

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of **Executive Technician**

Closing Date : 4:30 p.m. on Thursday 24th July 2025

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/Drumcliffe) 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, Water, Environment, 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 Executive Technician. Sligo County Council will, following the 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. 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.

JOB DESCRIPTION

The Executive Technician is a key support position within the Council and is assigned to a service delivery area or to support a functional area as required. The role involves supporting managers and colleagues and working as part of a team in meeting work goals and objectives and delivering quality services to internal and external customers. The role requires a clear knowledge and understanding of local authority services and its key stakeholders and relationships, local government structures and its democratic role and mandate, current local government issues, future trends and the strategic direction of the sector.

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

**SLIGO COUNTY COUNCIL
COMHAIRLE CHONTAE SHLIGIGH**

**CREATION OF PANEL FOR POST OF
EXECUTIVE TECHNICIAN**

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, 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 II or higher level or in an analogous post under a local authority or health board in the State
- (b) have at least five years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post
- (c) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work

- (d) possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
- (e) have adequate experience in the supervision and control of staff.

5. 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.

6. DESIRABLE SKILLS AND EXPERIENCE

The ideal candidate will:

- Possess excellent professional/technical knowledge and skills
- Possess excellent communication and interpersonal skills
- Possess excellent team leadership skills
- Have the ability to work independently or within multi-disciplined teams
- Possess problem solving skills
- Possess planning and organisational skills
- Possess strong ICT and presentation skills
- Possess knowledge of GIS
- Be aware of and understands relevant legislation, regulations and policies that govern the Local Authority including Health & Safety.

Competencies for the post

The competencies listed below apply to this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. 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:

Delivering Results

- Identifies opportunities for improvements in service delivery within their section / team and contribute to solutions.
- Implements high quality service and customer care standards
- Makes decisions in a timely and well-informed manner

Performance Through People

- Demonstrates ability to support the Line Manager and work as part of a team.
- Demonstrates ability to develop and maintain productive working relationships and resolve conflict situations.
- Demonstrates ability to lead by example and show initiative.
- Demonstrates excellent interpersonal skills, verbal, and written communication skills.
- Demonstrates excellent technical skills.

Personal Effectiveness

- Demonstrates knowledge of the role of Executive Technician and responds positively to the challenges of the role.
- Adopts a positive and constructive approach to work
- Takes initiative and is open to taking on new challenges or responsibilities.
- Manages time and workload effectively.
- Maintains a positive and constructive and enthusiastic attitude to their role.

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PARTICULARS AND DUTIES OF EMPLOYMENT

1. THE POST

The post is Executive Technician. 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 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 relevant to the area of responsibility to which they are assigned for example: - site inspections, surveys, collecting data and updating records, preparation of detailed dimensional drawings, design layout, mapping and graphics, report writing, project tendering, enforcement and compliance activities and such other duties associated with the role.
- Operating the appropriate technology as required to carry out the work to which they are assigned e.g. CAD, Graphics, Software such as Autodesk's AutoCAD and Microsoft Office Suite of Applications.
- Estimating project technical or resource requirements.
- Preparation of Health & Safety documentation for works.
- Reading and reviewing maps, project drawings and plans, technical specifications etc.
- Working as part of a multidisciplinary team.
- Liaising with other departments, members of the public and external agencies.
- Preparation of public consultation display material and assistance at public consultations.

- Managing work files and providing progress reports.
- Supervision of staff/projects assigned to them.
- Contributing to individual staff development, personal development and team development initiatives.
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

3. SALARY

The salary shall be fully inclusive and shall be as determined from time to time. The holder 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.

The current salary scale for the post is as follows:

€51,407 - €52,618 - €53,873 - €55,152 - €56,450 - €57,740 - €59,623 (LSI 1) - €61,504 (LSI 2)

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. New entrants will be paid 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, 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 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

The holder of the office 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:

Selection shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. Interviews will be conducted in person. 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:

- the information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions or

- a preliminary interview or
- 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 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 as 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 and Procedure, as amended by the Public Service Management (Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

15. TRAVEL & SUBSISTENCE ARRANGEMENTS

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

16. TRAINING

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

17. 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)