Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Executive Technician

This is a rolling competition, there will be no closing date for receipt of completed application forms.

Applications will be processed in order of receipt of completed applications.

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

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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Enterprise & Economic Development
- Community
- Planning
- Cultural & Recreational Services
- Infrastructure
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Executive Technician with Kildare County Council.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at Executive Technician as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Possess excellent professional/technical knowledge and skills
- Excellent communication and interpersonal skills
- Excellent team leadership skills
- Ability to work independently or within multi-disciplined teams
- Problem solving skills
- Planning and organisational skills
- Possess strong ICT and presentation skills
- Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority including Health & Safety.

Duties and Responsibilities

The duties of the post of Executive Technician will depend on placement of the post, but in general they will include but are not limited to.

- Providing technical services relevant to the area of responsibility to which he/she has been assigned for example: - site inspections, surveys, collecting data and updating records, preparation of detailed dimensional drawings, design layout, mapping and graphics, report writing, project tendering, enforcement and compliance activities and such other duties associated with the role.
- Operating the appropriate technology as required to carry out the work to which he/she has been assigned, e.g., CAD, Graphics, Software such as Autodesk's AutoCAD and Microsoft Office Suite of Applications.
- Knowledge and use of GIS would be an advantage.
- Good working knowledge and understanding of relevant legislation, regulations, policies and statutory technical standards that govern the Local Authority e.g., Health and Safety, procurement, planning and building Regulations, legislative requirements with regard to environment, water and wastewater.
- Estimating project technical or resource requirements.
- Preparation of Health & Safety documentation for works.
- Reading and reviewing maps, project drawings and plans, technical specifications, etc.
- Working as part of a multidisciplinary team.
- Liaising with other departments, members of the public and external agencies.
- Preparation of public consultation display material and assistance at public consultations.
- Managing work files and providing progress reports.
- Supervision of staff/projects assigned to him/her.
- Contributing to individual staff development, personal development and team development initiatives.
- Job Specific training will be provided as necessary, but the candidate must be prepared to subscribe to the Continuous Professional Development programme in Kildare County Council.

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 and to contribute to the development of the post while in office.

Qualifications

Character:

Each candidate must 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, Training and 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 II or higher level or in an analogous post under a local authority or health board in the State,

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

(c) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,

(d) possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and

(e) have adequate experience in the supervision and control of staff.

Please supply copies of any certificates, diplomas or degrees you may have with the application form. Please note that Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

Competencies for the post of Executive Technician

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

Management and Change	• Proactively identifies areas for improvement and develops practical suggestions for their implementation. • Demonstrates innovation and creativity to secure successful strategic outcomes. • Can work with multiple stakeholders to implement change. • Sound understanding of relevant legislation, regulations, policies and statutory technical standards.
Performance through People	• Has a creative and collaborative approach to problem solving and working with others to reach a solution. • Demonstrates ability to support the line manager and work as part of a team.

	• Communicates effectively & professionally with range of stakeholders including colleagues, elected members, citizens and service providers. • Has excellent interpersonal and communication skills
Delivering Results	• Implements high standards of service delivery and work quality. • Contributes ideas and suggestions as to how quality of work can be improved. • Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Personal Effectiveness	• Is open to take on new challenges or responsibilities • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. • Manages their time effectively, focusing on essential tasks and responsibilities • Keeps up with current and emerging developments, trends and best practice in this area.
Knowledge, Experience and Skills	• Knowledge and understanding of the structure and functions of local Government. • Knowledge of current local government issues. • Understanding of the role of an Executive Technician. • Knowledge and experience of operating ICT systems.

Particulars of Employment

The Post

The post is wholetime (i.e., 35 hours per week) and appointment may be permanent or temporary.

Location

Kildare County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Drivers Licence

Successful applicants will be required to use their transport on occasions on official business. In such situations the employee must hold a current clean driver's licence

and have available adequate means of transport. It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Kildare County Council with the indemnity specified on the insurance certificate under the heading “Persons or classes of person who are covered”. Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

Applicants must at the date of applying hold a full valid Irish /EU licence, for **Class B** vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences

Commencement

Kildare County Council shall 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 other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars. Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

Executive Technician’s report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;

c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;

d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;

e) there will be assessments during the probationary period.

Remuneration

€52,964 per annum to €59,489 per annum (maximum)
€61,429 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€63,367 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.

- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement 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:

  - Retirement age is 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.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee’s annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Examples of some of the current Employee Benefits

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme
- Kildare County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Kildare County Council's Social Club
- State of the Art Office Accommodation
- Automatically entered into a pension scheme
- Access to the services provided under Kildare County Council's Employee Assistance Programme.

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.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email

address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing **jobs@kildarecoco.ie**. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at **Click Here**

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 3 and 4 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition. During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

1. **Management and Change**
2. **Performance through People**
3. **Delivering Results**
4. **Personal Effectiveness**
5. **Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 4 and 5.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Critical Skills Occupations

Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (Stamp 4) Candidates should ensure that the post they are applying for is included in the Critical Skills Occupation list.

Non Critical Skills Occupations

Candidates must, by the date of submission of application form, be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
(b) A citizen of the United Kingdom (UK); or
(c) A citizen of Switzerland pursuant to the agreement between the EU and
(d) Switzerland on the free movement of persons; or
(e) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
(f) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
(g) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.