

Sligo County Council



Candidate Information Booklet (Please read carefully)

Creation of panel for position of:

**Assistant Project Manager
(Analogous to 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 any required supporting documentation should be returned 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 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Dónal Gilroy.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Environment, Water, Emergency Services along with Housing, 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 Project Manager. The position may include assignment to some of the key service areas within the Local Authority. Sligo County Council will, following the interview process, form a panel for the post from which relevant vacancies arising may be filled. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on this panel.

JOB SPECIFICATION

The position is a technical role providing technical support within a team environment. Successful applicants may be assigned to the following key service areas within the Local Authority:

- Housing Delivery
- Social Housing Management
- Community Development
- Parks & Cemeteries
- Town Regeneration
- Infrastructure Development/Delivery
- Roads and Transportation
- Environment
- Planning & Development

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- 30 no. annual leave days per annum (pro-rata)
- Availability of flexi-time (accruing one day in a four-week period)
- Availability of Blended Working (up to two days per week subject to departmental requirements)
- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

**COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL
ASSISTANT PROJECT MANAGER**

QUALIFICATIONS

1. **CHARACTER**

Each candidate shall be of good character.

2. **HEALTH**

Each candidate shall 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, TRAINING, EXPERIENCE, ETC.**

Each candidate must, on the latest date of receipt of completed application forms meet the following requirements:

- a) Hold at least an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in construction management, engineering or a related discipline relevant to the post:

OR

- b) Hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) **AND** a post graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in construction management, engineering or a related discipline relevant to the post.

AND

- c) Candidates shall on the latest day for receipt of completed application forms:
 - a. Have at least two years satisfactory experience relevant to the role after attaining the qualification referred to under (4) above.
 - b. Possess a high standard of technical training and experience appropriate to the nature of the role including administrative experience.
 - c. Have a satisfactory knowledge of public service organisation or an ability to acquire such knowledge.

5. **CAR & 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:

The ideal candidate for the position shall demonstrate:

- Knowledge and experience of local government issues and awareness of wider sectoral and organisational priorities.
- Knowledge and experience of statutory obligations of health and safety legislation, the implications for the organisation and the employee, and their application in the workplace.
- Knowledge and experience of capital funding streams that apply to the execution and delivery of projects in the Local Government environment.
- Experience of managing and scheduling a multi-annual portfolio of projects.
- Experience of managing finance and budgets and ensuring value for money.
- An ability to effectively engage with, lead and manage multi-disciplinary project teams.
- An ability to motivate, empower, encourage and achieve maximum efficiency from the personnel and processes under their control.
- An ability to work in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups.
- An ability to effectively engage with and manage diverse stakeholder groups and develop communication strategies and approaches to drive collaboration and project delivery.
- Experience in meeting regularly with stakeholders, providing updates, presentations and reports, taking stakeholder feedback and ensuring any learning from same is used to enhance the operations of the organisation.
- Experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same.
- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- Excellent interpersonal, communication and influencing skills.
- Excellent report writing and strong ICT skills.
- Strong planning, operational and project management skills.
- A focus on the customer and on service improvement including taking ownership and resolving issues that may arise.
- A high level of technical experience, in construction management, engineering or a related discipline relevant to the post.
- Experience of the development and progression of construction projects in compliance with applicable legislation, standards and guidelines as detailed in governance documents of the

Dept. of Public Expenditure & Reform (DPER), other relevant government departments, funding agencies and local authorities.

- Experience in the delivery of construction projects through the statutory processes of compulsory purchase of lands (Compulsory Purchase Order), Appropriate Assessment and Environmental Impact Assessment.
- Experience in the procurement and management of services and works contracts.
- Knowledge/Experience of Building Information Modelling (BIM).

COMPETENCIES FOR THE POST

Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of the below headings. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

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.

**COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL**

ASSISTANT PROJECT MANAGER

PARTICULARS

1. THE POST

The post of Assistant Project Manager may be assigned to any of the key service areas within the Local Authority. It 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 their 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 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 employment will, if required, act for an employee of a higher level, if qualified to do so.

The duties of the post shall include:

- The implementation of programmes, projects and strategies as agreed by Sligo County Council Management and Funding Agencies.
- Project management of the delivery of schemes as prioritised by relevant government departments, funding agencies and Sligo County Council, in accordance with all relevant guidelines, standards and specifications, and DPER's Public Spending Code.
- Procurement and management of technical advisors/consultants/contractors as necessary.
- Working with and supporting community groups of all sizes, local and regional organisations and other engaged parties, building the capacity of voluntary community leaders and organisations to respond to local community needs, to identify and implement projects, which will provide their areas with an identifiable comparative advantage.
- Representing the Council both on relevant local committees and at a range of different meetings as and when required.

- 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 relating to Road's infrastructure.
- Assist in the preparation and management of Roads Programmes and budgets.
- Promoting a range of community development programmes and initiatives administered by the Council and encouraging local communities to actively participate within these.
- Reporting on key performance indicators and assisting with the development of corporate plans, strategies and annual service plans.
- Identifying and agreeing work programmes, objectives, targets and deadlines and ensuring their subsequent implementation.
- Developing and maintaining relationships with relevant government departments and external agencies to ensure co-operation and co-ordination in the implementation of work programmes.
- Working effectively with colleagues to deliver services, often as part of a multi-disciplinary team, collaborating and engaging with other teams within the organisation to deliver on the corporate objectives.
- Collaborating and engaging through cross-disciplinary working to deliver for the public, innovate for the future of local government and develop the people within the organisation.
- Participating in the duties as part of the organisational response to climate action, to promote and ensure capacity building, empowering change and delivering action.
- Managing a technical / administrative workforce and associated industrial relations issues including performance management in accordance with good employment practice and relevant legislation.
- Preparing budgets and ensuring that works are implemented within allocated budgets.
- Ensuring that staff are trained and operate within the relevant skillsets.
- Promoting safe work practices in the local authority generally and to ensure that all works in the areas for which you have responsibility are carried out in line with health, safety and welfare legislation and regulation and to maintain and proactively develop a culture of health & safety in the workplace.
- Ensuring works are implemented in compliance with all relevant legislation and regulations concerning procurement, planning, environmental, etc.
- Ensuring an efficient and effective response to all stakeholders.
- The proactive implementation of council policy and its corporate plan.

- Ensuring compliance with corporate policies (Health and Safety, HR, Data Protection, Child Safeguarding etc.).
- Ensuring good governance, whilst acting in the public interest at all times - upholding the corporate values of Local Government and the Council.
- Deputising for the Head of Section as required.
- Carrying out such other duties as may be 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.

Current Salary (analogous to Assistant Engineer):

€47,270 – €49,938 – €51,906 – €53,948 – €56,040 – €58,166 – €60,312 – €62,458 – €64,604 – €66,753 – €68,914 – €71,123 (LSI1) – €73,335 (LSI2)

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**

- 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).
- 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.
- 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.
- Persons who are pensionable under the Single Public Sector Pension Scheme, 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, that their service 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 will be conducted in person. The Council will not be responsible for any expenses incurred by candidates 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 amount 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) a 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 may 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 may 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 post entails a wide range of duties which require maximum flexibility. Therefore, the successful candidate, may, from time to time be required to work outside normal office hours, including evenings and weekend attendance, where necessary.

13. OUTSIDE EMPLOYMENT

The position is whole-time and the person employed may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. 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.

15. 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.

16. TRAVEL 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)