### COMHAIRLE CONTAE MUINEACHÁIN

### MONAGHAN COUNTY COUNCIL



**Candidate Information Booklet**

**Environmental Technician Grade 1**

**Closing Time and Date: 4.00pm on Friday, 24th June 2022**

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

**Environmental Technician Grade 1**

**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, Training, Experience, etc**

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

3.1 (a) (i) 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

  **and**

 (ii) have at least three years satisfactory relevant experience after attaining the

 qualification concerned

 **or**

 fulfil the following requirements

1. have satisfactory relevant experience, in a technician post at Grade 11 level, or in an analogous post under a local authority or health board in the State,

**and**

 (ii) have at least three years satisfactory relevant experience in a technician post

 at Grade 11 level or in an analogous post,

**or**

1. have satisfactory service, in a technician post at Grade 1 or higher level in an analogous post under a local authority or health board in the State,

(b) possess adequate training or experience relating to the control and

 supervision of staff

 © Hold a current full clean driving licence

**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.**

**ENVIRONMENTAL TECHNICIAN GRADE 1**

**Person Profile**

**Duties and Responsibilities**

The duties of the position are to give to the local authority and

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act 2001 and Local Government Reform Act 2014 City and County Management Acts, is Chief Executive, and
2. 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:

* Preparation of monitoring strategies for rivers and lakes and implementation of same;
* Sampling, monitoring and analysis or wastewater treatment facilities;
* Licensing and monitoring in respect of effluent.
* Monitoring/surveying of waste management facilities including recycling, compositing, transfer stations and landfill;
* Implementation of national legislative requirements, European Union (EU) Directives and Environmental Protection Agency (EPA) standards regard to waste, surface water quality and wastewater;
* Investigation of environmental pollution incidents, evaluation and reporting;
* Waste sampling and analysis;
* Monitoring, inspection and enforcement activities as per environmental and water services legislation;
* Preparation of litter and waste plans and investigation of complaints;
* Adherence to strict sampling and analytical protocols for the purpose of legal proceedings;
* Preparation of reports on implementation of EU Directives and interpretation/evaluation of results;
* Statutory and operational drinking water and wastewater sampling and analysis;
* Water/wastewater laboratory analysis and maintenance.
* Compilation and submission of water/wastewater sampling results to EPA and Irish Water (IW);
* Co-ordination with Water/wastewater Caretakers on drinking water/wastewater issues;
* Sampling and analysis of surface water and small private regulated drinking water supplies;
* Cryptosporidium sampling;
* Water and wastewater treatment process monitoring, diagnosis and optimisation;
* Interaction with the EPA in relation to water and wastewater treatment plant inspections/audits and subsequent follow ups;
* Incident reporting and follow up including interaction with Health Service Executive (HSE), EPA and IW;
* Water and wastewater treatment plant chemical monitoring and ordering;
* Investigating and dealing with water/wastewater customer queries or complaints;
* Monitoring and maintenance of critical water and wastewater treatment plant monitoring equipment/instrumentation;
* Sampling and analysis for well-grant and lead pipe replacement grant applications on a county wide basis;
* Undertaking inspections/audits of private Group Water Schemes and private regulated water supplies, and reporting and following up on same in order that required issues are addressed;
* Serving statutory notices in relation to breaches of water/wastewater legislation and where necessary assisting with prosecutions;
* Promote and implement required health & safety standards, including the Monaghan County Council Safety Management System;
* Any other duties that may be required 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:

1. have the knowledge and ability to discharge the duties of the post concerned;
2. be suitable on the grounds of character;
3. 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:

1. 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;
2. 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.

# PARTICULARS OF OFFICE

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**

The salary shall be fully inclusive and shall be as determined from time to time. 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 post or in respect of any services which they are required by or under any enactment to perform.

### Current salary scale: €41,814, €42,502, €43,402, €44,305, €45,188, €46,087, €46,906, LSI 1 €48,418, LSI 2 €49,935

1. **DUTIES**

The duties of the post shall be such as may be assigned to the employee from time to time by the local authority and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

1. **ANNUAL LEAVE**

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

1. **SUPERANNUATION**

A person who becomes a pensionable employee of the Local Authority will be

required in respect of their Superannuation to contribute to the Local Authority at

the appropriate rate.

1. **PROBATION**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

* 1. there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
	2. such period shall be one year but the Chief Executive may at his or her

 discretion extend such period,

* 1. 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.

**7. 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.

**8. TRANSPORT**

The holder of the post shall hold a full driving licence for Class B vehicles free from

endorsement/disqualification. 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.

**9. 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.

**10. 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.

**11. 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.

**12. RETIREMENT**

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

**13. RECRUITMENT**

 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:-

* Management and Change
* Delivering Results
* Performance through People
* Personal Effectiveness

 Candidates will also be assessed at interview under the heading “Essential

 Requirements” (see information sheet attached).

1. 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.
2. 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.

**14. 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.

**15. 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.

**16. 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.**

**17.** Monaghan County Council is an equal opportunities employer.

**ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

* An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal
* The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.
* Information provided by a candidate in their application form will be used for the purpose of the Environmental Technician Grade 1 Competition. By applying for this post, the applicant is consenting to their information being used for this purpose
* **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 register with Monaghan County Council or 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.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@monaghancoco.ie ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

**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***

**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 the headings below:-

|  |  |
| --- | --- |
| **Requirements:** |  |
| **Knowledge, Experience and Skills** | * Demonstrate the knowledge and understanding of the structure and functions of Local Government
* Demonstrate the understanding of key challenges facing Local Government and Monaghan County Council
* Understands the role of an Environmental Technician Grade 1
* Has relevant administrative experience
* 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
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| **Competencies:** |  |
| **Management and Change** | Strategic AbilityDisplays 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.Political AwarenessHas a clear understanding of the political reality and context of the organisation.Networking and RepresentingDevelops 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.Bringing about ChangeDemonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change. |
| **Delivering Results**  | **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.**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.**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. Delivering Quality OutcomesPromotes 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. |
| **Performance through People** | Leading and MotivatingMotivates 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.Managing PerformanceEffectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.Communicating EffectivelyRecognises 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. |
| **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 BeingDemonstrates 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. |