

Candidates Information Booklet

Temporary Senior Executive Engineer

Closing Date

5.00pm Thursday 16th September, 2021

Wexford County Council is committed to a policy of equal opportunity

This competition is being managed by:

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Wexford County Council invites applications for the positions of Temporary Senior Executive Engineers on contracts of employment varying in duration from 1 to 5 years depending on the project.

Current opportunities include the following.

Active Travel (5 year contract)

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 Temporary Senior Executive Engineer who will be responsible for managing the Active Travel Team and ensuring that the team operates in an efficient and effective manner to plan, design and deliver strategies and projects that promote, facilitate and enable active travel in Wexford.

Project Liaison Officer N11 N25 (3 year contract)

The project incorporates the N11/N25 Oilgate to Rosslare Harbour Scheme and the Rosslare Europort Access Road.

This critically important infrastructural project aims to significantly improve road safety, expand capacity, and shorten journeys for both private and commercial traffic in the Wexford region, particularly in light of the increased importance of Rosslare Europort post-Brexit.

The route is approximately 31km in length and utilises a mix of both the existing road corridor, which will be upgraded, and new corridor that will bypass significant constraints and deficiencies on sections of the existing corridor.

Special Projects (2 year contract)

Wexford Co. Co. has, in recent years, established a Special Project Office (SPO) to manage the delivery of critical capital projects across County Wexford.

The SPO is currently managing all aspects of the delivery of circa. 35 projects including the development of business parks; urban regeneration schemes; recreational amenity projects including greenways, public parks, and trails; public realm and building enhancement and tourism development projects.

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 –

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) or equivalent professional qualification in Engineering,
- (b) have at least **seven** years satisfactory experience of engineering work,
- (c) possess a high standard, of technical training and experience,
- (d) possess a high standard of administrative and management experience and
- (e) have satisfactory knowledge of public service organisation.

in addition to the above, it is desirable that candidates have at least 4 years experience of civil engineering works.

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 duties of the post will depend on the project. In general they will include, but are not limited to:

- Supervising, controlling and carrying out engineering services to include the preparation and management of work plans and programmes.
- Establishing and maintaining working relationships with colleagues and key stakeholders
- Identifying infrastructural needs and overseeing the design and delivery of infrastructural solutions and projects including the procurement, management and supervision of consultants and contractors using current best practice project management, contract management and financial management procedures;
- Managing programme deliverables of the Project team including staff performance and development;
- Capable of managing budget effectively and efficiently,
- Adhering with Health & Safety legislation and regulations and the Council's Corporate Health and Safety systems;
- Report preparation and presentation of reports for meetings, as required
- Liaising with other local authorities, government departments and statutory agencies;
- Carrying out such other duties as may be required from time to time.

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

- Skills required to manage engineering projects of varying scale with a record of achievement of such management
- Experience in managing staff, consultants and contractors to deliver timely, cost-effective and high quality outcomes
- Operational and service management skills
- Leadership and people management skills
- Skills and ability to establish and maintain working relationships with colleagues and key stakeholders
- Self motivated
- Budget preparation and management skills
- Decisive with excellent problem solving skills
- Good judgement
- Excellent communication skills
- Good IT skills
- Access to own car and full Class B Drivers Licence

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:

Management and Change	<p>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.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>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.</p> <p>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.</p>
Delivering Results	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

<p>Performance through People</p>	<p>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.</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>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.</p>
<p>Personal Effectiveness</p>	<p>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.</p> <p>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.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement 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 16th September, 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, temporary 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.

€66,992 - €69,048 - €70,719 - €72,819 - €74,926 - €77,025 - €79,140 - €81,796 (LSI 1) - €84,446 (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 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:

Margaret Dunphy
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HR Section

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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