

Candidates Information Booklet

Assistant Engineer

Closing Date:
5.00 pm Thursday 2nd May 2019

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. AGE

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

3. HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. 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 two years satisfactory** experience of engineering work including satisfactory experience in civil engineering work, and
- (c) possess a high standard of technical training and experience.

PARTICULARS OF EMPLOYMENT

1. 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 dependant or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens 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 dependant 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 or her 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.

Current Salary scale: €38,081 – €59,852 (2nd LSI)

The rate of remuneration may be adjusted from time to time in line with Government pay policy

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 subparagraph (a) of this paragraph,

under the general direction and control of the Manager or of such other employee as the Manager 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 the planning 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 actual duties will depend on placement of the post, but in general they will include but are not limited to the following:

- To carry out the engineering or ancillary duties assigned to him/her
- To supervise staff as required
- To provide support to a more senior officer as required
- To manage any budget allocated to him/her as effectively and efficiently as possible
- To propose improvements in the effectiveness and efficiency of existing practices/systems
- To work with senior management in devising and implementing strategies for the more efficient delivery of service by support staff
- To act when required for a more senior employee during his/her absence for any reason
- Such other duties as may from time to time be reasonably assigned

Essential Skills and Experience:

The ideal candidate for the position shall have:

- satisfactory Engineering Experience
- the ability to work under pressure (both independently and as part of team)
- the ability to work with multidisciplinary teams
- the ability to self-motivate to achieve good performance;
- the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/ her control;
- experience of managing and scheduling a multiannual portfolio of projects within budget and on time;
- a track record of delivering results;

- an understanding of Local Authority services and structures in Ireland or have the ability to quickly acquire same;
- the capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
- experience in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation;
- experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
- excellent interpersonal, communication and influencing skills;
- good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace;
- experience of managing finance and budgets and ensuring value for money;
- the skills to schedule/programme the carrying out of work;
- an understanding of the role and duties of managers in safety management in the workplace;
- good general ICT skills;
- a focus on the customer and on service improvement including taking ownership and resolving issues arising;

Candidates must also:

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

Key competencies for the Assistant Engineer role

1. Strategic Management and Change

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.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

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.

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.

2. Delivering Results:

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.

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.

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.

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

3. Performance through People:

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.

Managing Performance

Effectively manages performance including underperformance or conflict.

Empowers and encourages people to deliver their part of the operational plan.

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.

4. Personal Effectiveness:

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.

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.

Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others

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.

PARTICULARS OF EMPLOYMENT

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All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens 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 dependant 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: -

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Current Salary scale: €38,081 – €59,852 (2nd LSI)

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4. HEALTH:

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

5. RETIREMENT/SUPERANNUATION:

Single Public Service Pension Scheme

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013.

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:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

7. RECRUITMENT:

(i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,

(ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short listing procedure. The number of persons to be invited to interview shall be determined by the local authority.

- (iii) Panels may be formed on the basis of the interviews and language tests (optional - see below). Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel, unless extended, will not exceed 12 months.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

8. SAFE PASS CARD

Candidates must hold a current Safe Pass Card.

9. 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.

10. PERIOD OF ACCEPTANCE

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.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER