

# Sligo County Council



## Candidate Information Booklet

*(Please read carefully)*

### Creation of panel for the position of : Technician Grade I

**Closing Date : 4:30 p.m. on Thursday 24<sup>th</sup> July 2025**

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

Human Resources Department, Sligo County Council

via e-mail to [jobs@sligococo.ie](mailto: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 Housing, Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, 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 Technician Grade I. 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. Suitably qualified persons are invited to apply for inclusion on this panel.

### **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 TECHNICIAN GRADE I**

### **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, meet the requirements at either (a) or (b) below and (c):

- (a) (i) have passed the N.C.E.A. / H.E.T.A.C National Certificate Final Examination in:
  - Civil Engineering, or

- Geo-surveying, or
- Construction Studies, or
- Construction Studies in Building Maintenance, or
- Construction Studies in Architectural Graphics,

**Or**

- hold an equivalent qualification

**and**

- (ii) have at least three years satisfactory experience after attaining the qualification concerned

**or**

- (b) (i) have satisfactory, relevant experience, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State,

**and**

have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

**or**

- (ii) have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State,

**and**

- (c) possess adequate training or experience relating to the control and supervision of staff.

## **5. CAR AND DRIVING LICENCE**

It may be necessary for the person employed to travel in the course of their official duties. On the latest date for receipt of application forms, applicants 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, shall maintain a car to the satisfaction of the Council.

## **6. DESIRABLE SKILLS & EXPERIENCE**

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

- Knowledge and awareness of Health & Safety legislation and Safety Regulations
- Competency in the area of Information Technology / Drawing Packages
- Self-motivation with a record of demonstrating initiative in a workplace environment
- Excellent communication and interpersonal skills

## **Competencies for the Post**

<b>Delivering Results</b>
<ul style="list-style-type: none"><li>• Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;</li><li>• Maintains a strong focus on meeting the needs of customers and stakeholders at all times;</li><li>• Ensures all outputs are delivered to a high standard and in an efficient manner;</li><li>• Ensures compliance with legislation, regulation and procedures.</li></ul>
<b>Communicating Effectively</b>
<ul style="list-style-type: none"><li>• Deals with all relevant stakeholders in a professional, effective and efficient manner;</li><li>• Has effective verbal and written communication skills;</li><li>• Has strong interpersonal and negotiating skills;</li><li>• Treats others with respect, diplomacy, tact and courtesy even in challenging circumstances;</li><li>• Expresses themselves in a clear and articulate manner;</li><li>• Presents information clearly, concisely and confidently when speaking and in writing.</li></ul>
<b>Personal Effectiveness</b>
<ul style="list-style-type: none"><li>• Takes initiative and is proactive when they see the opportunity to make a contribution;</li><li>• Manages time and workloads effectively with particular reference to statutory obligations and timeframes;</li><li>• Maintains a positive, constructive and enthusiastic attitude to their role. Demonstrates flexibility and openness to change;</li><li>• Responds positively to the challenges of the role;</li><li>• Learns from experience and seeks to constantly improve performance;</li><li>• Demonstrates a strong commitment to delivering an effective public service.</li></ul>

**SLIGO COUNTY COUNCIL/COMHAIRLE CHONTAE SHLIGIGH**

**CREATION OF PANEL FOR POST OF TECHNICIAN GRADE 1**

**PARTICULARS OF EMPLOYMENT**

**1. THE POST**

The post is Technician Grade 1. 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.

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

- Providing technical services relevant to the area of responsibility to which they have been assigned e.g. site inspection, site surveying and creation of drawings and graphics, report writing.
- Operating the appropriate technology as required to carry out the work to which they have been assigned e.g. CAD.
- Working as part of a multi-disciplinary team.
- Liaising with other Departments, members of the public and external agencies in relation to operational aspects of assigned work.
- Managing work files and providing regular progress reports.
- Be competent in the use of equipment to carry out tasks associated with technical duties.
- Adhere to Health & Safety requirements.

- 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 Scale:

€48,277- €49,008 - €49,963 - €50,921 - €51,880 - €52,862 - €53,769 - LSI 1 €55,482 -  
LSI 2 €57,218

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, 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. 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:

- (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. TRAVELLING AND SUBSISTENCE ARRANGEMENTS**

Travelling 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)