

**COMHAIRLE CONTAE MHUINEACHÁIN
MONAGHAN COUNTY COUNCIL**



Candidate Information Booklet

Craftworker

**Closing Time and Date:
4.00pm on Friday 23rd September 2022**

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

POST OF CRAFTWORKER

QUALIFICATIONS

1. **CHARACTER:**

Each candidate shall 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:

- (a) Have a good general education such as will enable the applicant to satisfactorily perform the duties of the position
- (b) Hold a National Craft Certificate or approved equivalent qualification in a Construction related trade.
- (c) Have successfully served an apprenticeship and be fully trained in a recognised trade
- (d) Have capability to complete and compute time sheets and furnish accurate returns and records of work done, materials used and in stock, inventory of tools and any other records or returns required.
- (e) Have ability to plan, set out and control the execution of tasks appropriate to the trade
- (f) Have a Safe Pass qualification
- (g) Possess good communication skills and be able to work as part of a team
- (h) Be the holder of a full current driving licence for Category B Vehicles

Desirable competencies/skills will include:

- Having good technical knowledge and be capable of working on their own initiative
- To be at their job location at the designated starting time and at the designated finishing time by means of their own transport and at their own expense.
- To be computer literate with a working knowledge of e-mail, word, excel etc and be capable of writing clear and concise reports and keeping working records. The successful candidate will be required to use hand held devices, operate existing technology and use new technology.
- Having experience in dealing with the public.
- Having a knowledge of and understanding of Health & Safety legislation and procedures as they apply to the role of Craftworker

- To be able to carry out Health & Safety inspections and ensure that all works are carried out in accordance with Health & Safety requirements
- To be competent to comply with Health & Safety requirements of the Council and wear/use any safety equipment/clothing supplied
- Having appropriate training and qualification necessary for the satisfactory performance of the role
- Having an awareness and understanding that the work may be physically demanding and may involve working in confined conditions
- To be competent to prepare, sign and follow Safe System of Work Plans (SSWPs), risk assessments and method statements as required
- To be flexible in terms of working hours as the duties can involve working nights, evenings and weekend work as required.

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.

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/s, experience, etc.

POST OF CRAFTWORKER - PARTICULARS OF OFFICE

1. POSITION

Monaghan County Council has a vacancy for the position of permanent Craftworker and will be creating a panel from which any permanent or temporary vacancies arising during the lifetime of the panel may be filled.

The successful candidate is expected to work with minimal supervision as part of a larger team throughout County Monaghan. The Candidate is expected to be flexible in terms of location, nature of role and working within the County as required by line management. The successful candidate will benefit from ongoing training and development which will form a core part of the post. He/She will have the opportunity to perform a range of duties as outlined in the briefing document.

Applicants will be required to perform such duties and carry out such instructions as may be given from time to time by the Senior Engineer or other nominated persons. Applicants must be capable of carrying out such duties as may be assigned or altered from time to time.

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. DUTIES/RESPONSIBILITIES

The main duties and responsibilities attached to the post are as follows:-

- Be responsible for performing duties relevant to a recognised trade
- Take directions from and report to appropriate Line Manager/Supervisor
- Craftworker to clean and tidy up after their work
- Be responsible for completion of timesheets, worksheets, record sheets, job report sheets and shall also be responsible for making returns and other forms of documentation as required
- Cooperate with use of all new technology and revised systems of work, new plant and introduction of online time returns.
- Cooperate with all forms of mobile communications
- Cooperate with the introduction of low value purchase cards, fuel charge cards, etc
- Cooperate with Code of Practice for the maintenance of essential services
- Comply with all organisational policies, procedures and legislation
- Adhere to Health and Safety legislation/procedures at all times
- Avail of modern communications as directed
- Attend Training Courses as directed
- Protective clothing to be worn when required and when requested
- Any other duties as may be assigned from time to time.

3. SALARY

Remuneration will be at the Craftworker scale of the national wage scales. The present minimum scale is €672.63 increasing to €785.41 per week (after 9.5 years) with annual increments subject to satisfactory performance. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

4. PENSION

The Single Public Service Pension Scheme applies for new entrants.

5. ANNUAL LEAVE

The annual leave entitlement for this post will be 25 days per annum inclusive of Good Friday.

6. HEALTH

For the purposes of satisfying the requirements 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.

7. SUPERANNUATION

The single Public Service Pension Scheme applies to new entrants.

8. RESIDENCE

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

9. 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 six months 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.

10. HOURS OF WORK

Core hours of work shall be a 39 hour week. Normal working hours are 8.00am to 4.30pm Monday to Thursday, and 8.00am to 3.30pm on Friday (half hour lunch break each day), or such hours as may from time to time be prescribed. The hours of work will be such as may be assigned by the County Council in its absolute discretion. The person employed will be expected to report to their place of work, or pick-up point by their own means of transport.

The post-holder may be required to work overtime depending on work requirements and be available to respond to call-outs outside of normal working hours at the request of the Area Supervisor or persons appointed to positions of authority. Where possible the post-holder will be notified in advance. Overtime will be paid at approved rates. Candidates will be expected to be flexible in terms of working hours as the duties will involve working outside of normal hours and weekends.

11. TRAINING

The successful applicant will:-

- Undertake any course of relevant training as required by Monaghan County Council
- Undergo training for Health and Safety, technical skills and general performance as assigned
- Participate and co-operate with all training initiatives as required.

12. 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.

13. RECEIPT OF APPLICATIONS 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.

14. 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.

15. SELECTION PROCESS:

Candidates will initially be assessed to ensure that they meet the minimum qualification in terms of relevant experience. Assessment will be based on information provided by the candidate on the application form. Qualifications of successful candidates will be subject to further checks post interview to confirm that they meet the criteria.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview.

Candidates may be shortlisted on the basis of information provided in the application form.

INTERVIEW:

At interview candidates will be assessed in the following areas:

KNOWLEDGE/ EXPERIENCE	SKILLS	GENERAL ATTRIBUTES
<ul style="list-style-type: none">• Knowledge & understanding of role and responsibilities• Role of post• Knowledge & understanding of health & safety• Previous & current working environment• Technical Experience• Knowledge & Understanding of Local Government.	<ul style="list-style-type: none">• Problem solving/ decision making• Team work• Planning/organising• Ability to work as part of a team & maintain effective working relationships• I.T. skills	<ul style="list-style-type: none">• Communication and interpersonal• Initiative• Commitment• Positive attitude with self-motivation

Candidates at interview must achieve a minimum 50% of the total marks available under each of the headings above to qualify.

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 provide for the employment of a shortlisting 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.

17. Monaghan County Council is an equal opportunities employer.

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.

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 Craftworker 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