



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

HEALTH AND SAFETY INSPECTOR – PERMANENT WHOLETIME (COMP. I.D. 010708)

CIGIRE SLÁINTE AGUS SÁBHÁILTEACHTA - BUAN LÁNAIMSEARHTHA (U.A. AN COMÓRTAS 010708)

COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE 12 NOON ON THURSDAY 29th FEBRUARY 2024

Job Description

Appointment to be made to the Infrastructure & Climate Change Department and the successful candidate will be required to be flexible in terms of transferring between sections as and when required.

Background:

The Infrastructure & Climate Change Department encompasses the majority of the direct labour operations in the Council and is required to ensure compliance with all current Health Safety and Welfare at Work policies & procedures and legislative requirements. This is to be achieved by enhancing safety structures and systems and working closely with all to implement significant organisational change and ensure compliance with health & safety legislation.

The Position:

The Health and Safety Inspector will operate under the guidance and direction of the Director of Infrastructure & Climate Change and will report to the nominated Officer.

The Health and Safety Inspector is responsible for assisting the Department in the management of Health and Safety of all employees and workplaces.

The Health & Safety Inspector is responsible for assisting the Department in ensuring that Health and Safety requirements are adhered to.

Key Competencies

- Management and Change
- Delivering Resources
- Personal Effectiveness
- Knowledge, Experience and Skills

HEALTH & SAFETY INSPECTOR

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

Management and Change

- Develop and maintain positive, productive and beneficial working relationships
- Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation
- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own work and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Delivering Resources

- Plan and prioritise work and resources effectively
- Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate

Personal Effectiveness

- Keeps up with current developments, trends and best practice in area of expertise and responsibility
- Keeps up to date with the qualifications and knowledge necessary for the role
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles
- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff, consultants and senior management
- Encourages open and constructive discussions around work issues
- Presents information clearly, concisely
- Collaborates and supports colleagues to achieve organisational goals

Knowledge, Experience & Skills

- Understands the role of a Health & Safety Inspector
- Range & depth of experience relevant to the post
- Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace
- Demonstrate the knowledge & understanding of the structure & functions of Local Government
- Effective budget and financial and resource management

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QUALIFICATIONS

1. CHARACTER:

Each candidate 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, EXPERIENCE ETC:

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

- (a) hold a minimum level 7 qualification in Health and Safety;
- (b) have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- (c) have knowledge and experience of planning practical and effective methods, both preventative and remedial, of promoting work practices that comply with health and safety requirements.
- (d) possess a full clean driving licence (Class B)

The Ideal candidate shall:

- (a) have a good knowledge of administrative procedures;
- (b) possess good organisational skills;
- (c) be capable of working on their own initiative;
- (d) possess excellent communication and interpersonal skills;
- (e) have the ability to manage and interpret data;
- (f) possess excellent ITC skills;
- (g) be a highly motivated individual.
- (h) Have a knowledge of ISO 45001

4. EXPERIENCE

Each candidate must satisfy the local authority that they have had adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office for which they are a candidate.

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PARTICULARS OF OFFICE

1. **The office is wholetime, permanent and pensionable.**

2. **SALARY:**

€43,728, €46,344, €48,265, €50,206, €52,152, €54,131, €56,127, €58,125, €60,121, €62,121, €64,133, 1st LSI €66,188 2nd LSI €68,246. (Rates as at 1st October 2023 rate)

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 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 services which they are required by or under any enactment to perform

3. **SUPERANNUATION CONTRIBUTIONS:**

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. 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;
- b) Such period shall be **one year**, but the Chief Executive may, at his 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.

5. 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.

6. DUTIES:

The duties shall be such clerical/administrative duties as may be assigned to the employee from time to time by Dún Laoghaire Rathdown County Council. They 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.

The duties of the post include but are not limited to, the following:

- (a) regular review of Safety Statements;
- (b) maintaining all required registers;
- (c) conducting and recording random safety inspections on a regular basis;
- (d) co-ordinating all Department health and safety training programmes, including arranging, in conjunction with HR, appropriate induction training for new employees and maintaining records of all training courses;
- (e) maintaining accident reporting and recording requirements to corporate and HSA standards;
- (f) investigating reported accidents, dangerous occurrences and hazardous situations in conjunction with line management and recommending corrective action where necessary;
- (g) assisting in the identification of hazards, risk assessment and the formulation of control measures; liaising with employee Safety Representatives and documenting their representations;
- (h) monitoring work performance through periodic safety inspections to assess compliance with corporate, departmental and local safety arrangements;
- (i) maintaining a technical health and safety library;
- (j) identifying personal protection equipment needs;
- (k) implementing as required *permit to work* procedures and maintaining associated documentation when procedures have been developed;
- (l) ensuring that health and safety protocols are in place in relation to buildings, vehicles and machinery in the Divisions;
- (m) investigating health and safety aspects of third party claims against Dún Laoghaire-Rathdown County Council as required;
- (n) advising on annual health and safety budget requirements;
- (o) Supervise staff if and when required;
- (p) such other duties as may be assigned from time to time;

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

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

- (a) such other 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 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.

7. LOCATION AND 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 you to any of its functional areas or any premises in use by the Council, now or in the future subject to reasonable notice.

8. 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 Health & Safety 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.

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 29th February 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