COMHAIRLE CATHRACH CHORCAÍ

CORK CITY COUNCIL

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

TECHNICIAN GRADE I (ENVIRONMENTAL)

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 5PM FRIDAY 29TH NOVEMBER 2019

Four copies of the completed application form should be sent to People & Organisation Development, (Post of Technician Grade I (Environmental) ), 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.
**Technician Grade I (Environmental)**

**Background**
Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City; there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of just over €166 million for 2019 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for Technician Grade I (Environmental) may be filled.

**Responsibilities**

Duties for the post of Technician Grade I (Environmental) will be the following:

**Duties**
- General administration duties e.g. dealing with queries, documentation, input of information, answering/making telephone calls;
- Use of information technology e.g. word processing, spreadsheets, database, e-mail, internet;
- Supporting line-managers and colleagues;
- Working as part of a team in delivering services/projects;
- Dealing with the public/customers e.g. responding to queries and providing information as may be required;
- Prepare and produce data/information as may be required by line-managers and colleagues;
- Deputise for the facility manager as required;
- Undertake safety related work and reporting as required;
- Assessment of contaminated ground and aquifer reports;
- Undertake sampling of water (ground and surface) and leachate;
- Undertake sampling of landfill gas;
- Carry out laboratory work for water and wastewater analysis;
- Interpretation of chemical analysis of water (ground & surface water) and leachate;
- Carry out a trend analysis for groundwater monitoring data and associated trigger levels;
- Assessment of ground water modelling reports;
- Assist in preparation of technical reports;
- Assist in preparation of Annual Environmental Report;
- Keep records as may be required by the wider team and management;
- To carry out any other duties that may be assigned from time to time;
- To deputise for staff at a more senior level when required;

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.

QUALIFICATIONS FOR THE POST

The Minister for Housing, Planning, and Local Government has declared that the qualifications for the position of Technician Grade I shall be as set out hereunder:

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

2. **Health**
   Candidate must be in a state of health such as would enable her/him to give regular and efficient service.

3. **Education, Training, Experience, etc.:**
   
   (a) Have passed the N.C.E.A. / H.E.T.A.C National Certificate Final Examination in Civil Engineering, or Geo-surveying, or Construction Studies, or Construction Studies in Building Maintenance, or Construction Studies in Architectural Graphics,

   **Or**

   Hold an equivalent qualification,
And

(b) Have at least three years satisfactory experience after attaining the qualification concerned,

(c) Possess adequate training or experience relating to the control and supervision of staff.

Or

(d) (i) Have, satisfactory relevant experience, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State,

And

(ii) Have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

Or

(iii) Have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State,

(e) Possess adequate training or experience relating to the control and supervision of staff.

Desirable Skills:
The ideal candidate will:
- Demonstrate a strong ability in the following areas: - Delivering Results, Personal Performance and Personal Effectiveness.
- Have satisfactory experience in a science related role.
- Appropriate ICT skills, e.g. proficiency in Word, Excel, other computer programmes particular to specific project work, e-mail etc.
- Knowledge and skills to undertake duties, including the ability to: take direction/follow instructions
- Organise and prioritise work effectively.
- Work well with the public and colleagues.
- Be flexible in their approach to work.
- Be able to communicate effectively in a clear and concise manner.
PRINCIPAL CONDITIONS OF SERVICE

Salary
The salary scale for the position of Technician Grade I (Environmental) is:

€40,098 - €40,766 - €41,639 - €42,516 - €43,374 - €44,246 - €45,041 (Max) - €46,509 (LSI 1) - €47,981 (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.

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.

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 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.

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 People and Organisation Development;
(c) Such person shall cease to hold the position at the end of the period of probation unless during such period the Director of People and Organisation Development has certified that the service of such person is satisfactory based on the recommendation of the relevant 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. This will involve flexible working hours and may include weekend work. Overtime rates will not apply to hours worked outside of normal hours. The Council reserves the right to alter 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 and medical limitations.

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
The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof, at a location acceptable to the City Council.

Training
The successful candidate may, from time to time, be required to attend training deemed by the Council to be necessary for the post.

Safety
The successful candidate must comply with safety policy and directives in force from time to time.

The above represents the principal conditions of services 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

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 People & Organisation Development.

The deadline for receipt of applications is 5pm on Friday 29th November 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**

**Health**
For the purpose of satisfying the requirement as to health it may 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 the 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 her/him.
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 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 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: https://www.corkcity.ie/en/council-services/public-info/gdpr/

**Garda Vetting**

This post 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 required to complete and sign a Consent Form to permit the required vetting to be completed 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**
### Delivering Results – Delivering Quality Work and Services

- Implements high standards of service delivery and work quality
  - Understands and complies with the required work quality standards
  - Regularly reviews and measures quality of his or her work
  - Contributes ideas and suggestions as to how quality of work can be improved

### Personal Performance - Communicating Effectively

- Recognises the value of and requirement to communicate effectively.
  - Demonstrates good written and verbal skills where required and has good interpersonal skills.
  - Checks understanding rather than making assumptions.
  - Responds in a timely and accurate way to requests for information.

### Personal Effectiveness - Personal Motivation and Initiative

- Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.
  - Adopts a positive and constructive approach to work.
  - Is open to take on new challenges or responsibilities
  - Makes best use of time to complete allocated tasks
  - Learns from experience and seeks to constantly improve performance