

**COMHAIRLE CONTAE MHUINEACHÁIN
MONAGHAN COUNTY COUNCIL**



Candidate Information Booklet

Please read carefully

Project Liaison Officer

Specific purpose contract for 40 months

Road Projects - N2 Ardee to Castleblayney (32km) and Clontibret to Border (28km)

Closing date: 4pm on Friday 24th August 2018

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

PROJECT LIAISON OFFICER

Introduction:

In February 2016 a new agreement was made between the Irish Farmers Association (IFA), Transport Infrastructure Ireland (TII) and the Department of Transport, Tourism and Sport (DTTAS) for the acquisition of certain lands for National roads. Paragraph 14 of this agreement provides for the appointment of *“a project liaison officer for each major national primary road scheme will be appointed to liaise and engage with affected farmers or their representatives, including in relation to the supervision of agreed accommodation works.”*

The Role

The Code of Practice for National Road Project Planning and Acquisition of Certain Lands for National Roads set out the main role of the Local Authority Project Liaison Officer. The role now required by Monaghan County Council is for the design stage (Phases 0/1 to 4 of TII Project Management Guidelines).

The project is the separate, independent but coordinated design of the N2 Ardee to Castleblayney (32km) and Clontibret to Border (28km) road schemes which are currently open for design and route selection tenders.

Monaghan County Council as the lead party are advertising for a Project Liaison Officer who will be responsible for dealing with all aspects of the development of the roads scheme, liaising with the affected individual property owners and agreeing the necessary accommodation works.

The PLO will be based in M- Tek offices, Armagh Road, Monaghan, in order to facilitate access to the various landowners and Monaghan County Road Design team.

The TII has prescribed that the duration of the Contract is set at 40 months. This may be extended subject to further TII approval.

The Liaison Officer will act as the Monaghan County Council's first point of contact to the Project Manager (Westmeath NRO) and the appointed Scheme Consultant.

The Liaison Officer will also act as the first point of contact to Monaghan / Louth County Council's Officials and Members regarding:

- Informing the Local Authorities of progress on the scheme(s) and provide such information necessary for these Local Authorities to make informed decisions,
- Co-ordinate any arrangements required between the Local Authorities.
- Prepare and give presentations at Council Meetings or to others as requested by the Local Authorities.

As set out in the code of practice the Liaison Officer will, in particular, explain and provide information on:

- the development of the road scheme proposal and the procedures involved;

- the manner and the extent to which individuals and/or their property may be affected;
- the opportunities for individuals to be involved in the planning process and to have their views and objections taken into account by An Bord Pleanála when deciding whether or not the road scheme may proceed to construction, and
- the procedures whereby works to be undertaken as a consequence of the construction of the road, i.e. accommodation works concerning matters such as access, fencing, drainage, underpasses, planting, etc., are agreed between individuals/those acting on their behalf and the local authority.

The Liaison Officer will seek to provide information in a clear and easily understood format, availing, as appropriate, of drawings and maps in circumstances where planning has sufficiently advanced to accurately depict the likely effects of a scheme on a property holding.

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 following are among the principle duties envisaged;

The Project Liaison Officer shall be part of a team responsible for the on-site supervision of the construction stage of the contract and shall perform the duties allocated on site by the Director of Services or any person designated by the Director of Services.

On site the Project Liaison Officer shall report to Monaghan County Council's Senior Engineer (Road Design) or any other person designated by the Senior Engineer.

The Project Liaison Officer shall as appropriate also report as follows: –

Within the local authority, the relevant Director of Services or any other person designated by the Director of Services and shall co-operate and liaise with the Regional Design Office, the design Consultants appointed for the scheme and Transport Infrastructure Ireland in the discharge of his/her duties.

The Project Liaison Officer duties shall include but are not limited to the following;

- Provide information to landowners affected by the scheme in relation to, inter alia, proposed land take, proposed accommodation works and the statutory processes e.g. by providing maps and information published by the TII/Local Authority.
- Agree access to privately owned lands for Contractors carrying out advance works and surveys (both intrusive and non-intrusive) as part of the scheme. Adequate written notice (14 days in accordance with the IFA/DTTAS/TII Agreement) shall be given to affected landowners.
- In instances where access to lands cannot be obtained by agreement, make the necessary provisions to exercise the Local Authority's legal entitlement to access lands pursuant to Section 78 of the Roads Act, 1993.
- Confirm, in writing where necessary, to affected landowners that Contractors acting on behalf of the Local Authority to carry out the above works have the necessary insurance in place to indemnify the landowners in the event of personal injury or material damage.
- In the case of intrusive surveys (e.g. ground investigation, archaeological test trenching etc.), determine the extent and quantum of compensation due to each affected landowner and recommend payments to be made by the Local Authority.
- Agree, as soon as possible, the nature and extent of accommodation works required for each affected landowner for inclusion in the scheme design and/or EIAR.
- Assess the accuracy of land ownership records held by the Local Authority and confirm these records with individual landowners. Particular attention should be given to determining private rights-of-way and other burdens which may be affected by the scheme and may require inclusion in the CPO Schedule.
- Make all reasonable enquiries to establish the identity of land owners where no reliable records exist (e.g. unregistered land).
- Act as the primary point of contact / intermediary in dealings between the contractors/affected landowners.

The person appointed shall be on site during all working hours including night-time and weekend work as required and will be expected to co-ordinate their holidays with contractors holidays.

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 office shall drive a vehicle in the course of their duties, and for this purpose provide and maintain a vehicle to the satisfaction of the Local Authority.

ESSENTIAL REQUIREMENTS

The Minister for the Housing, Planning and Local Government has declared that the qualifications for the position of Senior Executive Engineer 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, 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 seven years satisfactory experience of engineering works including for a period of not less than four years satisfactory experience in civil engineering work,
- c. be capable of dealing efficiently with the range of engineering work undertaken by a local authority, and
- d. possess a high standard of technical training and experience and of administrative experience.
- e. possess a high standard of administrative and management experience; and
- f. have satisfactory knowledge of public service organisation

Essential Skills and Experience:

The ideal candidate for the position shall:

- have experience of managing and leading multi-disciplinary and cross functional teams and have the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/ her control;
- have experience of maintaining sound employee relations and conflict resolution;
- have experience of managing and scheduling a multiannual portfolio of projects within budget and on time;
- have a track record of delivering results;
- have an understanding of Local Authority services and structures in Ireland or have the ability to quickly acquire same;
- be capable of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
- be experienced 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;

- be experienced in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
- have excellent interpersonal, communication and influencing skills;
- have 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;
- have experience of managing finance and budgets and ensuring value for money;
- experience of providing information on the pattern of demand and activity and the skills to schedule/programme the carrying out of work;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have good general ICT skills;
- have a focus on the customer and on service improvement including taking ownership and resolving issues arising;

Key Competencies

A new Competency model has been developed for the Senior Executive Engineer role.

<p>1. 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>2. 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 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>3. 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>

4. Personal Effectiveness

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.

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.

Integrity

Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others

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

Principal conditions of service

The Office

The office is wholetime, temporary and pensionable. The post will be offered on a 40 month specific purpose contract basis.

The normal working week is a 37 hours five day week basis. However, the position of Project Liaison Officer may involve additional hours in excess of the standard working week, without additional remuneration.

The holder of the office shall not engage in any gainful occupation, other than as an officer of a Local Authority, to such an extent as to impair the performance of his or her duties as an officer of a Local Authority or in any occupation which might conflict with the interests of the Local Authority or which might be inconsistent with discharge of his or her duties as a Local Authority officer.

Probation:

Where persons who are not already permanent employees of a Local Authority are 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 one year but the Chief Executive may at his or her discretion extend such period;
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

Salary:

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office 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 any services which they are required by or under any enactment to perform.

Senior Executive Engineer Salary Scale effective from 1st January 2018:

€63,909, €65,871, €66,808, €68,717, €70,633, €72,540, €74,463, €76,877 (LSI 1),
€79,286 (LSI 2)

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

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 for the position at the minimum point.

Annual Leave

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

Residence

The holder of the office shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof.

Start Date

The Council require a person to whom an appointment is offered to take up such appointment 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 Council in its absolute discretion may determine, the Council shall not appoint them.

Duties

In accordance with Section 159(3) & (4) of Local Government Act 2001 an employee of the Local Authority shall perform the duties of the office and give the Local Authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the Local Authority and such duties as may be required in relation to the area of any Local Authority. The holder of the office will, if required, act for an officer of a higher level.

Superannuation contribution:

Persons who become pensionable officers 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. All persons who become pensionable officers of a Local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

For Class D officers the minimum retirement age is 60 and the maximum retirement age is 65.

Persons who become pensionable officers of a Local Authority, who are liable to pay the 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).

For Class A "non new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65.

For Class A “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

Persons who become pensionable officers of a Local Authority for the first time on or after 1 January 2013 are assigned to Public Service Pensions (Single Scheme & Other Provisions) Act 2012. Therefore, the conditions of employment regarding retirement age and superannuation shall be as follows:

The minimum retirement age is 66 in line with State Pension contributory age. This will increase to 67 in 2021 & 68 in 2028. Scheme members must retire at age 70.

You are liable to pay the Class A rate of PRSI contribution. You are required in respect of superannuation to contribute at the rate of 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) plus 3% of pensionable pay.

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.

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 1st 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.

Restrictions on Eligibility:-

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.

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 moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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 you 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, the Council may decide that a number only will be called to interview. In this respect, the Council provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the documents provided by you, 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 shortlisting exercise being employed, an expert board will examine the information provided in your application form, assess it against the criteria based on the requirements of the position and decide if you will be shortlisted, relative to the other candidates applying for the position.

During any shortlisting exercise that may be employed, the Council are guided by an expert board who examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience on the application form.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

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.

Selection process

The appointment will be made on the result of an 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 as a result of these interviews from which further similar positions arising for this project may be filled.

The appointment is for the period of the project as determined by Monaghan County Council.

The contract may be terminated at any time subject to normal legal requirements.

Acceptance of Offer

The local authority 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 appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

It is in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

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 the successful candidate.

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