good knowledge of relevant regulations;
- Have the ability to work on their own initiative;
- Have the ability to work within a multidisciplinary team;
- Possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- Possess good organisational skills;
- Possess good IT and presentation skills;
- Possess strong written and verbal communication skills with excellent report writing analytical skills

4. When required to do so holders of the office will be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

€35,960; €38,742; €42,723; €46,352 per annum. Rates as at 1st October 2023 - New Entrant Rates

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & 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. ANNUAL LEAVE:

Annual leave entitlement for the position of Graduate ENGINEER is **24** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

6. 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 or temporary office the following provisions shall apply, that is to say:

There shall be a period after such appointment takes effect during which such person shall hold office on probation;

Such period shall be 6 months but the Chief Executive may, at his discretion, extend such period;

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.

There will be assessment(s) during the probationary period;

The period above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;

7. DUTIES:

RESPONSIBILITIES/DUTIES:

- Graduate Engineers will be appointed to various Departments within the Council. The Graduate Engineer will work within a team under the direction of an Executive or Senior Executive Engineer or other appropriate official in delivering a programme of work and council services.
- The Graduate Engineer will be required at times to work on their own initiative as circumstances demand on a broad range of projects.
- They will need an ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- The role requires good administrative, interpersonal, communication and other particular skills depending on assignment.
- The successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

Responsibilities of the Graduate Engineer will include but are not limited to:

Main Duties:

- Carry out engineering and ancillary duties as assigned and provide support to line managers.
- Support site supervisory staff in the management of outdoor operational crews.
- Aid in the designing and preparation of contract documents, tendering, drafting recommendations on appointment of successful service providers and contractors.
- Provide supervision and contract administration of service and work contracts.
- Assist in the preparation and management of programmes and budgets.
- Identifying opportunities for improvements or achievements of efficiencies in service delivery.
- Maintaining and proactively developing a culture of Health and Safety in the workplace.
- Ensuring compliance with Health and Safety legislation and regulations
- Ensuring works are implemented in compliance with all relevant legislation and regulations
- Implementation and assist in the development of in-house quality management systems.
- Dealing efficiently, effectively and professionally at all times with residents, businesses, community groups, elected members, Local Authorities, Government Departments and stakeholders.
- Compiling, preparing and presenting reports as necessary to Line Managers and stakeholders.
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

The above specification 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 him/her from time to time and to contribute to the development of the post while in office.

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

- a) Such other Local Authority or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, 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 planning 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 planning 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 competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. 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.** 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. 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.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie.

Applications will be processed as vacancies arise

Note Re Canvassing:

Any attempt by a candidate, 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.

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.

