

Candidate Information Booklet

Temporary Project Officer: Ports - Past & Present 4 Year Contract

Closing Date:
5.00 pm Thursday, 2nd January 2020

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

Funded by the European Regional Development Fund, **Ports, Past and Present** connects 5 coastal communities participating in cross-border cooperation in linked cultural heritage tourism activities, to be developed in order to realise the potential of natural and cultural assets. By raising awareness and fostering a renewed engagement with the past, the project will increase capacity for community development of these heritage resources. It will also help to encourage tourists passing through port towns to make longer visits and to stop and spend time in these places of transit.

This role as Project Officer on the ports project is to co-ordinate, promote and develop links between the ports of Ireland and Wales

Reporting to the Project Manager, you should have experience in community engagement and project delivery, together with knowledge and passion for the coastal environment and in particular the links between the ports of Ireland and Wales.

Your role is to be an important part of the public face of the project, overseeing the delivery of specific parts of the project and creating effective networks by engaging with partners, stakeholders and the wider community to ensure inclusive engagement.

ESSENTIAL REQUIREMENTS FOR THE POST

Each candidate must, on the latest date for receipt of completed application forms:

- a) A practical background in a related discipline for example arts, heritage and destination management.
- b) Project Management experience/skills.
- c) Experience/skills in community engagement.
- d) Have good knowledge and understanding of Information and Communication Technologies.
- e) Be able to work on own initiative, self-motivated with the ability to form partnerships to ensure programs, activities and events take place.
- f) Experience of delivering grant funded projects.
- g) Have excellent interpersonal skills, with excellent communication skills, written and verbal.
- h) Experience of commissioning and managing work with third parties, e.g. working with arts professionals, archaeologists, et cetera.
- i) Marketing skills/experience.
- j) Experience/knowledge of successful mentoring programs.
- k) Must possess a valid driving license.
- l) Must have a flexible approach to working hours.
- m) Effective time management skills.
- n) Irish language skills are desirable.

DUTIES OF THE POST

The duties of the post are to give to the local authority

- (a) and 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 direction and supervision of the appropriate Director Of Services or any other officer designated by him/her, such services as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties, including the duties of :-

1. Deliver specific work packages within the Ports Past & Present Project, ensuring activity takes place as planned.
2. Provide regular work package update reports.
3. Be a visible 'face' of the project, embedded within the project delivery areas (both Ireland and Wales) engaging with partners, stakeholders and the wider community in these areas to ensure buy-in and to support and encourage their involvement.
4. Work to facilitate and maximise mutual mentoring opportunities across and within the two territories.
5. Dissemination of communications messages to all partners, stakeholders and the wider community.
6. Facilitate events and workshops as required – this will involve evening and possibly weekend working.
7. Be the public face of the Ports Past & Present Project in your area.
8. Oversee the delivery of specific work packages within the Ports Past & Present grant funded partnership project.
9. Create networks, engage with partners, stakeholders and the wider community, to ensure that as broad a range of people as possible in both territories are involved in and are engaging with the project.

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.

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:

Relevant Knowledge and Experience	<ul style="list-style-type: none">•Has knowledge and understanding of local government structure including service requirements;•Understands key challenges facing the local government sector and Wexford County Council;•Understands the role of the Project Officer, Ports Past & Present;•Knowledge and experience of ICT systems;•Demonstrated clerical/administrative experience;•Evidence of excellent written communication skills;
Delivering Results	<ul style="list-style-type: none">•Plan and prioritise work and resources effectively;•Establish high quality service and customer care standards;•Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations;•Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures;
Performance through People	<ul style="list-style-type: none">•Motivate and engage employees to achieve quality results and to deliver on operational plans;•Demonstrated ability to build and maintain positive working relationships;•Lead by example demonstrating through your own behaviour a clear sense of quality service delivery;•Conflict resolution;
Personal Effectiveness	<ul style="list-style-type: none">•Takes initiative and seeks opportunities to exceed goals;•Manages time and workload effectively;•Maintains a positive, constructive and enthusiastic attitude to their role;•Demonstrates a willingness to be flexible in approach to tasks and responsibilities;•Excellent interpersonal skills;

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.

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: **5.00pm Thursday, 2nd January 2020.**

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,
- 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 part time, temporary (4 year contract) 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. Weekly Remuneration:

The remuneration is €18.75 per hour (22.5 hour week)

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 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 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.

7. Working Hours:

1. Contracted working hours will be based on a **22.5 hour week, four year fixed contract.**
2. Reasonably regular work outside of normal office hours will be required.
3. The Council reserves the right to alter your hours of work from time to time.
4. Overtime, as required by the workload, will be paid in accordance with the Organisation of Working Time Act, 1997. All hours worked will be subject to the provision of the Working Time Act, 1997.

5. The person appointed will be entitled to paid sick leave, in accordance with the Council's policy on sick leave for Employees.
6. Annual Leave will be **18** days per annum, which will be taken in accordance with the Council's Annual leave schedule for Employees.
7. The employment will be subject to the provisions of such regulations as may be made from time to time by the Minister for Housing, Planning and Local Government.
8. This employment will be subject to the Minimum Notice and Terms of Employment Act, 1973 – 1991.
9. The provision of the Safety, Health & Welfare at Work Acts 1989 to 2005 will apply to this employment. In this regard, the person appointed may be required to attend an approved Medical Practitioner for the purposes of any vaccinations that may be deemed necessary.
10. The person appointed may be required to carry a mobile phone at all times for use on official business. The rental cost and the cost of any vouched official calls will be paid by the Council and the appointee will be liable for the cost of any personal calls.

This competition is being run by Wexford County Council. For general queries, please contact the following:

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