

# Candidate Information Booklet

## Cycling & Walking Officer

Closing Date:

5.00 pm Thursday 2<sup>nd</sup> May, 2024

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

This competition is being managed by:

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## **Background**

The Programme for Government published in June 2020 includes ambitious targets, together with a significant provision of additional funding, for the development of walking and cycling schemes. The primary aim of this funding is to support the development of high-quality cycling and walking infrastructure across the State.

Increased numbers of people choosing an active mode of transport benefits society and the economy in a number of different ways. An acknowledged barrier to achieving a significant shift in the numbers of people making that choice is actual and perceived issues in relation to safety and accessibility. Improved, expanded and integrated networks of active travel infrastructure can address that barrier and support the fundamental change in the nature of Transport in Ireland needed to address our climate action challenge.

In recent months the National Transport Authority (NTA) has developed a five-year walking and cycling infrastructure delivery plan.

Wexford County Council is keen to promote a multi-disciplinary team approach to the development and delivery of projects under the Active Travel programme. This is beneficial in terms of enhancing the overall quality of projects and brings additional skill sets to assist in the delivery of the programme.

As part of this programme Wexford County Council will employ a Cycling & Walking Officer, who will be responsible for communication and promotion of cycling and walking programmes throughout the county.

## **ESSENTIAL REQUIREMENTS FOR THE POST**

### **1. CHARACTER:**

Candidates shall 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. EDUCATION, TRAINING, EXPERIENCE, ETC. :**

Each candidate must, on the latest date for receipt of completed Application Forms:

- (i) have experience of working closely with communities, schools, advocacy groups, public representatives and other relevant stakeholders to design, promote and implement activities and events;
- (ii) have a good understanding of the role of Local Government;
- (iii) demonstrate relevant administrative experience at a sufficiently high level, including report writing, presentations and funding applications;

- (iv) have experience of using multiple communication channels, in particular social media and websites;
- (v) have a career that demonstrates ability to manage and supervise staff;
- (vi) have experience managing financial resources within a budgetary control framework;
- (vii) have a good knowledge and awareness of Health & Safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace.

**The ideal Candidate shall:**

- have a keen interest in and enthusiasm for cycling and walking;
- Possess strong interpersonal skills and be able to engage and foster good working relationships with Wexford County Council internal departments and external organisations/groups;
- Be capable of effectively communicating key messages of the Environment and transportation department and representing Wexford County Council to third party organisations and the general public in a professional manner;
- Have the ability to motivate, empower and encourage personnel under his/her supervision to achieve maximum performance;
- Be self-motivated with ability to work on his/her own initiative, in an independent environment and without constant supervision;
- Have a good understanding of transportation issues in Wexford and recognise the changing environment in which Wexford County Council operates;
- Possess good organisation and IT skills and have experience of working with websites;
- Have good report writing and presentation skills;
- Have a willingness to learn, to participate in relevant training courses in order to execute new skills and the aptitude to engage with all new technology and information systems;
- Have good knowledge and awareness of Health & Safety Legislation and Regulations, their implications for the organization and the employee, and their application in the workplace.

#### **4. 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.

#### **THE PERSON**

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will possess the following: -

- Be able to work within, and where necessary lead, multi-disciplined teams and have the ability to motivate, empower and encourage employees to achieve maximum performance;
- Be capable of delivering the full range of quality services and implement policy decisions;
- Have strong interpersonal and communication skills
- Have a good knowledge of Road Traffic and Road Safety Legislation and the Governments strategy on road safety;
- Have a good knowledge of Climate Change and Government Strategy and adaption plans;

## **DUTIES OF THE POST**

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The duties shall include but are not limited to:

- Work with the Senior Engineer in Roads Department, the Road Safety Officer and the Sports Officer of Wexford County Council to develop and agree annual programme of cycling & walking promotion and safety within the county.
- Work with the NTA in identifying and delivering on high quality cycling and walking infrastructure in the County
- Work with all other sections of Wexford County Council to co-ordinate and promote cycling and walking throughout the County.
- Identify new opportunities for the local expansion of Wexford County Council cycling & walking initiatives and help identify and generate new funding streams for both new and existing initiatives.
- Act as an ambassador for Wexford County Council cycling & walking programmes and represent the organisation on appropriate occasions.
- Manage and coordinate on and off-road cycle training activities, preferred cycling routes, signage and promotion.
- Develop contacts with individuals, schools, businesses and other interest groups in the promotion of Wexford County Council's Cycling Programme and National Cycling Programmes, including Cycling Week, Bike to Work Scheme and any other similar initiatives.
- Ongoing liaison with schools, and other interest groups in programme introduction and development.
- Liaise with event organisers at festivals and events to promote and increase awareness of the various cycling & walking programmes.
- Explore opportunities for promotion of Cycling and Walking within the county including development of dedicated cycle & walking paths.
- Build Cycle & Walking tourism links to develop Wexford as an attraction for new and existing visitors.
- Develop cycling and walking through a multi-stranded approach encompassing safety, legislation, enforcement, training, infrastructure and promotion.

- Carry out regular audits of cycling and walking facilities to feed into annual programme of works for upgrade, repair, enhancement and new works.
- Develop cycling and walking plans for the main urban centres.
- Develop cycling and walking strategy on a countywide basis.
- Liaise with Special Projects Section of Wexford County Council on all Greenway developments. Develop links from Greenways to Urban areas to encourage greater usage.
- Develop a Safe Routes to Schools Programme to include improved cycling and walking infrastructure.
- Have excellent communications skills including report writing, presentation delivery and verbal.
- Have reasonable computer skills and ability to use financial management systems, excel, word and bespoke databases, following training.
- Any other duties that might be assigned from time to time.

## **COMPETENCIES FOR THE POST**

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:

<b>Management and Change</b>	<p>Clear understanding of political reality and context of Wexford County Council;</p> <p>Embeds good governance practices into day to day activities, practices and processes;</p> <p>Establishes, develops and maintains positive and productive professional relationships both internally and externally to enhance service delivery;</p> <p>Effectively manages change, foster a culture of creativity in employees and overcomes resistance to change;</p>
<b>Delivering Results</b>	<p>Develops operational and team plans having regard to corporate priorities, operational objectives and available resources;</p> <p>Acts decisively and makes timely, informed and effective decisions, pinpointing critical information and address issues logically;</p> <p>Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers;</p> <p>Proactively identifies areas for improvement and develops practical suggestions for their implementation;</p> <p>Ensures compliance with legislation, regulation and procedures;</p>
<b>Performance through People</b>	<p>Leads by example to motivate staff in the delivery of high-quality outcomes and customer service;</p> <p>Works with the team to facilitate high performance, developing clear and realistic objectives to ensure corporate policies and strategies of Wexford County Council are delivered;</p> <p>Effectively manages performance of individuals and teams to achieve operational plan, targets and objectives;</p> <p>Places high importance on staff development, training and maximising skills and capacity of team.</p> <p>Demonstrates an excellent level of verbal and written communication skills;</p> <p>Acts as an effective link between staff and senior management;</p>

<p><b>Personal Effectiveness</b></p>	<p>Does more than is required or expected, anticipates situations and acts to pre-empt problems. Creates new opportunities;</p> <p>Strives to perform at a high level, investing significant energy to achieve agreed objectives;</p> <p>Demonstrates appropriate and positive self-confidence;</p> <p>Operates effectively in an environment with significant complexity and pace;</p> <p>Has high levels of expertise and broad Local Authority knowledge relevant to his/her own area.</p>
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## **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 note 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](mailto:recruitment@wexfordcoco.ie) no later than the closing date and time of: **5.00pm Thursday 2<sup>nd</sup> May, 2024.**

### **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. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidate's 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 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 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](mailto:recruitment@wexfordcoco.ie).**

## **CONDITIONS OF SERVICE**

### **1. Tenure:**

The post is whole-time, permanent and pensionable.

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 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 Wexford County Council 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.

**SALARY: €55,847 - €72,602 (2<sup>nd</sup> LSI)**

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 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 1<sup>st</sup> 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 1<sup>st</sup> 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 65 years being the maximum retirement age.

## **6. Residence:**

The holder of the post shall reside in the district in which his or 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:

*Stephanie Furlong*  
*Recruitment Desk*  
*HR Section*  
*Wexford County Council*  
*053 919 6378*  
*E: [recruitment@wexfordcoco.ie](mailto: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 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 25<sup>th</sup> 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 1<sup>st</sup> 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 28<sup>th</sup> June 2012 to Personnel Officers introduces, with effect from 1<sup>st</sup> 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.