



Comhairle Contae Thiobraid Árann  
Tipperary County Council

*Candidate Information Booklet*

**PLEASE READ CAREFULLY**

*Competition Reference: RT/717*

*Closing Date: 8<sup>th</sup> March, 2024*

*Tipperary County Council is an Equal Opportunities Employer*

**Civil Technician Grade I**

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## General Information

Tipperary County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Tipperary, with a focus on making County Tipperary an attractive place to live, work and invest.

The following comprises the areas of service delivery in Tipperary County Council:

Community, Economic Development & Tourism	Fire & Emergency Services – Civil Defence
Local Enterprise	Environment & Climate Action
Planning & Development	Finance
Cultural & Recreational Services	Information Systems
Roads & Transportation	Corporate Services & Human Resources
Water Services	Library Services
Housing	Local Authorities Waters Programme

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Civil Technician Grade I**.

Tipperary County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

This Candidate Information Booklet is intended to provide information on the post of **Civil Technician Grade I** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Civil Technician Grade I**.

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

Civil Technician Grade I

## **ROLE & DUTIES OF THE POST**

### **Introduction:**

#### **The Role:**

The Civil Technician Grade I will work under the control and supervision of the Senior Engineer or other designated officer.

Holders of the office may be assigned to work in all appropriate areas in the course of their employment. Typical work assignments would include areas such as Roads (including Roads Design Office), Water Services, Planning, Housing etc.

#### **Main Duties and Responsibilities**

The duties of the post 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 2001 and 2014, 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 subparagraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management 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 to exercise such power, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level.

The actual duties will vary depending on assignment, but would for example include the following:

- Providing technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, preparation of detailed dimensional drawings, design layout, mapping and graphics, report writing, project tendering and such other duties associated with the role.
- Estimating project technical or resource requirements.
- Preparation of pavement condition surveys.
- Preparation of traffic management plans and traffic surveys.
- Road accident mapping and investigation.
- Surveying for various water services and roads projects.
- Duties in relation to Public Lighting.

- Mapping of water-mains & sewer networks including mapping of burst plots records for water-mains.
- Mapping of sewer defects.
- Carrying out of surveys to capture, record and map data on water-mains & sewers realigned as part of a road or other capital scheme.
- Planning for, and supervision of, various construction/investigative projects.
- Preparation of Health & Safety documentation for works.
- Reading and reviewing maps, project drawings and plans, technical specifications, etc.
- Operating the appropriate technology as required to carry out the work to which he/she has been assigned e.g. CAD, Map Info, Graphics, Microsoft office.
- Working as part of a team.
- Liaising with other departments, members of the public and external agencies in relation to operational aspects of assigned work.
- Preparation of public consultation display material and assistance with public consultation works.
- Managing work files and providing progress reports.
- Supervision of staff/projects assigned to him/her.
- Contributing to individual staff development, personal development and team development initiatives.
- Being accountable for efficient and effective processing of work assigned to him/her.
- Assisting with the preparation of estimates.
- Undertaking of any duties related to the assigned role such as, but not limited to, validation of planning applications and assessment of fees.
- Implementation of GIS applications for sourcing and collation of geographical information from third party and internal LA sections.
- Such other duties as may be assigned from time to time.

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 designation Officer as may be assigned from time to time by the Council.

### **Essential Requirements**

The Minister for the Environment, Community & Local Government has declared that the qualifications for the position of Civil Technician Grade I shall be as set out hereunder:-

### **Character**

Each candidate must be of good character.

## **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.

## **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.

## **Education, Experience etc:**

Each candidate must on the latest date for receipt of completed application forms:

- (a) (i) have passed the NCEA/HETAC National Certificate Final Examination in Civil Engineering, or  
Geo-surveying, or  
Construction Studies, or  
Construction Studies in Building Maintenance, or  
Construction Studies in Architectural Graphics

Or

Hold an equivalent qualification

And

(ii) Have at least three years satisfactory experience after attaining the qualification concerned.

- (b) Possess adequate training and/or experience relating to the control and supervision of staff.

Or

Fulfill the following requirements

- (a) Have, satisfactory relevant experience in a technician post at Grade II level or in an analogous post under a local authority or health board in the State,

And

- (b) Have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

Or

- (a) Have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State.
- (b) Possess adequate training or experience relating to the control and supervision of staff

And

Hold a current full clean driving licence

### **Desirable Skills:**

The ideal candidate will:

- Demonstrate a strong ability in the following areas: - Delivering Results, Personal Performance and Personal Effectiveness.
- Appropriate ICT skills, e.g. proficiency in Word, Excel, or other computer programmes particular to specific project work, e-mail etc.
- Demonstrate a working knowledge of GIS and/or AutoCAD together with knowledge of Quality Management Systems.
- Knowledge and skills to undertake duties, including the ability to: take direction/follow instructions.
- Organise and prioritise work effectively.
- Work well with the public and colleagues.
- Be flexible in their approach to work.
- Be able to communicate effectively in a clear and concise manner.
- Have strong relevant technical capability.
- Have a strong sense of ownership of their work and attention to detail.
- Have a strong sense of innovation and problem solving.
- Have an appreciation of Cartography.
- Have an awareness of IT Networks and GIS Platforms.
- Work equally well as part of a team or on their own initiative.
- Have a strong foundation and ability in the use of technology, and a proven record in the review and introduction of new technology.
- Have a track record of achievement and delivery of results.
- Have a knowledge of GDPR and its application in a GIS environment.

## **Salary:**

Current Salary Scale: €45,189 - €53,781 (2<sup>nd</sup> LSI)

The salary shall be fully inclusive and shall be as determined from time to time. The employee 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 his/her employment or in respect of services which he/she is required by or under any enactment to perform.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at the minimum point (currently €45,189).

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are 37 hours per week. All posts will be offered on the basis of the candidate working wholetime.

## **Probation:**

Where a person who is not already a permanent officer of Tipperary County Council is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect, during which such person shall hold office on probation;
- (b) such period shall be one year but the Chief Executive may, at his or her discretion extend such a period;
- (c) such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

## **Superannuation:**

The relevant Superannuation Scheme will apply.

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.



Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

**plus**

3.5% of net pensionable remuneration (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 dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

## **Retirement Age**

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 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

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

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

## **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Therefore, such retirees may not apply for this position.

## **Hours of Work:**

The normal working hours are 35 hours per week. Flexible working arrangements apply. All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Tipperary County Council requires employees to record their hours using the CORE/TDS Clocking system.

**Annual Leave:**

The annual leave entitlement for the grade is 30 days per annum.

The Chief Executive of Tipperary County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **Residence:**

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

### **Drivers Licence:**

Tipperary County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Tipperary County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

### **Code of Conduct/Organisational Policies:**

Employees are be required to adhere to all current and future Tipperary County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

### **Training:**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

### **Location of assignment/appointment:**

Tipperary County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

### **Commencement:**

Tipperary County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Tipperary County Council shall not appoint them.

## **Reporting Arrangements:**

The Civil Technician Grade I will report directly to the appropriate supervisor in the Section or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

## **Health & Safety:**

Tipperary County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Tipperary County Council operates under OHSAS 18001 accreditation and will be seeking to adopt ISO 45001 in due course. All employees are required to cooperate with the implementation of any and all measures necessary to achieve same.

## **The Application Process:**

Once fully completed, application forms will be accepted.

Please ensure that:

1. Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
2. You have fully completed all sections of the application form and included all relevant, detailed and accurate information. **Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.**
3. You attach a copy of your educational certificates.

4. You submit your application in hard copy (4 copies) on or before **4:00p.m. Friday 8<sup>th</sup> March, 2024**. Late applications will not be accepted.

Applications submitted after the closing date will not be accepted and any claim in relation to the late receipt of application forms will not be entertained.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Tipperary County Council is satisfied that such person fulfills the requirements.

Tipperary County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

### **The Selection Process:**

Tipperary County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

#### **Step 1: Initial Screening**

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

#### **Step 2: Shortlisting**

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

#### **Step 3: Interview**

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Tipperary County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Tipperary County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit. Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of **Civil Technician Grade I** and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

### **Key Competencies:**

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed:

#### **Delivering Results**

- Implements high standards of services delivery and work quality
- Understands and complies with the required work quality standards.
- Regularly reviews and measures quality of his or her work.
- Contributes ideas and suggestions as to how quality of work can be improved.

#### **Personal Performance & Effective Communication**

- Recognises the value of and requirement to communicate effectively.
- Demonstrates good written and verbal skills where required and has good interpersonal skills.
- Checks understanding rather than making assumptions.
- Responds in a timely and accurate way to requests for information.

#### **Personal Effectiveness**

- Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.
- Adopts a positive and constructive approach to work.
- Makes best use of time to complete allocated tasks.
- Learns from experience and seeks to constantly improve performance.

#### **Knowledge & Experience**

- Knowledge & understanding of role of Civil Technician Grade I
- Range & depth of experience relevant to the post.
- Understanding of health & safety.
- Previous and current working environment.

- Understanding of local government legislation, local government policy.

### **Feedback:**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

### **Deeming of candidature to be withdrawn:**

Candidates who do not attend for interview or other test when and where required by the Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

### **References:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Tipperary County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

### **Verification of Educational Qualifications:**

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

*\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

### **Pre-Employment Medical:**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

### **Garda Vetting:**

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

### **Canvassing:**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

### **Confidentiality:**

Tipperary County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

### **General Data Protection Regulation:**

***Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.***

### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.



Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

### **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

### **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

**Important Notice -The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.**



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Tipperary County Council

