



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of: Executive Engineer

Closing Date: 4pm on Thursday 10th October 2024

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote **‘Executive Engineer Application’** followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

Leitrim County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which permanent vacancies for Executive Engineer may be filled. Positions may arise in any area of the Council's functions which include Roads & Transportation, Housing Delivery & Maintenance, Environmental Services, Water Services, Capital Projects, Economic Development, Tourism & Recreation, Facilities Management etc.

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.

The Qualifications:

1. Character:

Candidates must 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. 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

4. Education, Training, Experience etc:

Candidates must on the latest date for receipt of completed application forms for the office:

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in **Engineering** (relevant discipline),
- (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.

Note:

- **Candidates must submit a copy of Level 8 qualification in Engineering from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Foreign language qualification certificates must also be accompanied by a translation document of educational qualifications as outlined above.**

Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

- **Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.**

The Ideal Candidate Shall Have:

- A career record that demonstrates satisfactory engineering experience, and in particular civil engineering experience;
- An ability to work within a multi-disciplinary team, including supervision of staff;
- A track record of delivering results;
- An ability to manage and schedule a multiannual portfolio of projects within budget and on time;
- An ability to work under pressure and to think laterally, maintaining a solution orientated mindset in dealing with a wide range of issues;
- An understanding of Local Authority services and structures in Ireland, or the ability to quickly acquire same;
- Capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
- Experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
- Experience of managing finance and budgets and ensuring value for money;
- Excellent interpersonal, communication, presentation and influencing skills and strong ICT skills;
- A focus on the customer and on service improvement including taking ownership and resolving issues arising;
- Good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace;
- An understanding of the role and duties of managers in safety management in the workplace.

Competencies for the Post:

Key Competencies for the post of Executive Engineer 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. The ideal candidate will demonstrate:

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Management & Change:	<ul style="list-style-type: none"> ▪ Can translate corporate policies and objectives into operational plans and outputs. ▪ Displays the ability to think and act strategically. ▪ Demonstrates innovation and creativity to secure successful outcomes. ▪ Has a clear understanding of the political reality and context of the organisation. ▪ Develops and maintains positive, productive and beneficial working relationships with a range of stakeholders. ▪ Builds networks of technical and professional contacts. ▪ Fully implements safe systems of working in line with Safety Management System. ▪ Effectively manages the introduction of change and overcomes resistance to change.
Delivering Results:	<ul style="list-style-type: none"> ▪ Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. ▪ Plans and prioritises work and resources effectively. ▪ Establishes high quality service and customer care standards. ▪ Can pinpoint critical information and can address issues logically. ▪ Understands the context and impact of decisions made. ▪ Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. ▪ Promotes the achievement of quality outcomes in delivering services. ▪ Evaluates outcomes, identifies learning and implements improvements required.
Leading, Motivating & Managing Performance:	<ul style="list-style-type: none"> ▪ Leads, motivates and engages others to achieve quality results. ▪ Builds and leads positive, diverse and productive section/units and teams effectively. ▪ Leads by example in terms of commitment, flexibility and a strong customer service ethos. ▪ Effectively manages performance including underperformance or conflict. ▪ Empowers and encourages people to deliver their part of the operational plan. ▪ Recognises the value of and requirement to communicate effectively with all employees. ▪ Has highly effective verbal and written communication skills and good interpersonal skills. ▪ Presents ideas clearly and effectively to individuals and groups.
Personal Effectiveness:	<ul style="list-style-type: none"> ▪ Demonstrates an understanding of the role of Executive Engineer in the local authority context. ▪ Demonstrates the range and depth of engineering experience, specialist knowledge and training relevant to the role. ▪ Keeps up to date with current developments, trends and best practice in their area of responsibility. ▪ Maintains a positive, constructive and enthusiastic attitude to their role. ▪ Takes initiative and seeks opportunities to exceed goals. ▪ Is self-motivated and persistent when faced with difficulties and obstacles. ▪ Manages time and workload effectively. ▪ Has a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

The Principal Terms & Conditions:

The Office is **wholetime, permanent and pensionable**. A panel will be formed from which permanent Executive Engineer vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties

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

- (a) such other local authorities or bodies for which the Chief Executive for the purposes of the Local Government 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 direction and supervision of the Senior Engineer or the Senior Executive Engineer or such other Officer, as appropriate, of the local authority such engineering 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 Senior Engineer or other appropriate officer, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies, and, when required to do so, to perform the duty of acting for engineering offices of higher rank during that officer's absence.

The actual duties will depend on the particular assignment, but in general the duties may include but will not be limited to the following:

- Planning, developing and prioritising work programmes with senior management for the section/department as required by the Councils Corporate and Operational Plans;
- The design, implementation and project management of engineering and other appropriate programmes and projects across all service areas including roads, transportation, water, wastewater, housing, economic development, environmental services, facilities etc;
- Supervising and administering construction / operations / maintenance works;
- Responsibility for the management of the day to day operations of the work unit / section / department;
- Managing and supervising engineering / administrative workforce and associated industrial relations issues;
- Managing staff performance and development through the Council's Performance Management and Development System (PMDS);
- Ensuring that staff are trained and operate within the relevant skill sets;
- Establishing frameworks and procuring and recommending appointment of consultants and contractors and supervision of same;
- Designing and preparing tender and contract documentation, assessing tenders and making recommendations on same;
- Managing the construction phase of projects;
- Preparing and effectively managing budgets;
- Identifying opportunities for improvements or achievements of efficiencies in service delivery;
- Maintaining and proactively developing a culture of Health & Safety in the workplace;
- Ensuring compliance with Health and Safety legislation and regulations, and Leitrim County Council's Safety Management Systems;
- Ensuring works are implemented in accordance with all relevant legislation and regulations including planning and procurement requirements etc;

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- Dealing efficiently, effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses and residents;
- Liaising with and responding to other local authorities, government departments and statutory agencies;
- Compiling, preparing and presenting reports as necessary to a variety of stakeholders including organisation of public consultation meetings and processes;
- Representing the County Council at meetings with elected members, community/ general interest groups, businesses and residents;
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- To act when required for a more senior employee during his/her absence for any reason;
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

2. Salary:

The salary scale for the post of Executive Engineer is within the range (scale effective from 1st June 2024):

€57,336, €59,423, €61,509, €63,599, €65,688, €67,776, €69,866, €71,944, €74,044, €76,126, €78,526(LSI 1), €79,701 (LSI 2)

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Rate of remuneration may be adjusted from time to time in line with Government Policy.

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

3. 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 and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation:

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be six months but the Chief Executive may, at his/her discretion, extend such period;

- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service 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.

5. Health:

For the purpose 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.

6. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

7. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. The Council reserves the right to alter hours of work from time to time.

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.

8. Superannuation:

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January

2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age set initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement:

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) 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. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

13. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than twelve months from the date of formation of the panel.
- (v) 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 they fail 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 them.

All applications must be made on the official Application Form which are available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (Email: jobs@leitrimcoco.ie)

Completed Application Forms inclusive of all required documentation must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday 10th October 2024 via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote 'Executive Engineer Application' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTE:

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 applicants favour any employee 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.

LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER