

Candidates Information Booklet

Temporary Senior Executive Scientist/Project Manager (Specific Purpose Contract)

Closing Date
5.00pm Thursday 16th April 2026

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

This competition is being managed by:

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Introduction:

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure.

Wexford County Council consists of 34 members elected every five years, the most recent local elections having taken place in 2024. The county is divided into the 5 Municipal Districts of Wexford, Rosslare, Gorey-Kilmuckridge, New Ross and Enniscorthy with the local authority administrative headquarters located in Wexford Town.

Wexford County Council:

County Wexford is in the province of Leinster and has a population of 163,527 persons (2022 Census). This represents an increase of 13,805 or 9.2% since the previous 2016 census.

Wexford is situated in the South East of Ireland and shares its border with four other counties and has a total land area of 2,367 km², Wexford is the 13th largest county of Ireland, and the 9th largest in terms of population. Wexford has a long coastline and with the recent investment in the two motorways is closely located to the urban centres of Dublin and Waterford which are within 90 minutes and 45 Minutes commute distance respectively.

Wexford County Council's estimated Revenue Budget for 2026 is €183m and the planned Capital Investment programme for 2025 is €150m.

Wexford County Council is one of the county's major employers, currently employing approximately 950 staff with 450 retired personnel.

Wexford County Council provides a diverse, comprehensive and evolving range of services to citizens, businesses and visitors to the county.

At a strategic level, the Council operates through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority's five Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his Management Team play a key role in supporting and advising this policy group.

Day to day management take place under the stewardship of the Chief Executive and five Directors of Service who currently hold the following briefs:

- Economic Development, Planning and Gorey Kilmuckridge Municipal District
- Housing, Community, Libraries, Arts, Emergency Management and Enniscorthy Municipal District
- Roads & Transportation, Environment & Climate Change, Water Services, and New Ross Municipal District
- Finance, ICT and Rosslare Municipal District
- Capital Development, Human Resources, Corporate Affairs, Health & Safety and Wexford Borough District

The Role:

This Role of Senior Executive Scientist/Project Manager (specific purpose contract) will be responsible for managing the implementation of the Lady's Island lake restoration project.

Our Lady's Island Lake has deteriorated significantly over the decades primarily from excessive nutrient's entering the lake. This specific purpose contract is being funded by the Department of Housing, Local Government and Heritage. The person will work primarily on the long-term restoration of Lady's Island Lake to support the objectives of the Water Framework Directive and Ireland's Water Action Plan.

The successful applicant will report to the Senior Engineer, Environment or Director of Services. The role will include responsibility for overall management of the implementation of the Lady's Island lake restoration project.

The Senior Executive Scientist/Project Manager will be responsible for the efficient management of their prescribed work area. Managers at this level work within defined parameters relevant to the position, in accordance with the Local Authority's vision and objectives.

Duties will include but are not limited to the following:

1. Liaising with key stakeholders to ensure a coordinated approach to compliance assurance and the implementation of appropriate supplementary measures to improve water quality in the area.
2. Ensuring all participant farmers are working to an up-to-date best practice NMP.
3. Advising farmers on how they could improve efficiencies across the farm, particularly nutrient efficiencies.

4. Design and assist in the implementation of additional farmyard and field measures which are found to be of assistance in both reducing nutrient use on the farm and in ensuring that nutrients which are applied are utilised and do not migrate to watercourses and the lake.
5. Helping farmers to avail of existing funding scheme sources such as ACRES (or equivalent), Farming for Water EIP funding and the Native Woodland Scheme for example, where these can help address mitigation of risks to water quality.
6. Sampling and regular reporting.
7. Updating of the project's website on a regular basis.
8. Providing regular update reports to Senior Engineer/Director Services, other stakeholders involved with the project, the Elected Council and appropriate Committees of the Council,
9. Taking a lead management role in developing, implementing, and managing change.
10. Managing a team or teams as assigned by the Senior Engineer, Environment and/or Director of Services, Environment,
11. Prepare relevant reports as required,
12. Engagement with the Elected Councillors as required including attendance at and reporting to Council, Strategic Policy Committees and other committees as may be required,
13. To be aware of, and advise on new and emerging national policy and assess implications for the Council and respond to these proposals as required,
14. Such other duties as may be assigned from time to time.

Extensive experience in some or all of the following would be desirable: -

- (a) Knowledge of modern agriculture in Ireland,
- (b) Knowledge on sustainable farming and limiting environmental impact while improving farmer returns through the implementation of current best agricultural/environmental practices,
- (c) Knowledge of environmental legislation in particular the Good Agricultural Practice for the Protection of Waters Regulations, water quality legislation, odour and other impacts of environmental significance,
- (d) Detailed knowledge of Nutrient Management Planning and Sludge Management,
- (e) Knowledge of Rural Environmental Management Schemes,

- (f) Use of Geographical Information Systems,
- (g) IT Skills, including accessing social media, familiarity with mapping systems, surveying using GPS, use of IT software for reports,
- (h) Working knowledge of farming and direct farm work and management of a farm enterprise.
- (i) Interface/ networking with farm bodies including state, semi-state, farm organisations, NPWS, Inland Fisheries, Coast Watch, An Taisce and other environmental bodies and NGO's when required,
- (j) Knowledge of the Local Government Regulatory System in respect of Environmental legislation in its broadest sense.

ESSENTIAL REQUIREMENTS

The Minister for Housing, Local Government and Heritage has declared that the qualifications for Senior Executive Scientist are as set out hereunder:

Character:

Candidates shall be of good character.

Health:

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

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 science; **and**
- b) have at least **seven years** satisfactory relevant experience in scientific work;
- c) possess a high standard of administrative and management experience; and
- d) have satisfactory knowledge of public service organisation
- e) Hold a current full clean driving licence and access to own car.

The ideal candidate shall have the following Skills and Experience:

Wexford County Council are looking for a dynamic individual with strong leadership skills, a commitment to customer service and team development, an ability to manage large work programs and deliver results both independently and as part of a wider management team.

It would be desirable if the successful candidate had the following Skills and Experience:

- Management experience in an environmental area,
- Experience of quality management systems,
- An understanding of Local Authority services and structures in Ireland, particularly as they relate to their environmental functions and those of other state agencies,
- Experience of analysing new and emerging national policies - in particular in an environmental context - assessing the implications of such policies and responding to same,
- Experience of managing and leading multi-disciplinary teams,
- The ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under your control,
- A track record of delivering results,

- The capability to work in close consultation with key stakeholders and of seeking co-operation and consensus with a whole range of bodies and representative groups
- Experience in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation,
- Experience in contributing to operational and strategic planning and in the implementation of agreed aims and objectives,
- Excellent interpersonal, communication and influencing skills,
- Good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organisation and the employee, and their application in the workplace,
- Experience of managing finance and budgets and ensuring value for money,
- Good general ICT skills,
- A focus on the customer and on service improvement, including taking ownership of and resolving any issues that arise.

Transport

Candidates must hold and maintain a current full driving licence valid for driving in Ireland.

And have access to own transport for work.

Candidates must also:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the 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.

Each candidate must, on the latest date for receipt of completed application forms, meet the above essential criteria.

KEY COMPETENCIES

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.

A competency model has been developed for Senior Executive Scientist as follows:

Strategic Management and Change

Strategic Ability:

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.

Political Awareness:

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing:

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.

Bringing about Change:

Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.

Delivering Results

Problem Solving and Decision Making:

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.

Operational Planning:

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.

Managing Resources:

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

Delivering Quality Outcomes:

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.

Performance Through People

Leading and Motivating:

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.

Managing Performance:

Effectively manages performance

Empowers and encourages people to deliver their part of the operational plan.

Communicating Effectively:

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.

Personal Effectiveness

Relevant Knowledge:

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.

Resilience and Personal Well Being:

Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

Integrity:

Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others

Personal Motivation, Initiative and Achievement:

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and works to keep knowledge and skills up to date. Anticipates situations and acts to pre-empt problems. Creates new opportunities. Is persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.

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 16th April 2026**

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 is temporary, 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.

€79,881 - €99,695 (LSI 2) (as at 1st February 2026)

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 1st 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 1st 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 1st 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:

Ronan Griffin
Recruitment Desk
HR Section
Wexford County Council
053 9196378
E: recruitment@wexfordcoco.ie

Notes for completing the online application form:

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application form does not support bold text or the use of bullet points

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 25th 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 1st 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 28th June 2012 to Personnel Officers introduces, with effect from 1st 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.

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