

Candidate Information Booklet

Pilot / Assistant Marine Officer (Initial Assignment New Ross Port)

(This competition is to create a Panel from which future temporary and permanent vacancies may be filled)

5.00pm Thursday 24th August, 2023

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

This competition is being managed by:

*Stephanie Furlong
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie*

DESCRIPTION OF THE POST

Wexford County Council wishes to form a panel for future possible vacancies to fill the role of Pilot /Assistant Marine Officer.

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

The Pilot / Assistant 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 the designated pilot for the Port of New Ross as well as part of a multi-disciplinary team and be involved in projects in the Council's busy Environment Department.

The role requires excellent ship handling skills as well as administrative, employee supervisory, interpersonal, communication and other skills and expertise in relation to pilotage and 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) possess a Certificate of Competency as Chief Officer unlimited, (no GT or area restrictions) as prescribed in the STCW 1978 (as amended) Regulations.
- (b) also furnish proof that he/she has not less than six years' relevant experience at sea or ashore and has acted as Chief Officer in a management capacity, of a vessel, over 3,000GT, for at least six months.
- (c) Possess a valid seafarer Medical Certificate (ENG11)

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

- (i) Proficiency in Fast Rescue Boats as per STCW 95 Regulations
- (ii) Shipboard safety officer's course
- (iii) Full driving license endorsed for towing
- (iv) Crisis Management / Human Behaviour as per STCW Regulations
- (v) Port Facility Security Officers Course as per ISPS Code Regulations
- (vi) IMO Oil / HNS spill level 2
- (vii) Safe Pass

Furthermore the ideal candidate will be able to demonstrate:

- A career record that demonstrates the necessary leadership and management skills to manage, develop and motivate a team with a strong record of achievement of results
- Extensive knowledge and experience of shiphandling and pilotage operations
- 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 to support 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 several programmes and projects at any one time
- An understanding of procurement, risk, information technology, financial management, governance and accountability
- Previous experience of pilotage within the ports sector and/or a local authority port

Note, due to the technical nature of pilotage operations, Wexford County Council may prior to appointment, require successful candidates to demonstrate practical ability in real time situations.

THE PERSON

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

- (a) In depth knowledge and experience of ship handling, including working with tugs.
- (b) Knowledge of the management requirements for ports, 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 managerial experience at an appropriate level, 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) A 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 New Ross Port and the main duties will be associated with the pilotage of vessels to/from the port. Support duties will also include day to day

management of the port (inclusive of harbour master duties as required) and marina. The post also includes a supporting role in the oversight of the piers and harbours on the Hook Peninsula. It may be necessary to carry out duties in relation to other Wexford County Council, piers, harbours and marinas, from time to time as required:

Duties:

- (a) Piloting of vessels to / from New Ross Port as well as supporting the wider activities in the marina and the piers and harbours on the Hook Peninsula and throughout the County as required.
- (b) Supporting the updating and enforcement of Harbour & Pilotage Byelaws as appropriate.
- (c) Supporting the section to ensure the Port/Marina & other Piers and Harbours are managed in accordance with relevant maritime and health and safety legislation.
- (d) Supporting the preparation, implementation and reviews of 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) Supporting the management and updating the Council's Coastal Oil / HNS pollution Response Plan requirements and responsibilities.
- (f) Supporting the collection of statistics and information as required.
- (g) Supporting the management of all port, 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 areas, including liaising with statutory bodies such as the MSO, HSA, and HSE etc.
- (i) Supporting the management and coordination of staff resources.
- (j) Supporting the management of 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. Organizes 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.

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 24th August, 2023**

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, whether temporary or permanent, is whole-time 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.

€42,978 to €67,237 (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.

7. Citizenship:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

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

Stephanie Furlong
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie

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

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.
- **Incentivised Scheme for Early Retirement (ISER):**
It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.
- **Department of Health and Children Circular (7/2010):**
The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

- **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

© *Wexford County Council 2023*