

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of : Assistant Engineer

There is no closing date for this competition – applications are accepted on an ongoing basis and will be processed in order of receipt

Completed Application Form, including required supporting documentation should be returned to the:

Human Resources Department, Sligo County Council

via e-mail to jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliff) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 460 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Declan Bree.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Housing, Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Environment, Emergency Services along with Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Assistant Engineer. Sligo County Council will, following an interview process, form a panel for the post from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage.

SLIGO COUNTY COUNCIL/COMHAIRLE CHONTAE SHLIGIGH

CREATION OF PANEL FOR POST OF ASSISTANT ENGINEER

QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. Health

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

3. 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

4. Education, Experience 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 two years satisfactory relevant engineering experience, and
- (c) possess a high standard of technical training and experience.

5. Driving Licence

Each candidate must, on the latest date for receipt of completed application forms, hold a full, unendorsed driving licence for Category B vehicles and have access to their own car.

6. Desirable Skills & Experience

In addition to the above, the ideal candidate will have:

- Satisfactory knowledge of civil engineering works;
- Satisfactory knowledge of the Safety, Health & Welfare at Work Act and the Safety, Health and Welfare at Work (Construction) Regulations;
- Satisfactory knowledge of surveying, levelling and setting out of works;
- General proficiency in the use of computers and has experience in the Microsoft Office suite of products including MS Word and MS Excel;
- Experience in the application of computer software packages such as the various Autodesk and/or GIS range of products;
- Good report writing skills;
- Good interpersonal and communication skills;
- The ability to work in a dynamic team to specific targets and goals;
- Enthusiasm for the role.

Competencies for the Post

Candidates are expected to demonstrate in their application form and at interview that they have the knowledge, understanding, skills and experience required for the role. Candidates will also be assessed under the following key competencies:

Management and Change

Strategic Ability

- Plans, develops and prioritises work programmes that are aligned to Corporate and Operational Plans.

Networking and Representing

- Develops and maintains positive and beneficial relationships with relevant interests.
- Ability to negotiate and influence and adopt a partnership approach with all stakeholders.

Bringing about Change

- Effectively manages the introduction of change and overcomes resistance to change.

Safety, Health and Welfare at Work

- Ensures compliance with all relevant legislation /regulations including Health & Safety, Planning & Procurement.

Delivering Results

Problem Solving and Decision Making

- Can pinpoint critical information and can address issues logically.
- Acts decisively and makes timely, informed and effective decisions.

Operational Planning

- Plans, develops and prioritises work programmes with senior management that are aligned to the Council's Corporate and Operational Plans.

Managing Resources

- Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans.
- Drives and promotes reduction in cost and minimisation of waste.

Delivering Quality Outcomes

- Promotes the achievement of quality outcomes in delivering services.

- Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

Performance through People

Leading and Motivating

- Leads, motivates and engages others to achieve quality results.

Managing Performance

- Effectively manages performance and conflict.
- Empowers and encourages people to deliver their part of the operational plan.

Communicating Effectively

- Communicates effectively & professionally with a range of stakeholders including staff, elected members, businesses & residents.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

Personal Effectiveness

Motivation, Initiative and Achievement

- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.
- Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.
- Manages their time effectively, focusing on essential tasks and responsibilities.

Qualifications and Knowledge

- Keeps up with current and emerging developments, trends and best practice in this area.

Integrity

- Demonstrates a strong commitment to delivering an effective Public Service.

SLIGO COUNTY COUNCIL/COMHAIRLE CHONTAE SHLIGIGH

CREATION OF PANEL FOR POST OF ASSISTANT ENGINEER

PARTICULARS OF EMPLOYMENT

1. THE POST

The post is Assistant Engineer. This is a pensionable whole-time position on the basis of a 35 hour, 5 day week.

2. DUTIES

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

Under the general direction and control of the Chief Executive, or of such other employee as the Chief Executive may from time to time determine, such appropriate services of a technical, management, administrative, executive, supervisory, advisory and ancillary 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, and to exercise such powers, functions and duties as may be delegated to him or her 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 employment will, if required, act for an employee of a higher level, if qualified to do so.

Main Responsibilities

Working under the supervision of a Senior Executive Engineer/Executive Engineer or other designated employee, the Assistant Engineer's principal duties may include but are not limited to the following:

- Carry out engineering and ancillary duties as assigned and provide support to senior personnel.
- Aid in the designing and preparation of contract documents, tendering, drafting recommendations on appointment of successful service providers and contractors.
- Supervise and administer contracts of service and work contracts.
- Assist in the preparation and management of programmes and budgets.
- Identify opportunities for improvements or achievements of efficiencies in service delivery.
- Maintain and proactively develop a culture of Health and Safety in the workplace.
- Ensure compliance with Health and Safety legislation and regulations, and the Council's Safety Management Systems.
- Ensure works are implemented in compliance with all relevant legislation and

- regulations including planning and procurement requirements.
- Implement and develop in-house quality management systems.
 - Deal efficiently, effectively and professionally at all times with residents, businesses, community groups, elected members, Local Authorities, Government Departments and stakeholders.
 - Liaise with and respond to other Local Authorities, Government Departments and statutory agencies where required.
 - Compile, prepare and present reports as necessary to a variety of stakeholders.
 - Deputise for the Executive Engineer or other senior grade when required.
 - Undertake any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

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 post or in respect of any services, which they are required by or under any enactment to perform.

The current salary scale for the post is (effective 1st October 2024):

€45,802 - €48,444 - €50,384 - €52,367 - €54,397 - €56,461 - €58,544 - €60,627 - €62,710 - €64,796 - €66,894 – LSI 1 €69,038 – LSI 2 €71,185

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. Starting pay for new entrants will be at the minimum of the scale.

4. SUPERANNUATION

- a) Persons who become pensionable employees 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).
- b) Persons who become pensionable employees 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.
- c) All persons under (a) and (b) above 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 pensionable remuneration in accordance with the terms of the Scheme.

- d) Persons who are pensionable under the Single Public Sector Pension Scheme, effective from 1 January 2013, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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).

5. PROBATION

There shall be period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion, extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. METHOD OF SELECTION

- (a) Selection shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. The interview may be arranged online or face to face. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A Panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview, whose names are placed on the panel and who satisfy the local authority that they possess

the qualifications declared for the position and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise. The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

- (b) Short-Listing: While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. GARDA VETTING & REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

10. MEDICAL EXAMINATION

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

11. PERIOD OF ACCEPTANCE OF OFFER

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.

12. NORMAL WORKING HOURS

Normal working hours are 9.00 a.m. to 5.00 p.m., Monday to Friday, with a minimum of 30 minutes to be taken for lunch break. The successful candidate, may, from time to time be required to work outside normal office hours, including at weekends as necessary.

13. ANNUAL LEAVE

Annual Leave shall be 30 days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

14. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

15. CAR & DRIVING LICENCE

It may be necessary for the person employed to travel in the course of their official duties. The successful candidate shall hold a full driving licence for class B vehicles and shall drive a car in the course of their duties and for this purpose, maintain a car to the satisfaction of the Council.

16. TRAVELLING AND SUBSISTENCE ARRANGEMENTS

Travelling and subsistence expenses shall be paid in accordance with agreed rates which may be revised from time to time.

17. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

18. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: [Data Protection \(GDPR\) \(sligococo.ie\)](https://www.sligococo.ie/Data-Protection-GDPR)