



Comhairle Contae Thiobraid Árann
Tipperary County Council

BRIEFING DOCUMENT AND SELECTION PROCESS FOR

SENIOR EXECUTIVE ENGINEER

(CATCHMENT FLOOD RISK ASSESSMENT AND MANAGEMENT

(CFRAM) CAPITAL PROJECTS)

5 YEAR FIXED TERM CONTRACT

The Position:

Tipperary County Council is seeking a Senior Executive Engineer to join its team on the delivery of Flood Protection Studies and Infrastructural Projects as set out in CFRAMS.

This is a challenging opportunity for interested applicants seeking to join a multi-disciplinary team with a clear objective to develop the flood protection infrastructure and the surface water network system in the County.

The successful candidate will report to the Senior Manager in the Section he/she will be assigned to, and will be responsible on a day-to-day basis for project managing and advancing a range of flood protection and surface water schemes.

The duties will include, but are not limited to:

- Planning, organising and leading the delivery of Flood Risk Assessments, flood studies, and flood protection schemes.
- Preparing design project briefs for capital works projects and specifically flood protection schemes;
- Managing projects effectively to ensure that projects are delivered on time and within budget;
- Managing technical teams to develop flood risk assessments and flood studies;

- Controlling project budgets including completing monthly expenditure reports and ensuring accurate and timely draw-down of scheme funds from Central Government and other Agencies;
- Managing procurement processes in line with national and EU procurement guidelines;
- Acting as Employer's Representative as required;
- Managing public consultation process including liaison with key stakeholders. This will involve meeting with multiple stakeholders, including the public, and may occur outside normal working hours;
- Programme management of multiple flood protection infrastructure, flood prediction and other ongoing flood studies and other flood projects;
- Ensuring compliance with all Statutory Requirements in the design and construction process;
- Overseeing/managing all aspects of scheme construction from procurement to final account, including any conciliation or arbitration matters;
- Managing performance, conduct and attendance of staff, utilising the Council's Performance Management and Development System (PMDS) and Core system as required;
- Representing the Council at various meetings as required by senior management;
- Working effectively with relevant stakeholders including the Office of Public Works, the National Parks and Wildlife Service, Waterways Ireland, Inland Fisheries Ireland, Government Departments, other Council Sections, Resident and Community groups and other stakeholders;
- Working effectively with the Elected Members and Council staff towards the successful implementation of CFRAMS flood infrastructural projects;
- Preparing reports for Council, committees of Council, Central Government, the Office of Public Works, and other stakeholders, as required;
- Working on flood related policy preparation with other Council staff, as required;
- Ongoing progress review on schemes, and updating of plans when necessary;
- Preparing flood analysis reports on planning applications in areas at risk of flooding, or areas adjacent to areas at risk of flooding;
- Reviewing and commenting on flood risk assessment plans submitted to the Council by third parties in relation to planning and/or zoning;
- Work with relevant Sections of the Council in preparing flood risk assessments and flood maps for the preparation of Development Plans and Local Area Plans;
- Review and update flood maps and prepare reports after future flood events;
- Develop public realm improvement and other improvement proposals around areas where new flood protection measures are being prepared, in line with the Council's public realm plans and DMURS.

- Carry out environmental screening Appropriate Assessments and the preparation of strategic EIARs in line with national and EU regulations as may be required;
- Carry out hydrology and hydrological assessment for rivers and other water bodies;
- Keep excellent paper-, electronic-, and map-based records of all work, including updating the GIS system;
- Provide engineering advice to management in relation to flood risk analysis;
- Other duties related to flooding, flood risk analysis, civil engineering works, development planning, project design, project management, financial reporting and flood protection as may be required from time to time.

Qualifications:

As a minimum, the successful candidate will possess the following:

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

(c) Education, Experience, Etc.

Candidates shall:

- hold an honours degree (level 8 in the National Framework of Qualifications) in Civil Engineering;
- have at least seven years satisfactory relevant experience of engineering work;
- possess a high standard of technical training and experience;
- possess a high standard of administrative and management experience; and
- have satisfactory knowledge of public service organisation.

The following will be an advantage:

- Knowledge and experience of hydraulic engineering, river engineering and flood risk management;
- knowledge of the economic, environmental and social issues relating to flooding and be able to carry out project assessment and appraisal, and advise on project value for money and rate of return;
- knowledge of the functions and work of the Office of Public Works in relation to flooding;

- evidence/experience of planning, organising and leading the delivery of quality civil engineering projects and technical services;
- evidence/experience of directing and supporting individuals and teams in support of excellent service delivery, and communicating effectively with key stakeholders and networks;
- knowledge of the technical aspects of river engineering, flood risk management, flood relief schemes and hydraulics;
- an understanding of the Arterial Drainage Acts 1945-1995, and SI No. 122 of 2010 and SI No 495 of 2015;
- an understanding and knowledge of the EU Habitats Directive, Appropriate Assessments and Environmental Impact Assessment Reports;
- knowledge of the relevant Safety, Health and Welfare at Work legislation;
- an excellent understanding of the Irish planning process, including local authority Part 8 process and Part 10 of the Planning and Development Regulations 2001 (as amended), Government funding mechanisms and the structure/context of flood protection in Ireland and elsewhere;
- knowledge of public procurement including the Public Works Conditions of Contract;
- working knowledge of the Capital Works Management Framework (CWMF);
- excellent work ethic with a keen interest in pushing projects forward;
- excellent interpersonal and communication skills – written and verbal;
- an ability to work under pressure and to meet deadlines;
- relevant IT skills;
- the skills and ability to establish working relationships with colleagues in the Council and other agencies;
- possess a current, unendorsed full class B driver's licence and access to own car.

Terms and Conditions

1. The Post: A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel may be used to fill temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

2. Salary: The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

The current salary scale applicable to the post is €65,678 - €81,480 including two Long Service Increments. Payment of increments is dependent on satisfactory performance.

3. Location: The successful candidate will be assigned to Roads Directorate and may be based in Clonmel, Nenagh or such other location considered suitable. Tipperary County Council reserves the right to assign the successful candidate to

any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

4. Working Hours: The working hours at present provide for a five day, thirty-seven hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Tipperary County Council's Time and Attendance Policy is applicable to this grade at the current time.

5. Sick Leave: The terms of the Public Service Sick Pay Scheme will prevail.

6. Superannuation: The relevant Superannuation Scheme applies.

7. Travel: Holders of the post should hold a full, unendorsed driving licence for class B vehicles and shall be required 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. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Tipperary County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

8. Residence: The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

9. Safety and Welfare: The holder of the post shall co-operate with the terms of Tipperary County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

10. Training: It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Recruitment Process:

Application Process

Completed application forms, which may be downloaded from the council website (www.tipperarycoco.ie), or requested via recruitment@tipperarycoco.ie must be submitted in hard copy only (4 copies required). E-mailed applications will not be accepted. The closing date for the competition is 4 pm on Friday 20th September 2019.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

Selection Process

Candidates will initially be assessed to ensure that they meet the minimum qualifications for the post.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Shortlisting may apply.

Shortlisting:

While a candidate 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, Tipperary County Council may decide that a number only will be invited to same. In this respect, Tipperary County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of 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 based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for

appointment may within the life of the panel be appointed as appropriate temporary vacancies arise.

Interview

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

Competency Indicators

<p>Strategic Management and Change</p> <p>(200 Marks)</p>	<p>Strategic Ability Displays the ability to think and act strategically. Can translate organisational mission and vision into clear specific and achievable objectives. 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 mutually 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 Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change.</p> <p>Demonstrates flexibility and an openness to change.</p>
<p>Delivering Results</p> <p>(200 Marks)</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives.</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. 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 efficiently to meet corporate priorities.</p> <p>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 (150 Marks)</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 managing underperformance or conflict. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Communicating Effectively Actively listens to others and shares information with relevant stakeholders.</p> <p>Has highly effective verbal and written communication skills.</p> <p>Presents ideas effectively to individuals and groups.</p>
<p>Personal Effectiveness (150 Marks)</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 knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their 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. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.</p>
<p>Knowledge and Experience (300 Marks)</p>	<p>Demonstrates a track record in the delivery of civil engineering works. Demonstrates knowledge of flood risk assessments, Catchment Flood Risk Assessment and Management (CFRAMs), flood risk management, and an understanding of issues that contribute to flooding. Demonstrates an understanding of the current planning process for major engineering projects, Environmental Impact Assessment screening and reports, and the public procurement process. Demonstrates knowledge of tidal, fluvial and pluvial flooding and sustainable urban drainage systems (SUDS).</p>

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

September 2019