



Candidate Information Booklet

Senior Executive Technician

Closing Time and Date: 4.00pm on Friday, 18th December 2020

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

POST OF SENIOR EXECUTIVE TECHNICIAN

QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. 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.

3. Education, Experience etc.

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

(a) Have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the State,

(b) Have at least seven years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,

(c) Have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,

(d) Have adequate experience in dealing with other departments within their own organisations and with other bodies,

(e) Have adequate experience in the direction, supervision and control of staff,

(f) Possess technical training and experience of a high standard and adequate administrative ability, and

The ideal candidate will:-

- Possess good professional knowledge and skills
- Be able to work independently or within multi-disciplined teams
- Possess good interpersonal and communication skills and have the ability to engage with a wide range of people
- Possess good organisation skills
- Possess good IT and presentation skills including a working knowledge of AutoCAD. Experience in the use of Microstation and G.I.S software will be considered an advantage
- Have a good understanding of safety management in the workplace including Health and Safety Legislation and Regulations.

Each candidate must include on the application form details of all qualifications obtained by them. The invitation to attend for Interview is not to be regarded as an admission that you possess the prescribed qualifications and/or requirements for this post or are you qualified by law to hold the post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.

SENIOR EXECUTIVE TECHNICIAN

PERSON PROFILE

The Senior Executive Technician will be required to lead a team or teams and to provide technical and managerial support across all local authority service areas and to liaise with external agencies and support the democratic process. Positions may arise in any area of the Council's functions which include Planning, Environment, Roads and Housing.

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 Local Government Act 2001, 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 general direction and supervision of the Chief Executive or of such officer as the Chief Executive may from time to time determine, such appropriate technical, executive, supervisory, advisory and ancillary services 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 servicing all committees that may be established by any such local authority or body.

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

- Provide technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, creation of drawings and graphics, report writing and such other duties associated with a drawing office;
- Operate the appropriate technology as required to carry out the work to which he/she has been assigned e.g. CAD, Graphics, PowerPoint;
- Work as part of a team;
- Liaise with other departments, members of the public and external agencies in relation to operational aspects of assigned work;
- Function as a Team Leader, this includes: prioritising work as determined by the Head of Department/Service, functioning as a facilitator and co-ordinator between team members and other departments and external agencies and being responsible for the allocation of work and ensuring task completion;
- Prepare estimates;
- Preparation of public consultation display material and assistance at public consultation;
- Manage work flows and producing regular progress reports on all aspects of area of responsibility;
- Supervise staff assigned to him/her;
- Coach and mentor Technicians Grade II and Executive Technicians;

- Contribute to individual staff development, personal development and team development initiatives;
- Be accountable for efficient and effective operation of his/her area of responsibility;
- Undertake any course of training organised by the Council which he/she is designated to attend;
- Such other duties as may be assigned from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

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. The successful candidate must be willing and be in a position to travel. Monaghan County Council, as employer, must be indemnified on the insurance policy.

PARTICULARS OF POST

1. 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 duties as a local authority employee.

2. SALARY

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

The salary shall be fully inclusive and shall be as determined from time to time.

The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

**The salary scale for the position of Senior Executive Technician is as follows:-
€46,606, €47,566, €48,879, €51,104, €52,444, LSI 1 €54,311, LSI 2 €56,186**

3. ANNUAL LEAVE

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

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

4. SUPERANNUATION

Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory). This includes a contribution to a Spouse's and Children's scheme.

Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouse's and Children's Pension Scheme.

Officers who became pensionable officers of a Public Service prior to 5th April 1995 and who are liable to play the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

5. 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 such 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 such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

6. GARDA VETTING/CHILD PROTECTION

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

7. 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 or as determined in accordance with Department Circulars and in line with Government Policy.

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

8. RECRUITMENT

- (i) Selection of candidates for appointment shall be by means of a competency based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets identified for the post:-
 - Management and Change
 - Delivering Results
 - Performance through People
 - Personal Effectiveness

Candidates will also be assessed at interview on the basis of how they demonstrate their knowledge, skills and experience (see information sheet attached).

- (ii) 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.
- (iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates shortlisted will be called for interview.

9. 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.

10. 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.

11. 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 may 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.**

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

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.

INFORMATION SHEET – COMPETENCY FRAMEWORK AND REQUIREMENTS

Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Essential Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrate a knowledge and understanding of the structure and functions of Local Government • Understands the role of a Senior Executive Technician • Range and depth of experience relevant to the post. • Understanding of health and safety • Experience of compiling, preparing and presenting reports, presentations, correspondence etc. • Has knowledge and experience of operating ICT systems • Effective budget and financial and resource management
Competencies:	
Management and Change	<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>
Delivering Results	<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>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. Maintains accurate records.</p>
<p>Personal Effectiveness</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>