

## Candidates Information Booklet

### Senior Executive Technician

Panels may be formed from which future temporary and permanent vacancies may be filled.

There is an immediate temporary (2 year contract) vacancy in the Water Services Department

#### Closing Date

**5.00pm Thursday 12<sup>th</sup> August, 2021**

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

This competition is being managed by:

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## QUALIFICATIONS

### 1. CHARACTER

Candidates shall be of good character.

### 2. HEALTH

Candidates shall 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 satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the State,
- ii. have **at least seven years** satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- iii. have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,
- iv. have adequate experience in dealing with other departments within their own organisations and with other bodies,
- v. have adequate experience in the direction, supervision and control of staff, and
- vi. possess technical training and experience of a high standard and adequate administrative ability

## THE POST

The Senior Executive Technician will be required to lead a team or teams and to provide technical and managerial support across all local authority service areas and to liaise with external agencies and support the democratic process. Positions may arise in any area of the Council's functions which include Planning, Environment, Water, Roads and Housing. The person/s appointed will work under the direction and control of an Officer or Engineer designated by the Director of Services or the Chief Executive.

## PERSON PROFILE

### DUTIES:

The duties of the post are to give the local authority and:-

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such technical or ancillary services of an advisory, supervisory or executive 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 including the duty of assisting the Director of Service or other appropriate employee, in the supervision of the technical or ancillary services of any foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional employee of higher rank during the absence of such employee of higher rank.

The actual duties of the post of **Senior Executive Technician** will depend on placement of the post, but in general they will include but are not limited to:

- Providing necessary information to Senior Management relevant to their area of responsibility;
- Management and supervision of staff and the co-ordination of duties of staff under their control;
- Ensuring the efficient delivery of services in their area of responsibility;
- Creation and monitoring of work procedures and document management;
- Co-ordinating the maintenance and management of .I.T. systems in their area of responsibility;
- Providing technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, creation of drawings and graphics, report writing and such other duties associated with a drawing office;
- Operating the appropriate technology as required to carry out the work to which he/she has been assigned, e.g. CAD, Graphics, GIS Software such as ESRI/ArcGIS, Autodesk's AutoCAD and / or Microstation CAD software, Microsoft Office Suite of Applications, especially Access, Excel and Powerpoint,
- Knowledge of Planning and building Regulations; Building Standards, Codes of Practice, the Implementation of national standards and legislative requirements with regard to water

and wastewater quality. Enforcement activities as per Environmental and Water Services Legislation and compliance with other statutory technical standards;

- Adherence to the Councils corporate health and safety systems and implementation of department and section health and safety controls, including those relating to risk assessments. A good knowledge and awareness of Health and Safety Legislation Regulations and their implications for the organisation and employees and their implication in the workplace;
- Liaising with other Departments, members of the public and external agencies in relation to operational aspects of assigned work;
- Functioning as a Team Leader, this includes: prioritising work as determined by the Head of Department/Service, functioning as a facilitator and co-ordinator between team members and other departments and external agencies and being responsible for the allocation of work and ensuring task completion;
- Preparation of estimates;
- Preparation of public consultation display material and assistance at public consultations;
- Coaching and mentoring to Technicians Grade I, Grade II, Executive Technicians;
- Contributing to individual staff development, personal development and team development initiatives;
- Undertaking any course of training organized by Wexford County Council which he/she is designated to attend;
- Such other duties as may be assigned from time to time.

The Ideal candidate will demonstrate through their application form and at the interview that he/she has:

- good communication and interpersonal skill
- good graphic presentational skills
- ability to prepare and present technical reports
- an ability to interpret and critically analyse scientific data
- good organisation skills and discipline
- strong ICT skills.

**Candidates must also:**

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on 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.

**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:

<p><b>Management and Change</b></p>	<p><b>Strategic Ability</b> 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.</p> <p><b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b> 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.</p> <p><b>Bringing about Change</b> Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
<p><b>Delivering Results</b></p>	<p><b>Problem Solving and Decision Making</b> 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.</p> <p><b>Operational Planning</b> 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.</p> <p><b>Managing Resources</b> 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.</p> <p><b>Delivering Quality Outcomes</b> 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</p>

<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b>  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.</p> <p><b>Managing Performance</b>  Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating Effectively</b>  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.</p>
<p><b>Personal Effectiveness</b></p>	<p><b>Relevant Knowledge</b>  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.</p> <p><b>Resilience and Personal Well Being</b>  Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b>  Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p><b>Personal Motivation, Initiative and Achievement</b>  Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>

## **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 12<sup>th</sup> August, 2021**

### **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 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 one year 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.

**€46,606 - €47,566 - €48,879 - €51,104 - €52,444 - €54,311 (LSI 1) - €56,186 (LSI 2)**

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 1<sup>st</sup> 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 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 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:

*Margaret Dunphy*

*Recruitment Desk*

*HR Section*

*Wexford County Council*

*053 919 6394*

*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

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***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