Candidates Information Booklet

Please read carefully

Tipperary County Council intends to hold a competition for the post of:

**Environmental Technician Grade 2**

from which full-time, permanent and fixed-term contract posts may be filled.

**Closing Date: 4pm on Thursday, 30th January 2020**

Tipperary County Council is an equal opportunities employer
Environmental Technician Grade 2

The Role:
The Environmental Technician Grade 2 is a key support position within the Council and is assigned to a service delivery area or to support a functional area as required. The Technician Grade 2 will work under the direction and management of the Executive Technician or analogous grade or other employee designated by the Senior Executive Engineer, Senior Executive Officer, Senior Engineer or Director of Services as appropriate. The role involves supporting managers and colleagues and working as part of a team in meeting work goals and objectives and delivering quality services to internal and external customers.

Holders of the office may be assigned to work in all appropriate areas in the course of their employment.

Main Duties and Responsibilities:

The duties of the post are to give to 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 powers, 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:

- Participate in team service delivery, reporting to and assisting technicians of a higher rank when required.
- Provide support and assistance in technical service delivery
- Use Computer Graphics, design and illustration.
- Maintain administration and filing systems.
- Assist in preparing Part VIII planning applications.
- Production of reports on behalf of Tipperary County Council.
- Assist in preparing technical material for inclusion in reports.
- To investigate, report on and make recommendations in relation to complaints and incidences of environment pollution (air, water, noise) and waste management.
- Validating & Evaluation planning applications and waste facility Permits, CORs, and AERS which have consequences for the environment and produce conditions to manage and monitor same.

Environmental Technician Grade II
• Undertake sampling, laboratory analysis and reporting for a variety of different sample types.
• Implement various environmental and waste national legislative requirements, EU Directives and EPA standards.
• Monitoring/surveying of waste management facilities including recycling, composting, transfer stations and landfill.
• Monitoring, inspection and enforcement activities as per Environmental, Waste and Water Services legislation.
• Preparation of litter and waste plans.
• To comply with all requirements of PMDS operated in Tipperary County Council.
• To support the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
• To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council’s Corporate Plan and operational plans.
• To ensure high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner.
• To communicate and liaise effectively with employee, supervisors and line managers in other sections and customers in relation to operational matters for their section or work area.
• To prepare reports, correspondence and other documents as necessary.
• To provide assistance and support in the delivery of projects as required.
• To identify opportunities for improvements in the service delivery within the relevant area of responsibility and to use key performance indicators or other performance indicators effectively as appropriate.
• To support the implementation of good practices with transparent reporting and communications to deliver accountable services in the department or section.
• To provide assistance in the understanding and interpretation of the Council’s policies and procedures to employees in their area of responsibility and to customers as appropriate.
• To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
• To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
• To support the Council and Municipal District operations.
• To carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
• To provide specialist technical assistance and support in the delivery of projects as required.
• To support the management and implementation of Health and Safety for the section or department.
• Undertake any other duties of a similar level and responsibilities as may be required 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 designated Officer as may be assigned from time to time by the Council.
ESSENTIAL REQUIREMENTS

The Minister for the Environment, Community and Local Government has declared that the qualifications for the position of Environmental Technician Grade 2 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.

Education, Experience etc.

Each candidate must –

(a) have passed the N.C.E.A. / H.E.T.A.C National Certificate Final Examination in Science in Applied Biology, or in Science in Applied Chemistry, or hold an equivalent qualification

(b) have satisfactory service, immediately preceding the latest date for receipt of completed application forms, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State.

Possess a full clean Class B driving licence and have access to his/her own vehicle.

Desirable Skills:

The ideal candidate will:

- Demonstrate a strong ability in the following areas: - Delivering Results, Personal Performance and Personal Effectiveness, Report Writing, deal effectively with conflicting demands and work under pressure to tight deadlines.
- Demonstrate appropriate ICT skills, e.g. proficiency in Word, Excel, 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;
- Have the knowledge and skills necessary 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;
Environmental Technician Grade II

- 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:

Remuneration will be at the Environmental Technician Grade 2 Scale of the national wage scales. The present minimum of the scale is €27,378 increasing to €42,692 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Annual Leave: 27 days per annum.

Hours of Work: 37 hours per week.

Probation:

Where a person who is not already a permanent employee of a Local Authority is appointed to a permanent position, the following shall apply:
(a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation;
(b) Such period shall be one year and may be extended at the discretion of the Chief Executive;
(c) Such person shall cease to hold the position at the end of the period of probation unless during such period the Chief Executive (or nominee) has certified that the service of such person is satisfactory based on the recommendation of the relevant Director of Service (or nominee).

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.

Selection process:

Candidates will initially be assessed to ensure they meet the minimum qualifications set down above. Assessment will be based on information provided by the candidate on the application form. Qualifications of successful candidates may be subject to further checks post interview to confirm they meet the criteria.

Candidates will then be assessed on the basis of other 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. Candidates may be short listed on the basis of information provided in the application form. See further note below.

Key Competencies:

The interview will concentrate on the specific competencies listed hereunder and it is expected that candidates will be in a position to demonstrate, through questioning, their abilities in some or all of the following competencies:
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<th>Competency Heading</th>
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| **Delivering Results**     | • Identifying problems and contributing to solutions.  
                                 • Co-operating with decisions and implementing solutions.  
                                 • Alert to opportunities that arise to improve efficiency  
                                 • Effective care and use of council resources and equipment.  
                                 • Shows good judgement and balanced decision making, including awareness of the limits of her or his authority.  
                                 • Contributes to team meetings to identify solutions to operational difficulties.                                                                                                                                  |
| **Personal Performance – Communicating Effectively** | • Demonstrates good written and verbal skills where required and has good interpersonal skills.  
                                                                                                                          • Checks understanding rather than making assumptions.  
                                                                                                                          • Accepting direction and responding timely and accurately to requests for information, reports, technical input or other services as required.  
                                                                                                                          • Contributing positively to the goals of the section, organisation and team plan.  
                                                                                                                          • Co-operating with in-house staff, cross directorate staff and external consultants to provide solutions and suggestions to blockages in service delivery. |
| **Personal Effectiveness**  | • Technical Skills, Experience and Knowledge.  
                                                                                                                          • Resilience and personal well being.  
                                                                                                                          • Integrity and decision making.  
                                                                                                                          • Adopts positive and constructive approach to work.  
                                                                                                                          • Personal motivation and initiative.  
                                                                                                                          • Possess technical and administrative experience of a high standard                                                                                                                                          |
| **Knowledge and Experience**| • Having knowledge of the purpose of the various technical / service sections, their priorities and their requirements.  
                                                                                                                          • Understanding of the role of an Environmental Technician Grade II  
                                                                                                                          • Understanding and adhering to the code of conduct for all employees.  
                                                                                                                          • Knowledge and understanding of the functions of a local authority  
                                                                                                                          • Co-operating, assisting with and implementing change.  
                                                                                                                          • Carrying out duties under Safety, Health and Welfare at work.                                                                                                                                          |
APPLICATION PROCESS:

1. All applications must be made on the official Application Form which is available on Tipperary County Council’s website www.tipperarycoco.ie. Alternatively it may be obtained by emailing recruitment@tipperarycoco.ie.

2. Completed, signed Application Forms together with supporting documentation should be lodged with the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary 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. 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. Tipperary County Council will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

7. Shortlisting 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 Tipperary County Council.

Completed application forms must be lodged not later than:
4.00 p.m. on Thursday, 30th January 2020.

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, 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.
GENERAL INFORMATION:

Health
For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Deeming of Candidature to be withdrawn
Candidates who do not attend for interview when and where required by Tipperary County Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance
Tipperary County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

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, (once enacted) 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 shortlisting 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.

Garda Vetting:

This post may come within the scope of the Local Authorities Garda Vetting Scheme. If a post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly candidates may be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty. A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

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 to influence in the candidate’s favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.