



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

Executive Scientist

Closing Date: 4:00 p.m. on Thursday 31st October 2024

Important Notes

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

Please quote '**Executive Scientist 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:

The Executive Scientist will work as part of a multi-disciplinary team within Leitrim County Council. They may be responsible for delivering regulatory, enforcement, and awareness activities in environmental protection including aspects in Water Quality, Air Quality, Noise Action, Climate Action, Biodiversity, and other areas of the environment. The role requires comprehensive knowledge and understanding of current environmental legislation and how it relates to Local Authority functions.

In Ireland, surface waters and groundwaters continue to be under pressure from human activities, particularly from nitrogen and phosphorus from agriculture and urban wastewater discharges, and from discharges from septic tanks/domestic wastewater treatment systems. Under the EU Water Framework Directive (WFD) Ireland is required to manage waters on a river basin scale via River Basin Management Planning (RBMP), to protect rivers, lakes, estuaries and coastal waters. The success of RBMP depends, to a great extent, on the capacity of public bodies including local authorities to develop effective plans, coordinate activities and share data, especially among staff engaged in day-to-day operational decision making. Under the National enforcement priorities local authorities are working on a number of water quality priority areas including discharge licencing, water quality monitoring, domestic wastewater treatment systems/septic tanks. Agricultural pressures from slurry/soiled water collection and storage and slurry and fertiliser spreading are also water quality priority areas that local authorities, including Leitrim County Council, are seeking to address. From an agricultural point of view, Local Authorities have responsibility under the European Union (Good Agricultural Practice for the Protection of Waters) Regulations for the monitoring of waters to determine the extent and trends of pollution arising from agriculture and to carry out inspections of farm holdings for the purposes of the regulations.

Recent Environmental Protection Agency (EPA) reports show water quality is declining in Ireland and that at current levels of progress, Ireland will fail to meet the EU and national goal of restoring all waters to good or better status by 2027. Agriculture is a significant contributor to this declining water quality.

Local Authorities in collaboration with the Department of Housing, Local Government and Heritage are putting in place an enhanced inspection programme of farm holdings to protect, reverse trends and improve water quality in Ireland.

Reporting to the Senior Executive Engineer, or such other officer as may be designated, the Executive Scientist will be required to lead and manage Leitrim County Council's Water Quality Team in striving to deliver on the national water quality priority areas, particularly with respect to pressures from agriculture.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Citizenship

Candidates for any of the above panels 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.

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 Science (relevant discipline).
- (b) Have at least **five** years satisfactory experience of scientific work (ideally in the natural water science area).
- (c) Possess a high standard of technical training and experience.
- (d) Hold a current full driving license in respect of category B vehicles or equivalent in the EU Model Driving License on the latest date for the receipt of completed applications.

- **Please ensure that confirmation of Level 8 qualification in the relevant science discipline from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Non Irish Qualifications must be accompanied by a determination from QQI to establish their comparability against the Irish National Framework of Qualifications. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Candidates must hold a current valid and unendorsed driving licence in respect of category B vehicles. A copy of your Licence must be submitted with your application.**

The Ideal Candidate Requirements:

The role requires comprehensive knowledge and understanding of the:

- European Union (Good Agricultural Practice for the Protection of Waters) Regulations.
- Water Framework Directive.
- Local Government (Water Pollution) Act 1977-1990 as amended.
- Water Quality and agricultural impacts.
- Environmental Noise Directive
- Air Pollution Act, 1987 as amended

The ideal candidate shall have:

- Career record that demonstrates satisfactory scientific experience, and in particular natural water science experience.
- Knowledge and/or experience in Catchment Science and Management and farm inspection skills.
- Knowledge and experience in Recommended Minimum Criteria for Environmental Inspections (RMCEI) preparation and reporting in accordance with the National Environmental Enforcement Priorities (NEPs) in Water, Air and Noise.
- Good understanding of environmental policy, regulation and legislation and current and future pressures on the environment.
- Ability to work within a multi-disciplinary team, including supervision of staff.
- Ability to develop and maintain productive relationships with colleagues, customers and stakeholders.
- Ability to build networks and successfully influence key internal and external stakeholders.
- Effective written and verbal communication skills, with experience in the preparation of technical reports and the delivery of presentations to a varied audience in various formats.
- Ability to pinpoint the critical information and address issues logically.
- Ability to prepare and present technical reports.
- Ability to deal with complex and confrontational situations.
- Effective investigational skills and the ability to respond to complaints.
- Strong information and communications technology skills.
- Excellent organisational skills and possess the drive to deliver the required results.
- Good knowledge and awareness of the statutory obligations of Health and Safety legislation and the implications for the organisation and the employee, and their application in the workplace.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management & Change:	<ul style="list-style-type: none"> ▪ Understands the role of the local authority and of other agencies in environmental protection. ▪ 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 local authority. ▪ 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. ▪ Promotes the achievement of quality outcomes in delivering services. ▪ 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. ▪ Evaluates outcomes, identifies learning and implements improvements required. ▪ Abides by the relevant laws, regulations and policies and procedures in the discharge of duties
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 stakeholders. ▪ Has highly effective verbal and written communication skills and good interpersonal skills. ▪ Presents ideas clearly and effectively to individuals and groups.

Personal Effectiveness:

- Demonstrates an understanding of the role of Executive Scientist in the local authority context.
- Demonstrates the range and depth of scientific/technical 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 and Conditions:

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

1. Duties

The duties of the office are to give to 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 general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate scientific, technical and administrative services of an advisory or executive nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The main duties and responsibilities of the **Executive Scientist** may include but will not be limited to:

- Leading and managing the Water Quality, Air and Noise Team based in the Environmental Services unit of Leitrim County Council.
- Developing annual water quality work plans in line with the national priority areas and in accordance with RMCEI requirements and reporting on same to the EPA.
- Developing and delivering a program of risk based domestic wastewater treatment system inspections in line with the National Inspection Plan.
- Preparing and delivering a program of risk based effluent discharge licensed facility inspections to ensure compliance with Section 4 licence conditions.
- Developing a schedule of inspections of farm holdings as required by the European Union (Good Agricultural Practice for the Protection of Waters) Regulations.
- Generating, maintaining and collating data on the inspections of farm holdings.
- Completing annual returns to the EPA on the inspections of farm holdings.
- Collaborating with other agencies, including Local Authority Waters Programme (LAWPRO), Agricultural Sustainability Support and Advisory Programme (ASSAP), Teagasc, Department of Agriculture, Food and the Marine (DAFM), Dairy Sustainability Initiative, Department of Housing, Local Government and Heritage (DHLGH) and EPA.

- Engaging with farmers/businesses to identify and manage risks to water quality arising from their farming/business operations.
- Supporting/organising/delivering local dissemination events to catchment farmers such as farm walks and meetings and media outputs.
- Preparing cross-compliance reports for cross-reporting of non-compliances to DAFM.
- Developing and managing an inspection programme relating to Air and Noise, pursuant to current and future regulatory requirements.
- Preparing enforcement notices and files for enforcement proceedings.
- Representing the local authority as an expert witness and delivering evidence at enforcement proceedings.

General Duties include:

- Assisting with profile-raising and awareness relating to water quality, air and noise issues through media and elsewhere through radio/TV interviews, press releases/articles, electronic media and talks.
- Co-ordinating the data requirements for the RMCEI plan and National Environmental Management Information System (NEMIS).
- Carrying out Health and Safety duties including toolbox talks, risk assessments, method statements and incident reporting.
- Using technology such as drones, survey equipment, sampling equipment, water chemistry meters, data recording devices and internet data sources.
- Assisting the local authority environment team in the creation of team plans, workplans and procedures.
- Performing actions to meet objectives under Ireland’s River Basin Management Plan.
- Responding to water pollution, air and noise incidents.
- Responding to pollution, air and noise queries and complaints by the public.
- 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.
- Any other duties as may be assigned from time to time by the local authority and may include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Leitrim County Council.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

2. Salary

The salary scale for the post of Executive Scientist (Executive Engineer Analogous), applicable from 1st October 2024, is within the range:

**€57,909, €60,017, €62,124, €64,235, €66,345, €68,454, €70,565,
€72,663, €74,784, €76,887, €79,311 (LSI1), €80,498 (LSI2)**

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.

The 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. 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 services which they are 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.

4. Probation

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

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 one year 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. Annual leave year is aligned to the calendar year.

7. Working Hours

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility in terms of working hours and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked 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. Leitrim County Council requires employees to record their hours worked using a clocking system.

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 will be in line with the age of eligibility for the State Pension Contributory (SPC). 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. Driving Licence/Travel

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (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. 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.

13. 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.

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 interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position 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 one year 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 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 by emailing jobs@leitrimcoco.ie.

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

Closing date for receipt of applications is 4:00 p.m. on Thursday 31st October 2024 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote **'Executive Scientist 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.

NOTES: 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.