

## **Information document for the post of Senior Executive Scientist (Integrated Catchment Management)**

### **INTRODUCTION**

The EU Water Framework Directive (WFD) 2000 seeks to protect and improve our natural waters, including rivers, lakes, groundwater, coastal water and transitional waters. The WFD objectives are implemented through River Basin Management Plans (RBMPs) and Programmes of Measures (POMs).

Delivery of WFD objectives is the shared responsibility of the Department of Housing, Planning and Local Government (DHPLG), the EPA and local authorities. In particular, the EPA leads on the science that underpins the RBMP and associated POMs while local authorities lead on the local implementation of measures to improve water quality.

To facilitate a co-ordinated regional approach to implementation, Kilkenny County Council and Tipperary County Council, acting jointly, have been appointed as lead local authorities to act on behalf of all local authorities, to manage a new national shared service WFD Office to lead and coordinate action to address the anthropogenic pressures impacting negatively on water quality.

This contract will conclude on or before the 31<sup>st</sup> December 2021.

### **CONTEXT**

This new national shared service office, regionally delivered, will facilitate a restructured and strengthened role for local authorities in the environmental water area in order to deliver on the implementation of WFD measures. The proposed structure will drive collaboration and integration, both within local authorities, between local authorities and externally with other public agencies. The shared service's approach to delivery will include all stakeholders through a multi-disciplinary, multi-agency structure.

Shared services take account of the need to deliver maximum benefit with limited resource availability. The WFD Office will ensure that the resources are utilised locally within an integrated national WFD implementation plan, based on a single River Basin District.

The national implementation Plan will be co-ordinated on a regional basis by the five water and environment management committees, comprising representatives of each local authority in the Region and the EPA.

The strategic role of the Office will be:

- To work under the guidance of the Regional Water and Environment Management Committees

- To manage and carry out the national Implementation Plan on a regional basis
- To promote knowledge sharing and coordination in implementing the RBMPs and the POMs by local authorities, other public authorities, sectoral interests and other stakeholders.
- To seek consistency of RBMP implementation across agencies.
- To assist the Minister and the EPA and work collaboratively with local authorities in the development of RBMPs and POMs.
- To foster linkages with industry, agricultural and other relevant sectors.

**It is likely that parts of the work schedule will be outside normal office hours, so flexibility will be required.**

### **RECRUITMENT DETAILS**

As part of the team structure for the new WFD Office, it is intended to recruit **five Senior Executive Scientists**. **The Scientists will be employed by either Kilkenny County Council or Tipperary County Council.** Each Senior Executive Scientist will lead and manage multi-disciplinary regional teams and will be based in one of the following locations:

1. Either the offices of Donegal County Council (Letterkenny) or Monaghan County Council (Carrickmacross).
2. Either the offices of Offaly County Council (Tullamore) or Dublin City Council (Marrowbone Lane).
3. Either the offices of Tipperary County Council (Clonmel) or Kilkenny County Council (Kilkenny).
4. Either the offices of Galway County Council (Galway City) or Mayo County Council (Castlebar).
5. Either the offices of Cork County Council (Inniscarra) or Limerick City and County Council (Limerick City).

***The successful candidate may choose his/her preferred location within that region.***

A Fixed Term Contract of Employment will be issued by the relevant employing Local Authority (LA) and it is envisaged that contract will terminate on or before the **31<sup>st</sup> December 2021**.

## THE ROLE

Reporting to the WFD Office Project Leader, each Senior Executive Scientist will be responsible for delivering an annual work programme in a regional area.

The role will include:

- Development and management of multi-disciplinary WFD Office staff, including the development of work programmes with required targets and deadlines and ensure the plans are implemented.
- Actively support the work of the inter-agency Regional WFD Operational committees and associated groups including reporting on the work of the shared service in that region.
- Work with LAs to develop and rollout annual implementation plans and track the implementation of agreed regional work programmes and
- Develop key performance indicators for staff and work programmes for reporting to the regional Water and Environment Committees and nationally.
- Design, develop and implement Health & Safety management systems.
- Implement the systems necessary and co-ordinate the resources to support the project. This includes systems to manage finance and budgets and ensure value for money, to provide information on the pattern of activity and development and scheduling of work programmes, including the sampling programme.
- Support the development of training programmes for WFD Office staff and staff of other implementing bodies.
- Carry out investigative assessments in water bodies at risk and at review to identify the issues impacting on water quality
- Develop options for remedial action and engage with pressure owners to seek/ensure their implementation.
- Design and carry out investigative monitoring programmes.
- Implement investigative assessment techniques; water and soil sampling, analysis and interpretation of data, 3-D conceptualisation and understanding of catchment factors affecting waters.
- Closely liaise with relevant local authority staff regarding actions to be taken in their local authority area.
- Coordination of LA implementation in conjunction with the EPA, CCMA, DHPLG, WPAC and other stakeholders.
- Collaborate with the EPA in developing “recording systems” for WFD actions and assist in the design of IT systems to record, manage and implement the regional work programmes, in partnership with local authorities and the EPA.
- Management and preparation of budgets.
- Provide expertise in catchment management for the LA sector.
- Develop an understanding of integrated catchment management within LA and public authority senior management.

- Closely liaise with LAWCO staff, including the Community Water Officers.
- Recommend and carry out/ manage remedial restore and protect actions.
- Over time develop and recommend strategic policies emerging from the work undertaken in conjunction with other Senior Executive Scientists and WFD Office Lead.
- Participate in inter-agency working groups.
- Provide support to the Blue Dot Programme.
- Implementation of agreed policy and service agreements as they relate to the WFD.
- Establish linkages with national & regional groupings, including rivers trusts and associations.
- Work collaboratively with other stakeholders and seek opportunities for joint actions.
- Identify the need for additional expert advice and source specialist expertise where required.
- Promote integration of Integrated Water Management into national, regional and local plans and programmes including inter alia regional economic and spatial strategies, development plans and local area plans.
- The 5 regional senior executive scientists (to avoid duplication of effort and develop specific expertise) will divide responsibility on key tasks and issues.
- While each Senior Executive Scientist will have primary responsibility for his/her own area, he/she will be expected to develop enhanced expertise and lead nationally on specific issues and tasks.
- Other duties as may be assigned from time to time.

## **QUALIFICATIONS**

### **1. CHARACTER**

Candidates shall 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. EDUCATION, EXPERIENCE ETC.**

Candidates shall:

- (a) Hold an honours degree (level 8 in the National Framework of Qualifications) in Science;
- (b) Have at least seven years satisfactory relevant experience in scientific work;
- (c) Possess a high standard of administrative and management experience;  
and
- (d) Have satisfactory knowledge of public service organisation.

Full Driver's Licence required.

Successful candidates shall possess a current Safe Pass Card prior to commencement.

#### **The candidate should ideally:**

- Be familiar with the concepts of catchment science and catchment management, including a good knowledge and understanding of source-pathway-receptor elements, appropriate measures that may be implemented and strong analytical capacity;
- Be able to conceptualise and analyse 3-D data for a catchment;
- Have relevant experience in the areas of hydrogeology, ecology (freshwater / marine), hydro-morphology, fisheries and/or forestry;
- Be able to work within and lead, multi-disciplinary teams and have the ability to supervise, motivate, empower and develop staff through a performance management and development system (PMDS);
- Have strong leadership, management, interpersonal and communication skills;
- Have an excellent knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace;
- Have a strong understanding of the role and duties of managers in safety and staff resource management in the workplace;
- Have good technical report writing skills;
- Have good financial management skills;
- Possess good I.T. skills, including use of G.I.S.

## 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.

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

## SALARY

The salary scale for the position of **Senior Executive Scientist** is:

€63,276, €65,219, €66,147, €68,037, €69,934, €71,822, €73,726 (maximum), €76,116 (1st LSI) €78,501(2nd LSI) (effective 01/01/2018).

## **PROBATION**

Where persons who are not already permanent employees of a Local Authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be nine months but the Chief Executive of the employing authority may at his or her discretion extend such period;
- (c) such persons shall cease to hold the position at the end of such period of probation unless during such period the Chief Executive of the employing authority has certified that the service of such persons is satisfactory.

## **SUPERANNUATION**

- (i) Persons who become pensionable employees of a local authority who are liable to pay 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).
- (ii) Persons who become pensionable employees 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.
- (iii) All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouse's 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.
- (iv) New members joining the Public Sector after the 1<sup>st</sup> January 2013 will be required to join the Single Public Service Pension Scheme. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% 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). This includes a contribution to a Spouse's and Children's Scheme.

## **RETIREMENT**

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, is subject to a compulsory retirement age of 65 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

#### **SELECTION PROCESS**

**All applications must be made on the official Application Form.** This form is available on Tipperary County Council's website [www.tipperarycoco.ie](http://www.tipperarycoco.ie). Alternatively it may be obtained by emailing [recruitment@tipperarycoco.ie](mailto:recruitment@tipperarycoco.ie) or by contacting the Human Resources Department, Tipperary County Council 0761 06 5000.

**Completed Application Forms together with supporting documentation will be accepted in hard copy format only. Four copies are required to be submitted.**

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

#### **CLOSING DATE**

Completed Signed Application Forms must be received by not later than **4.00pm** on **Monday, 20<sup>th</sup> November, 2017** by:

**HUMAN RESOURCES DEPARTMENT**

**TIPPERARY COUNTY COUNCIL**

**CIVIC OFFICES**

**EMMET STREET**

**CLONMEL**

**CO. TIPPERARY**

**THE INTERVIEWS FOR THESE POSTS WILL BE ARRANGED FOR THE WEEK COMMENCING 8<sup>TH</sup> JANUARY, 2018.**

Any claim in relation to the late receipt of Application Forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.