# COMHAIRLE CATHRACH CHORCAÍ

# CORK CITY COUNCIL

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

## EXECUTIVE ENGINEER (ELECTRICAL)

## ROADS & TRANSPORTATION DIRECTORATE

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 5PM FRIDAY, 22 FEBRUARY 2019

*Four copies of the completed application form should be sent to the Human Resources, (Executive Engineer, (Electrical)), Cork City Council, City Hall, Cork, T12 T997*

***NOTE: WE ARE UNABLE TO ACCEPT E-MAILED VERSIONS OF THE APPLICATION FORM.***

***Only an original form duly signed by the applicant will be accepted.***

**Introduction**

Cork City Council is a large urban authority which employs over 1300 employees across 40 locations. It has 31 Elected Members representing six wards across the City. The Council has an annual revenue budget of just over €166 million (2019) and provides a wide and diverse range of public services such as, housing, roads and transportation, libraries, physical planning and development, environment & water services and community and economic development.

A vacancy has arisen in the Roads and Transportation Directorate of Cork City Council for an experienced engineer at executive level. Accordingly applications are now invited from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for **Executive Engineer (Electrical)** across the local authority may be filled.

**Context:**

Cork City Council's Roads and Transportation Directorate is responsible for the management and maintenance of a road network which currently comprises of 491km including 32km of national road, 40km of regional road and 419km of local road. The network has evolved significantly over recent years and now includes an increasing level of dedicated bus lanes, bus priority junctions and cycle lanes. The network also incorporates a broad range of assets in addition to the carriageway/footpath and related markings and signs. These include over 280 signal installations, 14,500 public lights and various messaging systems such as VMS, RTPI, school and speed warning signs. The traffic system is managed via a SCOOT UTC system supported by a network monitoring system with CCTV feed.

It is to be noted that the road network managed by the City Council will expand significantly following the planned extension of the City Council boundary in mid 2019.

It is also to be noted that there will be significant investment in road and transportation services in Cork in the period ahead. As part of same it is expected that a considerable body of work will be undertaken by the City Council in the redevelopment of the road network across the City so that it can better accommodate the needs of public transport services, cyclists and walkers including improved interchange facilities at key locations such as park and rides and rail and bus stations. It is also envisaged that there will be a significantly enlarged body of work to be undertaken in the maintenance, refurbishment and expansion of public lighting, traffic signal systems and related installations.

## THE ROLE

The post to be filled is positioned within the **Public Lighting & Intelligent Transport Systems (ITS) Section** of the Roads and Transportation Directorate.

**The Public Lighting & ITS Section is responsible for a number of areas including public lighting, traffic signals, road lining/signing and the management of other road installations.** It also contributes to the delivery of a range of other services including transport planning, traffic management, the promotion of sustainable travel, energy saving and cost/co2 emission reduction initiatives.

The successful candidate will be required to report to their appropriate line manager (Senior Executive Engineer), assist the management team as may be required and deal with the elected members in respect of their role. He/She may also be required to deputise for the Senior Executive Engineer from time to time.

The post requires significant technical capacity as well as the ability to work with a range of disciplines including engineering, ITS and transport planning.

The post also requires appropriate experience and the capacity to contribute to the management and deliver of various maintenance and improvement projects/programmes on time and within budget.

This is a great opportunity to join Cork City Council at a time of transformation. The Executive Engineer (Electrical) will be responsible for the efficient management of staff and their annual work programmes. The role of Executive Engineer (Electrical) is interchangeable across the organisation.

## QUALIFICATIONS FOR THE POST

The Minister for Housing, Planning, and Local Government has declared that the qualifications for the position of Executive Engineer shall be as set out hereunder: -

1. **Character**
   Candidates shall be of good character.

2. **Health**
   Candidates shall 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.,**
   Candidates shall:

   a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;

   b) have had 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.

4. **Desirable Skills**
   The ideal candidate will:

   - Hold a recognised honours degree (level 8 in the National Framework of Qualifications) or equivalent professional qualification in Electrical Engineering;
   - Be able to demonstrate a strong ability in the following areas - Delivering Quality Outcomes & Ensuring Compliance, Communicating Effectively and Managing Resources.
   - Have satisfactory experience of electrical engineering work, including experience relating to the management of public lighting and traffic signal systems;
   - Knowledge of health & safety legislation and safety regulations.
   - Experience in management and supervision of staff.
   - An ability to manage deadlines and effectively handle multiple tasks.

**Age**
Candidates deemed 'not to be new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 must be under 65 years of age on the latest date for receipt of applications for the post.

The age restriction of 65 years does not apply to 'new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (entrants in 2004 -2012). In accordance with the Public Service Pensions (Single Scheme and other Provisions) Act 2012, there is a compulsory retirement at age 70 for new entrants to the Public Service after January, 1st 2013.

## PRINCIPAL CONDITIONS OF SERVICE

**Salary**
The salary scale for the position of Executive Engineer (Electrical) is:

€48,691 - €50,462 - €52,233 - €54,008 - €55,783 - €57,556 - €59,331 - €61,097 - €62,878
€64,646(Max) - €66,685(LSI 1) - €67,684(LSI 2)

Applicants should note that entry point to the salary scale will be determined in accordance with circulars issued by the Department of Housing, Planning, & Local Government. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office 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 office or in respect of any services which they are required by or under any enactment to perform.

**Duties**
In accordance with Section 159(3) & (4) of Local Government Act 2001 an employee of the local authority shall perform the duties of the office and give the local authority 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 services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

- assisting in the planning and implementation of programmes and projects particularly those relating to **public lighting, traffic signal systems and road lining and signing;**
- leading, motivating and developing staff and promoting high standards of performance as well as managing any associated industrial relations issues;
- Procuring materials, services and contractors;
- Undertaking contract management and supervision duties as required;
- Assisting with the development of technical specifications and improved maintenance management systems relating to public lighting and traffic signal installations;
- preparing budgets and ensuring that works are implemented within allocated budgets for maintenance and/or capital works;

- ensuring that staff are trained and operate within the relevant skill sets;
- maintaining and proactively developing a culture of Health & Safety in the workplace;
- advising on management of electrical installations and energy management and assisting in the development and implementation of sustainable travel and energy/co2 reduction initiatives;
- ensuring all works are carried out in compliance with all relevant legislation and Council policies concerning procurement, planning, health, safety and welfare etc;
- carrying out such other duties as may be assigned from time to time;

**Probation**

Where a person who is not already a permanent employee of a Local Authority is appointed to a permanent position, the following shall apply:

(a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation;

(b) Such period shall be one year and may be extended at the discretion of the Director of HR Management & Organisational Reform;

(c) Such person shall cease to hold the position at the end of the period of probation unless during such period the Director of HR Management & Organisational Reform has certified that the service of such person is satisfactory based on the recommendation of the Director of Service.

**Superannuation Contribution**

Persons who become pensionable officers 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).

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.

All persons who become pensionable officers 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 pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the first time on or after 1st January 2013 will be liable to pay Class A PRSI Contribution and will be required in respect of their superannuation to contribute at the rate of 3.5% of net pensionable remuneration plus 3% of pensionable remuneration.

**Hours of Duty**

The standard working week will be 37 hours per week. The role will involve flexible working hours and will include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in

accordance with arrangements made by the local authorities. The Council reserves the right to alter your hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

**Driving Licence**
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.

Travel and subsistence expenses for your position will be paid in accordance with the agreed rates which may be revised from time to time.

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

***The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.***

## FORMAT OF THE COMPETITION

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Only applications on the official application form will be accepted. Applications will initially be assessed to ensure they meet the minimum requirements for the post.

In the event that a large number of candidates meet the qualifications for the post, the Council may decide to shortlist applicants based on the information provided on the application form. Accordingly applicants are advised to complete all sections of the form.

Only those short-listed will be called for competitive interview. Please note that candidates will be required to pay any expenses incurred by them in attending the interview. Interviews may be held within a short period of the closing date for receipt of completed application forms.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Council 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 duration of the panel will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of HR Management & Organisational Reform.

The deadline for receipt of applications is 5pm on Friday 22 February 2019.

Applications lost or delayed in the post will not be considered unless official evidence of posting can be produced. Candidates should not enclose any CVs or related documents with their applications – any enclosures will not be considered and may not be returned.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Cork City Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Cork City Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

## GENERAL INFORMATION

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**Health**
For the purpose of satisfying the requirement as to health it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**Pension Arrangements and Retirement Age**
Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

**Deeming of Candidature to be withdrawn**
Candidates who do not attend for interview when and where required by Cork City Council, or who do 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.

**Period of Acceptance**
Cork City Council will require the person to whom 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 Council in its absolute discretion may determine, the Council shall not appoint him/her.

## GENERAL DATA PROTECTION REGULATION

***Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.***

- **Basis for Processing your Personal Information**

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

  When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

- **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 for, with a designated short-listing 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 and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

- **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 (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which 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, Cork City Council will not be able to progress your application form for the competition for which you are applying.

  Cork City Council's Privacy Statement can be assessed at:
  http://www.corkcity.ie/services/corporateandexternalaffairs/data%20protection/

**Garda Vetting**

The post of Executive Engineer (Electrical) may come within the scope of the Local Authorities Garda Vetting Scheme.

If a post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

**Canvassing**

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 City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

**Cork City Council is an equal opportunities employer.**

# COMPETENCY FRAMEWORK

| Delivering Quality Outcomes and Ensuring Compliance |
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| Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties. |
| • Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.<br>• Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.<br>• Critically evaluates outcomes and processes used to achieve them.<br>• Is aware of and understands relevant legislation, regulations and policies.<br>• Refers to relevant professional documents as required. |
| **Communicating Effectively** |
| Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills. |
| • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.<br>• Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.<br>• Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.<br>• Is effective in communicating a complex or technical message, using language appropriate to the audience. |
| **Managing Resources** |
| 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. |
| • Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.<br>• Ensures best value and efficiency in service delivery.<br>• Intervenes in a timely manner if work activities go over budget.<br>• Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively.<br>• Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose. |