

# Candidates Information Booklet

## Executive Technician

Panels may be formed from which future temporary and permanent vacancies may be filled.

There is an immediate temporary (3 year contract) vacancy.

### Closing Date

**5.00pm Thursday 7<sup>th</sup> November, 2024**

**Wexford County Council is committed to a policy of equal opportunity**

This competition is being managed by:

*Recruitment Desk*

*HR Section*

*Wexford County Council*

*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

## QUALIFICATIONS

### 1. CHARACTER

Candidates shall be of good character.

### 2. HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### 3. EDUCATION, TRAINING, EXPERIENCE, ETC

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

- i. have satisfactory experience in a technician post at Grade II, or higher level, or in an analogous post under a Local Authority,
- ii. have at least **five years** satisfactory relevant experience in a technician post at Grade II, or higher level, or an analogous post
- iii. have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least **one relevant section** of the work,
- iv. hold a current full clean driving licence in respect of category B vehicles details of which must be entered on the application form and have access to own car,
- v. Hold a current Safe pass card, details of which must be entered on the application form,
- vi. possess adequate training or experience in dealings with other Departments within their own organisations and with other Bodies
- vii. have adequate experience in the supervision and control of staff
- viii. have the ability to work within a team which may be multidisciplinary

### 4. CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or

- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

## PERSON PROFILE

### DUTIES:

The duties of the post are to give the local authority and:-

- (a) such other local authorities 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 general direction and control of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such technical or ancillary services of an advisory, 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 Service or other appropriate employee, in the supervision of the technical or ancillary services of any foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional employee of higher rank during the absence of such employee of higher rank.

The actual duties of the post of **Executive Technician** will depend on placement of the post, but in general they will include but are not limited to:

- providing technical services such as site inspections, site surveying, creation of drawings, graphics and report writing;
- enforcement activities as per Environmental and Water Services legislation and compliance with other statutory technical standards;
- Preparation of technical reports on planning application and compliance submissions;
- knowledge of Planning and Building Regulations; Building Standards, Codes of Practice, the implementation of national standards and legislative requirements with regard to water and wastewater quality;
- Work as part of a multi-disciplinary team in carrying out of various statutory functions;
- operating the appropriate technology as required e.g. AutoCAD, GIS systems, Total Station etc;
- work as a member of site supervisory team on construction site visits and inspections;
- preparation of maps, drawings and plans as required;

- maintenance of project files and records;
- develop, design and preparation of tender documentation within procurement guidelines;
- delivery of projects in an agreed timeframe and within budget;
- adherence to the Council's corporate health and safety systems and implementation of department and section health and safety controls, including those relating to risk assessments. A good knowledge and awareness of Health and Safety Legislation Regulations and their implications for the organisation and employees and their application in the workplace;
- involvement in the production of drawings and documents relating to the design, tender and construction of capital projects and in the operations environment. The person will also be involved in projects which could be carried out by the Council and/or by Contractors. The role will include the preparation of reports for planning assessment, land disposal/acquisition and for court proceedings;
- preparation of material for presentation, meetings, publication and exhibition;
- interact with members of the public and to represent Wexford County Council at a variety of meetings;
- Such other duties as may be assigned from time to time.

The Ideal candidate will demonstrate through their application form and at the interview that he/she has:

- good communication and interpersonal skill
- good graphic presentational skills
- ability to prepare and present technical reports
- an ability to interpret and critically analyse scientific data
- good organisation skills and discipline
- strong ICT skills

**Candidates must also:**

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned, candidates, if successful, will not be appointed to the post unless they;
- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

## COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<p><b>Management and Change</b></p>	<p><b>Strategic Ability</b> Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b> 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><b>Bringing about Change</b> Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
<p><b>Delivering Results</b></p>	<p><b>Problem Solving and Decision Making</b> 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><b>Operational Planning</b> 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><b>Managing Resources</b> 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><b>Delivering Quality Outcomes</b> 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><b>Performance through People</b></p>	<p><b>Leading and Motivating</b>  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><b>Managing Performance</b>  Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating Effectively</b>  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><b>Personal Effectiveness</b></p>	<p><b>Relevant Knowledge</b>  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><b>Resilience and Personal Well Being</b>  Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Personal Motivation, Initiative and Achievement</b>  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>

## **SELECTION PROCESS**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible. *(see notes at the end of this document in relation to completing online application form)*

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: **recruitment@wexfordcoco.ie** no later than the closing date and time of: **5pm Thursday 7<sup>th</sup> November, 2024**

### **The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and/or final interview, conducted by or on behalf of the Local Authority; this may include interviews being held remotely
- The Local Authority may create a panel from which future Temporary & Permanent vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to 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 from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such a period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.**

## **CONDITIONS OF SERVICE**

### **1. Tenure:**

The post, whether temporary or permanent, is whole-time and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay 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).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their 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) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

## **2. Probation:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be 6 months but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

## **3. Salary:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

**€50,399 to €60,298 (LSI 2) (As at 01<sup>st</sup> October 2024)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government.

Appointees who are not existing public servants will enter at the minimum point of the scale.

## **4. Health:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.



## 5. Retirement/Superannuation

### Single Public Service Pension Scheme:

Effective from 1<sup>st</sup> January, 2013, The *Single Public Service Pension Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January, 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

### New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid. In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

## 6. Driving Licence

When required to do so holders of the office may 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 and disqualification.

## 7. Residence

The holder of the post shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries please contact the following:

*Recruitment Desk*

*HR Section*

*Wexford County Council*

*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

## **Additional Relevant Information**

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 the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.

Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.

### **General Data Protection regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

### **Former Public Service Employees**

Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

### **Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010, dated 1<sup>st</sup> November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduces, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for

re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

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