

**Comhairle Contae Mhuineacháin  
Monaghan County Council**



# **Candidate Information Booklet**

## **Assistant Engineer**

**Closing Time and Date:  
4.00pm on Friday, 7<sup>th</sup> September 2018**

Monaghan County Council is committed to a policy of equal opportunity.

## **ASSISTANT ENGINEER**

### **QUALIFICATIONS**

The declared qualifications for the position of Assistant Engineer are as set out hereunder:-

#### **Character**

Each candidate shall be of good character.

#### **Health**

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

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) or equivalent professional qualification in engineering.
- (b) have at least two years satisfactory experience of engineering work including satisfactory experience in civil engineering work, and
- (c) possess a high standard of technical training and experience.

## **ASSISTANT ENGINEER**

### **PERSON PROFILE**

#### **Duties and Responsibilities**

The duties of the office 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 City and County Management Acts/Local Government Reform Act 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 sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate officer, such engineering or ancillary services of an advisory, supervisory or executive 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 including the duty of assisting the Director of Services or the person designated by the Director of Services to be your supervisor, in the supervision of the engineering and cognate services of such local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

The actual duties will depend on placement of the post, but in general they will include but are not limited to the following:

- To carry out the engineering or ancillary duties assigned to him/her
- To supervise staff as required
- To provide support to a more senior officer as required
- To manage any budget allocated to him/her as effectively and efficiently as possible
- To propose improvements in the effectiveness and efficiency of existing practices/systems
- To work with senior management in devising and implementing strategies for the more efficient delivery of service by support staff
- To act when required for a more senior employee during his/her absence for any reason
- Such other duties as may from time to time be reasonably assigned

#### **Essential Skills and Experience:**

The ideal candidate for the position shall have:

- satisfactory Engineering Experience
- the ability to work under pressure (both independently and as part of team)
- the ability to work with multidisciplinary teams
- the ability to self-motivate to achieve good performance;
- the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/ her control;

- experience of managing and scheduling a multiannual portfolio of projects within budget and on time;
- a track record of delivering results;
- an understanding of Local Authority services and structures in Ireland or have the ability to quickly acquire same;
- the capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
- experience in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation;
- experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
- excellent interpersonal, communication and influencing skills;
- good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace;
- experience of managing finance and budgets and ensuring value for money;
- the skills to schedule/programme the carrying out of work;
- an understanding of the role and duties of managers in safety management in the workplace;
- good general ICT skills;
- a focus on the customer and on service improvement including taking ownership and resolving issues arising;

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned;

Candidates, if successful, will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Monaghan County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

### **Driver's Licence**

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so holders of the office shall drive a motor vehicle in the course of their duties and for this purpose provide and maintain the vehicle to the satisfaction of the Local Authority.

## Key Competencies

## Key competencies for the Assistant Engineer role

<b>1. Strategic Management and Change</b>	<b>Strategic Ability</b> 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. <b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation. <b>Networking and Representing</b> 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. <b>Bringing about Change</b> Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.
<b>2. Delivering Results</b>	<b>Problem Solving and Decision Making</b> 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. <b>Operational Planning</b> 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. <b>Managing Resources</b> 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 <b>Delivering Quality Outcomes</b> 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
<b>3. Performance through People</b>	<b>Leading and Motivating</b> 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. <b>Managing Performance</b> Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan. <b>Communicating Effectively</b> 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.

<b>4. Personal Effectiveness</b>	<p><b>Relevant Knowledge</b> 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><b>Resilience and Personal Well Being</b> Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b> Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation, Initiative and Achievement</b> 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>
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## ASSISTANT ENGINEER

### **PARTICULARS OF OFFICE**

#### **Position**

A panel will be formed from which permanent or temporary vacancies arising during the lifetime of the panel may be filled.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his/her duties as a local authority employee.

#### **Salary**

The salary shall be fully inclusive and shall be as determined from time to time. Starting pay for new entrants will be at the minimum of the scale. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform. The current salary scale for the position of **Assistant Engineer** is:

**€37,704, €40,056, €41,782, €43,528, €45,259, €46,994, €48,737, €50,471, €52,204, €53,942, €55,687, LSI 1 €57,472, LSI 2 €59,259**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Environment and Local Government.

#### **Probation**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect, during which such person shall hold such position on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such 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.

#### **Annual Leave**

The annual leave entitlement for this post will be **30 days** per annum.

#### **Health**

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

#### **Working Hours**

The successful candidate's normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time.

### **Superannuation**

A persons who become a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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).

A person who become a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% 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).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013 superannuation contributions are as follows :

3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).

### **Training**

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 and to attend all mandatory training.

### **Transport**

A full clean driving licence and use of personal transport for work is required. The successful applicant must be willing and be in a position to travel.

### **Retirement:**

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be "new entrants" as defined in the Public Service



Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.

Effective from 1<sup>st</sup> January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

### **Start date**

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

### **Selection**

Selection shall be by means of competency based interview conducted by or on behalf of Monaghan County Council. Candidates may be shortlisted on the basis of relevance and extent of their previous experience and these applicants only will be called for interview.

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 are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.

### **Receipt of Application Forms**

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

### **Acceptance of Offer**

Monaghan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Monaghan County Council shall not appoint them.

### **Restrictions on Eligibility**

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

### **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 of the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. 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, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council provide 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 a 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 qualifications/experience on the application form.**

**Please submit the following with your application:  
*Copy of Honours Degree (Level 8)***

**Note - Canvassing:**

***Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking***