



COMHAIRLE CONTAE
CHEATHARLACH
CARLOW COUNTY COUNCIL

CANDIDATE INFORMATION BOOKLET – EXECUTIVE ENGINEER

CLOSING DATE: 12 noon on **FRIDAY, 26th April 2024.**

FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:

**ADMINISTRATIVE OFFICER
HUMAN RESOURCES SECTION
CARLOW COUNTY COUNCIL
COUNTY BUILDINGS
ATHY ROAD
CARLOW
R93 E7R7**

CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted
- All applications forms **MUST** be typed and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations - copy of educational results **MUST** be submitted with your application. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified or via email will **not** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy, 3 copies of the application form, and copy of educational results, will **not** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

QUALIFICATIONS

1. Character

Each candidate shall be of good character.

2. Health

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

3. Education, 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) in Engineering.
- (b) have at least five years satisfactory relevant engineering experience.
- (c) possess a high standard of technical training and experience; and
- (d) possess a high standard of administrative experience.

DRIVING LICENCE

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so, holders of office shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

NOTE: A copy of relevant examination results should be included with your application in order to determine your eligibility for this post.

THE ROLE OF EXECUTIVE ENGINEER

Carlow County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on panels from which vacancies (both permanent & temporary) for Executive Engineers may be filled. Positions may arise in any area of the Council's functions which include Roads, Environment, Water Services, and Housing.

Executive Engineers are appointed to a wide variety of roles across the Council. The role can include responsibility for the management and successful delivery of a range of major and minor capital projects; responsibility for the management and effective delivery of a range of services and responsibility for the management and supervision of assigned staff.

The person/s appointed will work under the direction and control of the Senior Engineer or Senior Executive Engineer or other officer designated by the Director of Services or the Chief Executive.

DUTIES

The duties of the office are to give to the local authority and

- (a) to 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 of such other officer as the Chief Executive may from time to time determine, such appropriate professional/technical and 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 servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

- Supervise, control and carry out engineering/ancillary services to include the preparation and management of work programmes;
- The planning, design, procurement and construction of new infrastructure and the maintenance of existing infrastructure such as roads, housing, water and drainage networks and environmental infrastructure by direct labour and by contract;
- Managing an engineering/administrative workforce and associated industrial relations issues;
- Contributing to monthly expenditure reports to ensure accurate and timely draw-down of scheme funds from Central Government and other Agencies and to assist with the control of project budgets;
- Maintaining and proactively developing a culture of Health and Safety in the workplace.
- Ensuring compliance with Health and Safety legislation and regulations, and Louth County Council's Safety Management Systems;
- Ensuring works are implemented in compliance with all relevant legislation and regulations including planning and procurement requirements;
- Deal with representations from elected members and community organisations;
- Engaging in public consultation process including liaison with key stakeholders; this will involve meeting with multiple stakeholders, including the public, and may occur outside normal working hours;
- Represent the County Council at meetings with elected members, community/ general interest groups, businesses and residents;
- Prepare reports for meetings, as required;
- Liaise with other local authorities, Government Departments and statutory agencies;
- Work with senior management in devising and implementing strategies leading to improved efficiencies in delivery of services.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

ASSESSMENT PROCEDURE

COMPETENCIES

Key competencies for the post of Executive Engineer are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Please take particular note of the competencies listed as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

- 1. Management & Change**
- 2. Delivering Results**
- 3. Performance through People**

Candidates short-listed for interview will then be assessed at the interview stage under the three competencies listed above **in addition to** local Government knowledge and understanding.

Management & Change

- Contributes to the development of a corporate long-term purpose, mission and vision for the local authority as a team leader
- Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission and vision of the Council
- Has a clear understanding of the political reality and context of the local authority
- Understands and adheres to the Code of Conduct for employees and complies with all Council rules, regulations and procedures
- Develops and maintains positive and beneficial relationships with relevant interests
- Effectively manages the introduction of change, fosters a culture of creativity in employees and overcomes resistance to change
- Brokers agreement with others, to your team's objectives.
- Takes a long-term pragmatic view when required
- Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work

Delivering Results

- Problem solving, judgement and decision making
- Understands the context and impact of decisions made
- Acts decisively and makes timely, informed and effective decisions
- Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to Corporate goals, operational objectives, available resources
- Establishes high quality service and customer care standards
- Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans
- Drives and promotes reduction in costs and minimisation of waste
- Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of duties
- Promotes the achievement of quality outcomes in delivering services, which are linked to the Corporate priorities, with a focus on continuous improvement
- Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required

Performance through people

- Leads, motivates and engages others to achieve quality results
- Effectively manages performance using the PMDS process
- Builds and leads a positive, diverse and productive section/units and teams effectively
- Empowers and encourages people to deliver their part of the operational plan
- Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction
- Recognises the value of and requirement to communicate effectively with all employees
- Have effective verbal and written communication skills
- Have good interpersonal skills

Local Government Knowledge and Understanding (to be examined at interview)

- Demonstrates a knowledge of the structure and functions of local government
- Demonstrates a knowledge of current local government issues and advocates practical approaches to addressing them
- Demonstrates a clear and realistic view of future trends and strategic direction of local government
- Demonstrates an understanding of the role of an Executive Engineer in this context

PARTICULARS OF POST

The Post

The post is whole time, pensionable and may be temporary or permanent. The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his/her duties as a local authority employee.

Remuneration

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the position of the Executive Engineer (Circular Letter EL 02/2023) is as follows: €55,519, €57,540, €59,560, €61,583, €63,607, €65,628, €67,652, €69,665, €71,698, €73,713, €76,038 (LSI1) and €77,176 (LSI2) gross per annum.

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circulars. The starting pay for new entrants to the public service will be at the minimum of the scale. The salary shall be fully inclusive and shall be as determined from time to time. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

Location of post

Carlow County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Working Hours

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time. Carlow County Council operate a Flexi Time Scheme with an earliest start time of 8.30 a.m. and a latest start time of 10.00 a.m.; an earliest finishing time of 4.30 p.m. and a latest finishing time of 18.00 p.m. with a lunch break consisting of a minimum of 30 minutes to a maximum of 2 hours which must be taken between 12.30 p.m. and 14.30 p.m. A copy of the Flexi Leave Scheme is available, on request.

There may be a requirement to work additional hours from time to time for which Time in Lieu on a time for time basis will apply. Overtime does not apply to this post. All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

Probation

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,
- (b) such period shall be twelve months, but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory,
- (d) there will be ongoing assessments during the probationary period. Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

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 a medical examination by a qualified medical practitioner to be nominated by the local authority.

Residence

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer). In advance of any offer of employment, Carlow County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations

with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Vetting

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda vetting form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.

Annual Leave

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

Health & Safety

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

Use of Modern Technology

The successful candidate will be required to use all equipment provided, including computers, hand held terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

Travel

Holders of the post **must** hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Carlow County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Carlow County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

Superannuation & Retirement

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a

local authority. You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or 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 1 November 2010 introduced 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 moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, 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 a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the 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).

Data Protection:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

Storage period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

RECRUITMENT PROCESS

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position. All applications must be TYPED and the form filled out in full. Handwritten submissions OR applications via email will not be accepted. When completing the application form, accuracy is

essential as the information supplied in the form will play a central part in the selection process. Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Canvassing

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Competitive Interview

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

Panels

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

After the Interview

Carlow County Council will automatically advise you of the result of the interview. This may be done by letter and will include a copy of your individual marking sheet which will include the marks awarded to you for the various competencies at interview and any comments made by the Interview Board.

Taking up Appointment

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks 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.

Carlow County Council is an Equal Opportunities Employer