



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Health & Safety Advisor

**Closing date for receipt of completed application forms is 4.00 p.m.
on the 23rd January 2025**

***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:

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

This is an opportunity to gain employment in the role of Health & Safety Advisor with Kildare County Council.

The Position & Role

The purpose of the position of Health & Safety Advisor is to perform, under the direction of the Corporate Health and Safety Officer, the services to provide governance, guidance and support in the establishment and development of a robust Safety Management System in accordance with legal and other requirements.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which temporary posts may be filled at Health & Safety Advisor Grade as vacancies arise.

The Candidate

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

- Strong IT experience essential, particularly the use of MS Word, MS Excel and the ability to develop reports and information for analysis of data and also including MS Outlook and PowerPoint.

- An ability to achieve targets as an individual and as part of a team.
- An ability to build relationships with internal and external stakeholders.
- Strong verbal and written communication skills.
- Strong organisational, negotiation and problem resolution skills.
- A good understanding and working knowledge of ISO 45001:2018.
- Knowledge of Construction Management and Traffic Management would be an advantage.

Duties and Responsibilities

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

- Assist in the coordination, development, implementation, monitoring review and update of safety management system within Kildare County Council
- Facilitate the development, communication and implementation of Health and Safety Policies and Procedures to ensure compliance with national, international and legal requirements.
- Assist in the preparation, review and communication of the Safety Statement and Safety Management System and associated documents.
- Prepare, review and communicate risk assessments in conjunction with line managers and support line managers in identifying control measures.
- Actively promote a safety awareness culture throughout Kildare County Council
- Producing the required information for monthly and annual safety reports.
- Assist Directorates and others to communicate to staff on safety, health and welfare through the safety management system consultation process.
- Carry out safety inspections, maintain records, report on findings and monitor compliance with corrective and preventative actions.
- Carry out audits of the Kildare County Council Safety Management System and monitor compliance with corrective and preventative actions to ensure issues identified are closed out.
- Assisting the Training section and directorates with the identification of training needs and carry out health and safety training where required.
- Provide recommendations on and input to the delivery of training programmes to ensure that all staff are aware of health & safety requirements.
- Implementing agreed milestones and timescales, setting achievable targets and indicators.
- Update the health & safety section of the intranet with relevant information and develop safety alerts/toolbox talks and issue to staff.
- Prepare and approve generic/routine risk assessments for each workplace, task & activity.

- Audit the completion and implementation of all risk assessments and provide support and advice in the preparation of site-specific risk assessments and SSWP's for site specific tasks.
- Investigate all accidents, dangerous occurrences and near misses to confirm the root cause, corrective and preventive actions and advise personnel as necessary.
- Where necessary, report to the Health & Safety Authority all reportable accidents & dangerous occurrences.
- Prepare concise reports for the Health and Safety Officer as required.
- Liaise with the Health and Safety Authority and any other relevant external agencies and organisations as required.
- Deputise for the Health and Safety Officer or represent the Health and Safety Officer in his / her absence as required.
- Advise and report to management on all matters relating to employee health, safety and welfare.
- Provide assistance in the assessment of contractor's safety documentation where necessary and in the competence assessment of duty holders in accordance with the Safety, Health & Welfare at Work (Construction) Regulations.
- Develop and maintain emergency preparedness and response procedures.
- Advise on legislative requirements, standards and codes of practice.
- Assist with the management and operation of the Health and Safety Management Committee and the Safety Representative Committee
- Perform such other duties appropriate to his/her office that may be assigned from time to time.
- Maintain/develop appropriate records, reports and documentation as required.
- Ensuring an efficient and effective response to all stakeholders.
- Facilitating and assisting with the management of change.
- Carrying out such other duties as may from time to time be reasonably assigned.

Candidates must also:

- Have the knowledge and ability to discharge the duties of the post concerned;
- 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;
 - Be fully competent and available to undertake, and fully capable of

undertaking, the duties attached to the position.

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) Hold a recognised Honours Degree (Level 8 in the National Framework of Qualifications) in:
 - Occupational Health and Safety,

OR,

 - Engineering, Architecture, and/or science **and** at a minimum a Diploma in Occupational Health and Safety
- b) Have at least 3 years satisfactory relevant experience in the following areas:
 - Occupational Health and Safety legislation with experience and ability to interpret and translate such information into organisational procedures that comply with national and legal requirements.
 - Development and compliance monitoring of a Safety Management System across an organization
 - Working knowledge and experience of the development and implementation of a Safety Management System that operates to ISO 45001:2018 or equivalent.
 - Supporting an organisation in effective Health and Safety management in day-to-day operations to create and promote a safe working environment.
 - Preparation and delivery of key performance indicators for health and safety to assist with a process of continuous improvement.
 - Preparation and review of safety statements.
 - Completion of risk assessments and specialist risk assessments e.g. chemical agents.
 - Carrying out site safety inspections.
 - Facilitating and undertaking a safety audit process.
 - Delivering health and safety training and presentations.
 - Working with safety representatives and health and safety committees.
 - Incident investigation and follow up.

- Assessment of pre-qualification questionnaires for contractors and working with contractors.
- Emergency preparedness and response.
- Document control.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

Driving Licence

Applicants should at the date of application hold a full valid Irish /EU licence, for Class B vehicles, 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.

Competencies for the post of Health & Safety Advisor

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:

<p>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>Performance through People</p>	<p>Leading and Motivating Motivates others individually and in teams to deliver high</p>

	<p>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>
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>
Personal Effectiveness	<p>Relevant Knowledge Keeps up to date with current developments, trends and</p>

	<p>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. 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>
<p>Knowledge, Experience and Skills</p>	<p>Knowledge and understanding of the structure and functions of local government including service requirements. Knowledge of current local government issues. Understanding of the role of a Health & Safety Advisor Understanding key challenges facing the local government sector and Kildare County Council. Knowledge and experience of operating ICT systems.</p>

Particulars of Employment

The Post

The post is temporary (i.e., 35 hours per week) and appointment may be fixed-term 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.

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.

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

The Health and Safety Advisor will report directly to the health and safety officer or to any other employee of Kildare County Council such as the Director of Service or any other appropriate employee that may be designated 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

€57,909 per annum to €76,887 per annum (maximum)

€79,331 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€80,498 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 fixed-term, 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.

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 Page 5 and 6 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

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.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

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 6, 7 and 8.

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

Candidates must, by the date of any job offer, 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 Switzerland on the free movement of persons; or
- (d)** 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
- (e)** 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
- (f)** 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