



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

CHIEF TECHNICIAN/PRÍOMHTHEICNEOIR

PERMANENT WHOLETIME - COMPETITION I.D. 010888

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY 25TH APRIL 2024**

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Comhairle Contae Dhún Laoghaire-Rath an Dúin

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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, EXPERIENCE, ETC.

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

- (a) have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a Local Authority or health board in the State,
- (b) have at least nine years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- (c) have a thorough knowledge of all the technical aspects of Local Authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,
- (d) have adequate experience in dealing with other departments within their own organisations and with other bodies,
- (e) have adequate experience in the direction, supervision and control of staff, and
- (f) possess technical training and experience of a high standard and adequate administrative ability

DESIRABLE SKILLS SPECIFIC TO THIS ROLE:

- Experience in the creation, management, analysis and visualisation of spatial data;
- A good IT and presentation skills and experience in Geographic Information Systems (GIS), Building Information Modelling (B.I.M.), 3-d modelling and WEB publishing, Autocad & Civil 3D
- Possess a satisfactory knowledge of health and safety in the workplace. A current Safepass will be an ongoing requirement;
- Would be a holder of a full driving licence, Category "B", free from and their motor insurance policy must indemnify the Council;
- Have the skill set required to carry out the duties as described in the attached job specification.

THE ROLE :

Vacancies for the role of Chief Technician exist within various departments within the Council. The Chief Technician will be responsible for packages of work including the production of drawings, maps and documents relating to local Area Plans and or county Development Plans. This work will involve ensuring technical compliance with the statutory technical requirements as set out under Planning Legislation. On-site inspections to maintain quality control will form part of the job duties as will having departmental responsibility for data protection / office systems / IT management. As a senior technical post the person will assist in promoting the concept of a 'safe place of work' and will help to ensure compliance with relevant Health and Safety legislation and all DLR policies. The Chief Technician will be required to supervise other technician staff under the direction of relevant Senior Management /Director of Services.

CHIEF TECHNICIAN
COMPETENCY FRAMEWORK

CHIEF TECHNICIAN - COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Chief Technician within the Council. Candidates will be expected to demonstrate sufficient evidence of such competencies within their application form and at interview. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

COMPETENCIES:

- **Delivering Results**
- **Performance through People**
- **Personal Effectiveness**
- **Knowledge & Understanding**

COMPETENCY	BEHAVIOURS
Delivering Results	<ul style="list-style-type: none"> • Contribute to delivery of high-quality service and customer care standards; • Plan work and resources effectively ; • Identify problems and contribute to solutions; • Co-operate with decisions and implements solutions; • Research and formulate policy.
Performance through People	<ul style="list-style-type: none"> • Demonstrate ability to engage with staff and work as part of a team; • Ability to motivate, empower, encourage personnel under their control; • Demonstrate ability to resolve conflict situations; • Demonstrate a track record of delivering results; • Demonstrate ability to lead by example and show initiative; • Excellent interpersonal & communication skills; • Excellent organisational skills; • Excellent verbal and written communication skills; • Excellent I.T. & presentation skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Personal motivation; • Take initiative and is open to taking on new challenges or responsibilities; • Capable of working on their own initiative ; • Be able to work independently or within multi-disciplined teams; • Manage time and workload effectively; • Maintain a positive and constructive and enthusiastic attitude to their role. • Ability to deal with change management
Knowledge and understanding	<ul style="list-style-type: none"> • Demonstrate knowledge of the role of Chief Technician; • Demonstrate an understanding of Local Authority services & structures in Ireland • Relevant technical & administrative experience to date; • Demonstrate knowledge and understanding of local government; • Knowledge of all technical aspects of local authority work; • Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating; • Knowledge & awareness of Health & Safety Legislation and implications for the organization & the employee.

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JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable. A panel will be formed from which permanent and temporary appointments will be made.

2. **SALARY:**

€52,936 - €54,195 - €55,686 - €57,185 - €58,691 - €60,032 - €61,401 - €62,726 - €64,039 –
€66,331 (1st LSI) - €68,633 (2nd LSI). Rates as at 1/10/2023.

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 him/her by virtue of their office or in respect of 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.

4. **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 retiree's 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.

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. Candidates may be required to work in the office and on-site.

6. PROBATION:

When a person is not already a permanent officer of a Local Authority in 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.

7. ANNUAL LEAVE

Annual leave entitlement for the position of Chief Technician is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

8. DUTIES:

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

- (i) Providing necessary information to Senior Management relevant to their area of responsibility;
- (ii) Management and supervision of staff and the co-ordination of duties of staff under their control;
- (iii) Ensuring the efficient delivery of services in their area of responsibility;
- (iv) Co-ordinating the maintenance and management of .I.T. systems in their area of responsibility;
- (v) Providing technical services relevant to the area of responsibility to which they have been assigned, e.g. site inspection, site surveying, management of datasets, creation of drawings and graphics, report writing, preparation of documents and such other duties associated with a drawing office;
- (vi) Ability to carry out land surveys;
- (vii) Operating the appropriate technology as required within by the relevant Departments to carry out the work to which they have been assigned,
 - GIS Software, – ESRI ArcPro / ArcGIS Online / Maproadpms
 - CAD, Autodesk's AutoCAD and / or Microstation CAD software,
 - Graphics, Adobe suite (photoshop, Indesign)
 - Autodesk's AutoCAD and / Microstation CAD software / Civil 3D
 - Microsoft Office Suite of Applications especially Access, Excel, Powerpoint & Word;
 - FME
 - Agresso
 - APAS
- (viii) Liaising with other Departments, members of the public and external agencies in relation to operational aspects of assigned work;
- (ix) Functioning as a Team Leader, this includes: prioritising work as determined by the Head of Department/Service, functioning as a facilitator and co-ordinator between team members and other departments and external agencies and being responsible for the allocation of work and ensuring task completion;
- (x) Preparation of estimates for projects and budgets;
- (xi) Preparation of measurements for analysis and presentation of statistics;
- (xii) Managing contractors and suppliers;

- (xiii) Manage the process of mapping the disposal and acquisition of lands, including verification of boundaries and providing support in the examination and assessment of property titles;
- (xiv) Preparation of public consultation display material and assistance at public consultations;
- (xv) Coaching and mentoring to Technicians Grade I, Grade II, Executive Technicians and Senior Executive Technicians;
- (xvi) Contributing to individual staff development, personal development and team development initiatives;
- (xvii) Undertaking any course of training organized by DLRCC which they are designated to attend;
- (xviii) Preparation of drawings/reports for and attendance at Council meetings as required;
- (xix) Providing a high level of service to public representatives, including attendance at and presentations at meetings;
- (xx) Carry out all responsibilities in relation to Health and Safety and maintaining, managing where required and proactively developing a culture of Health and Safety in the workplace;
- (xxi) 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 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.

9. 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.

10. 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 competencies identified for the position of Chief Technician 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 DLRC 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 Dun 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.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie no later than 12 noon on Thursday 25th April 2024. **Applications received after the closing time and date will not be accepted.**

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.

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.
