



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

**EXECUTIVE TECHNICIAN - ENVIRONMENTAL
(WASTE ENFORCEMENT OFFICER)**

Closing Date: 4:00 p.m. on Thursday 14th November 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 Technician – Environmental 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 Technician – Environmental (Waste Enforcement Officer) may be filled.

Under the direction and supervision of the appropriate line manager, the position of Executive Technician - Environmental in Leitrim County Council will involve the provision of such environmental and other technical services of an advisory, supervisory, executive or ancillary nature as may be required by the Council in the exercise and performance of its powers, functions and duties. Executive Technician - Environmental roles primarily arise in the Environment Department of the Council and this particular role is for Waste Enforcement Officer. The role can include responsibility for the successful delivery of a range of programmes and projects, including responsibility for enforcement activity; responsibility for the effective delivery of a range of services, and may include responsibility for the management of staff.

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 form:

- (i) Have satisfactory experience, in a technician post (Environmental) at Grade II or higher level or in an analogous post under a local authority or health board in the State;
- (ii) Have at least five years satisfactory relevant experience in a technician post (environmental) at Grade II or higher level or an analogous post;
- (iii) Have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work;
- (iv) Possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
- (v) Have adequate experience in the supervision and control of staff.

Note: Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall Have:

- Relevant technical experience in line with the requirements of the position - experience in the area of waste management/enforcement would be an advantage.
- Experience of interpreting and implementing environmental policy, and legislation as it relates to the Water Framework Directive, pollution control, waste legislation and waste management principles etc.
- Experience of liaising and engaging with relevant external stakeholders.
- Experience of working as part of a multi-disciplinary team.
- Experience of supervising staff and an ability to lead and develop a team and manage performance.
- Ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
- Ability to translate the team plan into clear priorities and actions for their area of responsibility.
- Ability to pinpoint critical information and address issues logically.
- Strong interpersonal and communications skills and experience of preparing and presenting technical reports and correspondence.
- Ability to develop and maintain positive, productive and beneficial working relationships with customers and stakeholders, build networks and successfully influence key internal and external stakeholders.
- Flexibility and openness to change and ability to implement change.
- Knowledge and experience of operating ICT systems.
- Good knowledge and awareness of Health and Safety Legislation and Regulations, 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:

Specialist Knowledge and Expertise:	<ul style="list-style-type: none"> • Range and depth of relevant technician (Environmental) experience; • The required specialist knowledge, understanding and training for the role; • Experience of preparing and presenting technical reports; • Up to date with current developments, trends and best practice in their area of responsibility.
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Delivering Results:	<ul style="list-style-type: none"> • Problem solving and decision making, particularly in situations of conflicting demands; • Organising work programmes and implementing solutions, especially to deadlines; • Following procedures, ensuring compliance and maintaining appropriate records; • Managing resources and achieving efficiencies; • Delivering quality outcomes.
Performance Through People:	<ul style="list-style-type: none"> • Motivation and positivity as part of a multi-disciplinary team; • Strong team ethic of co-operation and mutual support; • Communicating effectively and ability to engage with a wide range of stakeholders; • Develops effective and productive workplace relationships; • Managing performance.
Personal Effectiveness:	<ul style="list-style-type: none"> • Takes initiative and is proactive when he or she sees the opportunity to make a contribution; • Manages time and workload effectively; • Maintains a positive, constructive and enthusiastic attitude to their role; • Responds positively to the challenges of the role; • Understands the structures and environment within which the local authority sector operates.

The Principal Terms and Conditions:

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

Holders of the office may be assigned to work in all appropriate areas in the course of their employment.

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 services of a technical, administrative, executive, supervisory, advisory and ancillary 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 deputising for other officers of the local authority.

The Executive Technician – Environmental (Waste Enforcement Officer) will report to the Senior Executive Engineer or such other officer as may be designated by the Chief Executive.

The duties will depend on the particular assignment but in terms of the **Waste Enforcement Officer** role, the key duties and responsibilities of the post of **Executive Technician - Environmental** may include but are not limited to the following:

- Working within the Environment Department with responsibility for the development and implementation of methodologies for bringing those affected by waste legislation into compliance.
- Assisting in identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation.
- Line Management responsibility for Waste Enforcement Team/Community Wardens and associated work programmes.
- Achieving the provisions of the Connaught Ulster Waste Management Plan and the National Enforcement Priorities in conjunction with the Connacht Ulster Waste Enforcement Regional Lead Authority (Connacht Ulster WERLA).
- The identification of waste producers, ensuring that they are familiar with their responsibilities and monitoring them on a regular basis to ensure ongoing compliance.
- Monitoring waste generation, disposal and recycling.
- Responding to and investigating complaints and queries through desktop, site work and follow up.
- Investigating, documenting and engaging in enforcement actions as necessary in relation to offences under waste legislation, including but not limited to the following:
 - Waste Management Acts 1996-2011 and associated Regulations including, but not limited to, regulations governing Farm Plastics, Packaging, Collection Permits, Facility Permits, Plastic Bags, Tyres, Waste Electrical and Electronic Equipment, Batteries and End of Life Vehicles
 - Litter Pollution Acts 1997 to 2009
 - Household Waste Presentation Bye Laws
- Issuing Warning Letters and Fixed Payment Notices as appropriate.
- Preparing and taking cases to court for breaches of waste legislation including preparation of all necessary files, providing evidence, preparation of affidavits and court attendance as required.
- Maintaining waste prosecutions register.
- Conducting inspections in accordance with the RMCEI Plan and recording / reporting of same.
- Ensuring focused inspections take place in national waste enforcement priority areas.
- Liaising with and reporting to Connacht Ulster WERLA in relation to sites of concern as appropriate.
- Overseeing landfill emission monitoring by subcontracted environmental consultants.
- Overseeing Civic Amenity Site operation and resolving non-compliance issues.
- Issuing, reviewing and enforcing Certificate of Registrations and Waste Facility Permits.
- Conducting AER data validation audits of waste collection permit holders and waste facility permits on EDEN.
- Reviewing and reporting in relation to applications for planning permission and C&D waste management plans.
- Preparing DPIA's and maintaining technical recording equipment.
- Carrying out drone surveys for waste / water / planning enforcement.
- Liaising with an Garda Síochána, organising and attending multi agency meetings as required.
- Liaising with Environmental Awareness Officer on media campaigns and community initiatives.
- Contributing to Anti-Dumping Initiative project selection and budget control.
- Ongoing engagement and collaboration with Connacht Ulster WERLA, Waste Enforcement Officers in other Local Authorities and other relevant stakeholders in relation to best practice in waste enforcement.
- Representing Leitrim County Council on Committee's and Working Groups as appropriate.
- Preparing and revising RASOPs for Waste Enforcement Staff and Community Wardens.

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- Completing health and safety audits and inspections.
 - Maintaining and proactively developing a culture of health & safety in the workplace.
 - Ensuring compliance with all relevant Health and Safety legislation and regulations and the Council's Safety Management System.
 - Providing assistance to work colleagues as required.
 - 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 to the officer 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 instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Local Authority.

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 Technician – Environmental (Waste Enforcement Officer), applicable from 1st October 2024, is within the range:

€50,399, €51,586, €52,817, €54,071, €55,343, €56,608, €58,454 (LSI1), €60,298 (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. 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 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. Annual Leave

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

6. 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.

7. Working Hours

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around 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 14th November 2024 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Executive Technician - Environmental 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.