

SENIOR EXECUTIVE SCIENTIST

(Integrated Catchment Management)



TIPPERARY COUNTY COUNCIL KILKENNY COUNTY COUNCIL



PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

1. Before signing this form, please ensure that you have replied fully to the questions asked.

All Sections/Questions in this document must be completed in full **(a Curriculum Vitae will not be accepted).**

2. You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may thus put themselves to unnecessary expense.

3. Tipperary/Kilkenny County Councils will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

4. Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.

Applications received after the closing date and time specified will not be accepted.

Applications submitted by e-mail or fax will not be accepted.

Claims that any Application Form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Posting is produced in support of such claims.

5. Please return **FOUR** copies of the completed and signed Application Form together with **FOUR** copies of supporting documentation [i.e. Driving Licence, Qualifications etc.] in hard copy format.
6. Tipperary/Kilkenny County Councils may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. Shortlisting will be based on Qualifications, Relevant Experience and information submitted on the Application Form. The number of persons to be invited to interview shall be determined by Tipperary/Kilkenny County Councils.

TIPPERARY COUNTY COUNCIL & KILKENNY COUNTY COUNCIL - APPLICATION FORM -

Tipperary County Council
Civic Offices,
Emmet Street,
Clonmel, Co. Tipperary

Tel: 0761-06-5000
E-Mail: recruitment@tipperarycoco.ie

COMPLETED FORMS:

The Application Form should be fully completed without alterations and returned to:

Human Resources Section, Tipperary County Council, Civic Offices, Emmet Street, Clonmel.

Please note that you must submit FOUR signed copies of completed Application Form together with FOUR copies of supporting documentation in hard copy format only.

Applications received after the closing date and time specified will not be accepted. Applications submitted by e-mail or fax will not be accepted.

CLOSING DATE: 4.00 P.M. ON MONDAY, 20TH NOVEMBER, 2017

**COMPETITION: SENIOR EXECUTIVE SCIENTIST (5 POSTS)
(Integrated Catchment Management)**

Each Senior Executive Scientist will lead and manage multi-disciplinary regional teams and will be based in one of the locations listed below. Candidates are asked to select their preferred primary location/region (candidates may select more than 1 primary location and these should be ranked 1 to 5 in order of preference i.e. 1, 2, 3 etc. with 1 being the highest priority) and to indicate their preferred base (1 only) within the location/s selected from the list below:

- ☐ Either the offices of Donegal County Council (Letterkenny) ○ or Monaghan County Council (Carrickmacross) ○.
- ☐ Either the offices of Offaly County Council (Tullamore) ○ or Dublin City Council (Marrowbone Lane) ○.
- ☐ Either the offices of Tipperary County Council (Clonmel) ○ or Kilkenny County Council (Kilkenny) ○.
- ☐ Either the offices of Galway County Council (Galway City) ○ or Mayo County Council (Castlebar) ○.
- ☐ Either the offices of Cork County Council (Inniscarra) ○ or Limerick City and County Council (Limerick City) ○.

PERSONAL DETAILS

1. Name in Full *[Block letters]* _____
2. Postal Address *[Block letters]* _____

Notify any change at once _____
in writing _____

3. Tel. Nos.: _____ *Ext.* _____
[Home] *[Work]* *[Mobile]*
4. Email Address _____
5. Do you possess a full-unendorsed driving licence Yes ☐ No ☐
6. Categories of Vehicles Covered: _____

EDUCATION / TRAINING

1. Please list all educational and technical qualifications giving period with dates spent at each school/college and particulars of Certificates *[if any]* obtained.

[illegible]

2. Please list all training courses undertaken (either in-house or privately):

DATES		ORGANISATION	COURSE TITLE
FROM	TO		

EMPLOYMENT RECORD

Remember you may be shortlisted based on the information you supply in the Application Form. Candidates are advised not to submit a Curriculum Vitae. Anything you write may be discussed in more depth, should you be called to interview

1. Give below details of present position.

EMPLOYER: _____

ADDRESS: _____

TITLE: _____

FROM [Date]: _____

MAIN RESPONSIBILITIES [in bullet point format]:

Key Competencies

A new Competency model has been developed for the role of Senior Executive Scientist. Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Management and Change	<ul style="list-style-type: none">• Displays the ability to think and act strategically• Develops and maintains positive, productive and beneficial working relationships• Effectively manages the introduction of change, demonstrates flexibility and openness to change
Delivering Results	<ul style="list-style-type: none">• Contributes to the development of operational plans and leads the development of team plans• Plans and prioritises work and resources effectively and establishes high quality service and customer care standards• Makes timely, informed and effective decisions and shows good judgement and balance in making decision or recommendations
Performance through People	<ul style="list-style-type: none">• Leads, motivates and engages employees to achieve quality results and to deliver on operational plans• Has highly effective verbal and written communication skills.
Personal Effectiveness	<ul style="list-style-type: none">• Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role• Manages time and workload effectively and operates in an environment with significant complexity and pace

RELEVANT EXPERIENCE - RANGE AND DEPTH:

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set-out above. A summary definition of each of skill areas is provided for your information.

Shortlisting may apply based on the information supplied on application forms and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in the information document and reflect your experience and abilities appropriately in the application.

Candidates called for interview will be assessed on the following competencies and required to demonstrate their ability to deliver on these specific competency areas:

- 1. Management and Change**
- 2. Delivering Results**
- 3. Performance through People**
- 4. Personal Effectiveness**

1. Management and Change

Candidates will be required to demonstrate their ability to:

- Think and act strategically
- Develop and maintain positive, productive and beneficial working relationships.
- Effectively manage the introduction of change and demonstrate flexibility and openness to change.

In the space below, please give an example of a situation where you best demonstrated your ability in this area.

2. Delivering Results:

Candidates will be required to demonstrate their ability to:

- Contribute to the development of operational plans and lead the development of team plans.
- Plan and prioritise work and resources effectively.
- Establish high quality service and customer care standards.
- Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.

In the space below, please give an example of a situation where you best demonstrated your ability in this area

3. Performance through people:

Candidates will be required to demonstrate their ability to:

- Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage performance.
- Have effective verbal and written communication skills.

In the space below, please give an example of a situation where you demonstrated your ability in this area.

4. Personal Effectiveness

Candidates will be required to demonstrate their ability to:

- Take initiative and seek opportunities to exceed goals.
- Manage time and workload effectively and operate in an environment with significant complexity and pace.
- Maintain a positive, constructive and enthusiastic attitude to their role.

In the space below, please give an example of a situation where you demonstrated your ability in this area.

REFEREES

1. Do you have any objection to Tipperary County Council contacting your past/or present employers? Yes ☐ No ☐
2. Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference.

Name: _____

Name: _____

Occupation: _____

Occupation: _____

Address: _____

Address: _____

Tel No: _____

Tel No: _____

SUPPORTING INFORMATION

Tipperary/Kilkenny County Councils may decide, by reason of the number of persons seeking admission to the competition to carry out a Shortlisting Procedure. Shortlisting will be based on qualifications, relevant experience, and information submitted on the Application Form.

Please indicate, in bullet format, any particular experience or achievements you consider an Interview Board should be aware of when assessing your application.

I CERTIFY THAT I HAVE COMPLETED OF THE APPLICATION FORM AND THAT THE INFORMATION FURNISHED BY ME IS CORRECT.

SIGNED: _____

DATE: _____

**TIPPERARY COUNTY COUNCIL & KILKENNY COUNTY COUNCIL ARE
EQUAL OPPORTUNITIES EMPLOYERS**

The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 1997 or other legal requirements.