

Candidate Information Booklet

Senior Marine Officer

Closing Date

5.00pm Thursday 4th March, 2021

Wexford County Council is committed to a policy of equal opportunity

This competition is being managed by:

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DESCRIPTION OF THE POST

The Senior Marine Officer will work under the direction and management of the Senior Engineer or analogous grade or other employee designated by the Director of Services as appropriate.

The Senior Marine Officer will be required at times to work on their own initiative as circumstances demand on a broad range of projects and locations. They will be required to work as part of a multi-disciplinary team and projects in the Council's busy Environment Department.

The role requires excellent administrative, employee supervisory, interpersonal, communication and other skills and expertise in relation to the marine industry.

The successful candidate will be expected to carry out his/her duties in a professional and courteous manner that enhances public trust /customer service and confidence and ensures impartial decision making.

ESSENTIAL REQUIREMENTS FOR THE POST

Character

Each candidate must be of good character.

Health

Each candidate 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) Class 1 Master Mariner STCW (Standards for Training, Certification and Watch Keeping) 95 Certificate, or hold the rank of Naval Commander and
- (b) Satisfactory knowledge, and at least 7 years relevant experience of working in the marine business or marine leisure sector;

In addition to the above, it is desirable that the successful candidate will hold the following qualifications:

- (a) Proficiency in Fast Rescue Boats as per STCW 95 Regulations
- (b) Shipboard safety officer's course
- (c) Full driving license
- (d) Crisis Management / Human Behaviour as per STCW Regulations
- (e) Port Facility Security Officers Course as per ISPS Code Regulations

- (f) IMO Oil / HNS spill level 3
- (g) Port / Harbour Management by a recognised authority to Diploma level
- (h) OHSAS 18001 Internal Audit Certification
- (i) Relevant Third Level Qualification in management or marine related sectors
- (j) Safe Pass

Furthermore the ideal candidate will be able to demonstrate:

- A career record that demonstrates the necessary senior level leadership and management skills to manage, develop and motivate a team with a strong record of achievement of results.
- Exceptionally strong relationship management, interpersonal and communication skills with the capacity to work in consultation with Council members, colleagues and a wide range of stakeholders and committees.
- Good analytical skills and a capacity to innovate in the interest of delivery of cost effective services, with an excellent customer focus;
- Skills and capabilities in strategic thinking and policy development for the section.
- The ability to lead, foster and effectively implement appropriate change.
- An ability to work effectively under pressure and manage a number of programmes and projects at any one time.
- An understanding of procurement, risk, information technology, financial management, governance and accountability;

Previous experience at a senior level within the ports sector and or a local authority port management structure

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet on pages 6 & 7. In addition, the successful candidate will possess the following:

- (a) Knowledge and experience of small boat handling.
- (b) Knowledge of the management requirements for piers harbours and marinas under the control of Wexford County Council.
- (c) Be familiar with the management requirements of the blue flag program for marinas.
- (d) The ability to keep good records and file reports is required.
- (e) Experience of developing and giving presentations in public forums.

- (f) An understanding of the role of the elected members and the ability to liaise with same on a range of projects.
- (g) The ability to deal with people in a friendly and efficient manner.
- (h) Proven senior managerial experience, ashore or at sea.
- (i) The ability to work under own initiative and coordinate staff.
- (j) Experience of managing accounts, preparing budgets and managing income/ expenditure.
- (k) Good knowledge of Harbours Legislation, Health & Safety Legislation.
- (l) Knowledge of Oil / HNS Pollution Control requirements for Local Authorities

DUTIES OF THE POST

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 subparagraph (a) of this paragraph,

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 planning 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 professional employee, in the supervision of housing or ancillary services of any of the 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 post will be based initially in Wexford and duties will be associated with the overall management of all Wexford County Councils Piers, Harbours and Marinas. However it will be necessary to carry out duties in relation to other piers, harbours and marinas, from time to time as required:

Duties:

- (a) The updating and enforcement of Harbour Bye-Laws as appropriate.
- (b) Ensuring all Piers, Harbours & Marinas are managed in accordance with relevant maritime and health and safety legislation.
- (c) Managing the collection and lodgement of all Harbour and Marina charges, including the issuing of receipts and accounting for same in an approved manner to the Local Authority.

- (d) Preparing, implementing and reviewing the Health and Safety procedures and plans and the development of ancillary safety statements, preparation of risk assessments and carrying out of H&S inspections.
- (e) Managing and updating the Council's Coastal and Port Oil / HNS pollution Response Plan requirements and responsibilities.
- (f) The collection of statistics and information as required for senior management / elected members.
- (g) Managing all harbour /marina facilities to ensure they are maintained and functioning in a proper manner as well as organising repair and maintenance of such facilities.
- (h) Reporting and investigating accidents to persons, property or vessels within the Harbours / Marinas / Ports. Including liaising with statutory bodies such as the MSO, HSA, and HSE etc.
- (i) Management and coordination of staff resources.
- (j) Managing and supervising health and safety for Council staff and the public in the marine area as required by regulations.
- (k) Conflict resolution.
- (l) Liaising with state agencies, Department of Transport, Failte Ireland, EPA, and Sea Fishers Protection Authority as required.
- (m) Such additional duties, including duties relating to any of the Council's functions, in particular duties relating to the Council's function as a Harbour Authority, as may be assigned by the Local Authority 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:

<p>Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically Can translate strategy into operational plans and outputs.</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. Influences others and fosters commitment to change.</p>
<p>Delivering Results</p>	<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. 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><i>Leading and Motivating</i> Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><i>Managing Performance</i> Encourages people to deliver their part of the operational plan.</p> <p><i>Communicating Effectively</i> Recognises the value of communicating effectively with all employees. Actively listens to others. Has good 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 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 no later than the closing date and time of: **5pm Thursday, 4th March, 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. 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 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 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.

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 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 - €70,030 - €72,031 - €74,039 - €76,038 - €78,054 - €80,585 (LSI 1) - €83,110 (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.

3. **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 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. 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:

Margaret Dunphy
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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