

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

ASSISTANT ENGINEER NATIONAL ROADS OFFICE
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 1st December 2022

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

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JOB DESCRIPTION

THE JOB: ASSISTANT ENGINEER NATIONAL ROADS OFFICE.

Kildare County is seeking to establish a panel of Assistant Engineers to fill permanent and contract posts that arise during the life of the panel.

RESPONSIBILITIES/DUTIES:

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;

- Carrying out of engineering and ancillary duties as assigned and provide support to senior personnel
- Aid in the design, implementation and project management of national road improvements projects in accordance with TII standards and procedures and statutory procedures.
- Aid in the designing and preparation of contract documents, tendering, drafting recommendations on appointment of successful service providers and contractors.
- Supervision and contract administration of service and works contracts.
- Assist in the preparation and management of programmes and budgets.
- Identifying opportunities for improvements or achievements of efficiencies in service delivery.
- Ensuring compliance with Health and Safety legislation and regulations, and Kildare County Council's Safety Management Systems.
- Ensuring works are implemented in compliance with all relevant legislation and regulations including planning and procurement requirements.
- Implementation and development of in-house quality management systems.
- Assist in assessing planning applications from an engineering perspective.
- Dealing efficiently, effectively and professionally at all times with stakeholders including TII, Government Departments, Local Authority staff, elected members, community groups, businesses, and residents.
- Liaising with and responding to other local authorities, government departments and statutory agencies where required.
- Compiling, preparing and presenting reports as necessary to a variety of stakeholders.
- Carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
- Deputising for the Executive Engineer or other senior grade when required.

- Undertaking any other duties as may be required or assigned, from time to time.

THE IDEAL CANDIDATE

The ideal candidate for the position shall demonstrate through their application form and at the interview that they have the following essential experience and skills:

- Possess excellent professional/technical knowledge and skills
- Proven ability to deliver quality work and services
- Excellent communication and interpersonal skills
- Have satisfactory experience in the management of staff and in organising and implementing work programmes Ability to work independently or within multi-disciplined teams
- Problem solving skills
- Planning and organisational skills
- An ability to manage deadlines and effectively handle multiple tasks
- Possess strong ICT and presentation skills
- A sound understanding of safety management in the workplace including Health & Safety legislation and regulations.

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Assistant Engineer are:

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/EXPERIENCE, ETC.:

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

- (a) Hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) Have at least two years satisfactory experience of civil engineering work. Experience in planning, design or construction of major road works projects is desirable but not essential
- (c) Possess a high standard of technical training and experience;

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

Driving Licence

Applicants should at the date of appointment 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>

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€40,422 per annum to €59,547 per annum (maximum)

€61,454 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€63,365 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale, this is non-negotiable. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (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 one year but the Chief Executive may, at his 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) There will be assessment(s) during the probationary period;

WORKING HOURS (35 HOUR WEEK)

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). 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 of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

LOCATION

Staff will be based at **National Roads Office**, Block B, Maudlins, Naas, County Kildare, or other council facilities within the county.

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

RESIDENCE

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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.

SUPERANNUATION CONTRIBUTION

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

PENSION ARRANGEMENTS AND RETIREMENT AGE

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

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 or the same sector. Therefore, such retirees may not apply for this position.

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 of the successful candidate.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 1st December 2022 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

<p>Management and Change</p>	<p>Strategic Ability Plans, develops and prioritises work programmes that are aligned to Corporate and Operational Plans.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests. Ability to negotiate and influence and adopt a partnership approach with all stakeholders.</p> <p>Bringing about Change Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.</p> <p>Safety, Health and Welfare at Work Ensures compliance with all relevant legislation /regulations including Health & Safety, Planning & Procurement.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and act decisively and make timely, informed and effective decisions.</p> <p>Managing Resources Is logical and pragmatic in approach, delivering the best possible results with the resources available.</p> <p>Delivering Quality Outcomes Takes responsibility and is accountable for the delivery of agreed objectives.</p> <p>Proactively identifies areas for improvement and develops practical suggestions for their implementation.</p> <p>Ensures that they deliver a high-quality service, for internal and external customers.</p>
<p>Performance through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results.</p> <p>Managing Performance Effectively manages performance and conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively</p>

	<p>Communicates effectively & professionally with range of stakeholders including staff, elected members, businesses & residents.</p> <p>Is effective in communicating a complex or technical message, using language appropriate to the audience.</p>
Personal Effectiveness	<p>Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.</p> <p>Manages their time effectively, focusing on essential tasks and responsibilities.</p> <p>Qualifications and Knowledge Keeps up with current and emerging developments, trends and best practice in this area.</p> <p>Integrity Demonstrates a strong commitment to delivering an effective Public Service.</p>

APPOINTMENT

OTHER

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

PERIOD OF ACCEPTANCE

The local authority shall require persons 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

FEEDBACK AND REVIEW

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.