



CANDIDATE INFORMATION BOOKLET

An Fóram Uisce intends to hold a competition for the post of:

Communications and Education Lead

This competition and appointment process is being facilitated by Tipperary County Council acting on behalf of An Fóram Uisce.

**An Fóram Uisce and Tipperary County Council
are committed to a policy of equal opportunity.**

***PLEASE READ THE INFORMATION BOOKLET AND INSTRUCTIONS FOR COMPLETION OF THE
APPLICATION FORM CAREFULLY***



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INTRODUCTION TO AN FÓRAM UISCE

An Fóram Uisce (the Water Forum) was established in June 2018 in accordance with the provisions of Part 5 of the Water Services Act 2017. An Fóram is the only statutory body representative of all stakeholders with an interest in the quality of Ireland's water bodies. An Fóram consists of 28 members including representatives from a wide range of organisations with direct connection to issues relating to water quality and also public water consumers. Approximately 50 different organisations were involved in the nomination of members.

In accordance with the requirements of the Water Services Act 2017, An Fóram has advisory roles in relation to the Minister for Housing, Planning and Local Government, Irish Water, the Commission for Regulation of Utilities and also the Water Policy Advisory Committee.

An Fóram provides an opportunity for stakeholders to debate and analyse a range of issues with regard to water quality, rural water concerns, issues affecting customers of Irish Water and the implementation of the Water Framework Directive and the River Basin Management Plan for Ireland 2018-2021.

The Water Services Act 2017 provides the statutory basis for An Fóram. The Act also provided for the dissolution of the Public Water Forum (whose remit was primarily concerned with issues pertinent to Irish Water and the Regulator) and the National Rural Water Services Committee (the committee for addressing issues regarding rural water), with their functions being incorporated into An Fóram.

An Fóram is an independent entity and has discretion to determine its own work programme and means of communicating its views and analysis. To this end, it has adopted its Strategic Plan for 2018-2021.

Dr. Tom Collins, who had been the chair of the Public Water Forum and a former Chair of the National Rural Water Monitoring Committee, is the Chairperson and Ms Sharon Kennedy is Senior Executive Officer. An Fóram is headquartered in Nenagh, County Tipperary.

***Further information with regard to An Fóram can be ascertained at
www.nationalwaterforum.ie***



JOB DESCRIPTION/ROLE PROFILE

Communications and Education Lead

An Fóram Uisce is the only statutory body representative of all stakeholders with a concern for Ireland's water environment and water services. An essential part of its role is to engage proactively with the public on all aspects of catchment protection and water quality enhancements. To this end, it is proposed to appoint a person who will develop for An Fóram a comprehensive communications and education strategy incorporating public awareness, engagement and education strands.

The successful candidate will report to the Senior Executive Officer for An Fóram.

Key Duties:

1. Assist in the development, implementation and management of a comprehensive communications strategy for An Fóram based on the objectives contained within An Fóram's Strategic Plan.
2. Assist in the development, implementation and management of a comprehensive public engagement, awareness and education strategy in relation to all aspects of the role of An Fóram, having regard to the education and awareness materials already published by various stakeholders and public bodies.
3. Deliver internal communications for members and the circulation of relevant information to help An Fóram's Members to make informed decisions.
4. Deliver external communications with the general public/water consumers, so that they have a good understanding of the role of An Fóram Uisce, its activities and relevance.
5. Work with a range of stakeholders to develop education material and processes that enable people, including school children, to actively protect and appreciate water at source and its use.
6. Develop and manage a social media presence for An Fóram.
7. Liaise and interact with the wider education and public awareness community in Ireland and abroad as is necessary in order to expand knowledge and thinking.

8. Strengthen and enhance the web as an excellent source of water related information for stakeholders.
9. Deliver a PR strategy with good material and the competent use of social and other forms of media.
10. Liaise with stakeholders and the wider community on behalf of An Fóram to understand their communications needs on water issues.

As part of An Fóram's team to:

1. Collaborate with colleagues on cross-functional projects, in particular in ensuring policy advice is informed by on-going developments and to contribute where required, to policy advice formation.
2. Engage effectively with stakeholders – internal and external – to assist in the delivery of the An Fóram Uisce's Strategic Plan.
3. Support An Fóram's members work in relation to the delivery of its Strategic Plan.
4. Represent An Fóram on working groups, interagency groups etc, as required by An Fóram.
5. Work as part of the team appointed by An Fóram to assist it in delivering on its statutory duties and its Strategic Plan.
6. Contribute in a positive way to the culture of An Fóram, underpinned by continuous improvement.
7. Support and advise An Fóram in the identification of appropriate metrics and key performance indicators in respect of the work of An Fóram, which will provide the template for reviewing progress in the delivery of An Fóram's strategic objectives.
8. Demonstrate flexibility by carrying out any other duties within your competence that An Fóram Uisce may require from time to time.

ESSENTIAL REQUIREMENTS

Minimum criteria for consideration for the post are:

- Hold an honours degree (level 8 on the National Framework of Qualifications) in Communications, Education, Public Awareness or related areas;
- At least three years satisfactory relevant experience;
- Possess a high standard of administrative and management experience and;
- A knowledge and understanding of catchment management, the water environment and water services policy would be an advantage.

A Master's qualification in a relevant discipline is desirable.

The following requirements should also be met:

- Experience in Evaluation, Research and Policy Development and report writing.
- A track record in project management and delivery of results.
- Strong written and oral communication skills.
- Capacity to respond efficiently to urgent requests for information/data.
- Good judgement and a practical problem-solving approach.
- Flexibility, commitment and capacity to work as a member of a team.
- Ability to work as a self-starter, ability to work on own initiative.
- A clear thinker with an aptitude for precision and attention to detail.
- Good interpersonal skills and capacity to develop partnerships.
- Capacity to engage with a broad range of actors and stakeholders to deliver on projects and initiatives.

KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application form and at interview that they possess the following competencies through the experience and skills they have gained to date and **which are relevant to the key duties and essential requirements listed above.**

<p>Strategic Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning</p>

	<p>Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>
<p>Performance through People</p>	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>
<p>Personal Effectiveness</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>



IMPORTANT NOTICE

Shortlisting may apply and will be 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 this candidate information booklet and reflect your experience and abilities appropriately in the application, providing appropriate evidence.

PRINCIPAL CONDITIONS OF SERVICE

The successful candidate will enter into a fixed term contract of employment with Tipperary County Council acting on behalf of An Fóram Uisce to 31st December 2021.

SALARY

The salary scale for the position of Communications and Education Lead is analogous to that of **Administrative Officer in the Public Service** which is:

€48,978, €50,176, €51,576, €52,979, €54,384, €55,637, €56,922, €58,166, €59,405, €61,534, (1st LSI), €63,672 (2nd LSI).

PROBATION

Where a person who is not already permanent employee of a Local Authority is 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 1st 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 70 years (Public Service Superannuation (Age of Retirement) Bill 2018)).

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

APPLICATION PROCESS

1. All applications must be made on the official Application Form which is available on An Fóram Uisce's website www.nationalwaterforum.ie and also on Tipperary County Council's website www.tipperarycoco.ie. Alternatively it may be obtained by emailing recruit@nationalwaterforum.ie.
2. Completed, signed Application Forms together with supporting documentation should be submitted by e-mail to recruit@nationalwaterforum.ie before the closing date.
3. Any claim in relation to the late receipt of Application Forms will not be entertained.
4. 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).
5. You should satisfy yourself that you are eligible under the regulations. An Fóram and 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.
6. Neither An Fóram Uisce nor Tipperary County Council will be responsible for any expenses which may be incurred by the candidate in attendance for interview.
7. Short listing may apply and will be based on the information supplied on the application form and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in this candidate information booklet and reflect your qualifications, experience and abilities appropriately in the application form, providing appropriate evidence. The number of persons to be invited to interview shall be determined by An Fóram Uisce.

CLOSING DATE - Completed application forms must be e-mailed to recruit@nationalwaterforum.ie **not later than 4.00 p.m. on Thursday, 28th February 2019.**

Selection Process – shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, An Fóram Uisce/Tipperary County Council may decide that a number only will be called to interview. A short listing process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

In the event of a short listing exercise being employed, an expert board will be appointed to examine the information provided in each application form, assess it against the criteria based on the requirements of the position and decide which applicants will be shortlisted, relative to the other candidates applying for the position.

It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form.

Further information

Further information with regard to An Fóram Uisce can be ascertained at www.nationalwaterforum.ie

An Fóram Uisce thanks you for your interest in this post.