

Comhairle Chontae Chill Mhantáin

Wicklow County Council



Candidate Information Booklet

(Please read carefully)

EXECUTIVE TECHNICIAN

Ref: 05/2024

Closing Date: 12 noon, Thursday, 15th February, 2024



Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website

<https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2024 annual revenue budget for the local authority is approximately €160 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



WICKLOW COUNTY COUNCIL

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Qualifications

Character

Each candidate shall 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, 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

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Particulars of Employment

An Executive Technician should have extensive experience in the architectural building, environmental or civil engineering areas having regard to the multi-functional role of a local authority. The position is to provide backup to Supervising Technical staff and duties will include the drafting of plans, preparing reports, handling routine queries, IT work, supervision of staff and other administrative duties.

A panel may be formed from which future permanent and temporary positions may be filled. The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

DUTIES:

The duties 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 officers of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

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

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive, and
- (b) 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 technical and 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 appropriate officer in the supervision of such services of any of the foregoing local authorities or bodies.

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, GIS Software such as ESRI/ArcGIS, Autodesk's AutoCAD and / or MicroStation CAD software, Microsoft Office Suite of Applications.
 - 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.
- Executive Technician
- 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.
 - Other Duties may apply.

Candidates will also be assessed under the following key competencies:

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

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none"> • Is effective in translating corporate mission and objectives into operational plans and outputs; • Develops and maintains positive, productive and beneficial working relationships; • Effectively manages the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	<ul style="list-style-type: none"> • Contributes to the development of operational plans and leads the development of team plans; • Plans and prioritises work and resources effectively; • Establishes high quality services and customer care standards; • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Performance through People	<ul style="list-style-type: none"> • Communicates effectively & professionally with a range of stakeholders including colleagues, elected members, citizens and service providers. • Has excellent interpersonal and communication skills. • Demonstrates the ability to support the line manager and work as part of a team. • Demonstrates a creative and collaborative approach to problem solving and working with others to reach solutions.
Personal Effectiveness:	<ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals; • Manages time and workload effectively; • Maintains a positive, constructive and enthusiastic attitude to their role.

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 office on probation;
- (b) such period shall be one year but the Chief Executive may at his discretion extend such period;
- (c) such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

SALARY: €48,280 – €57,809 (Includes 2nd LSI) gross per annum

The salary shall be fully inclusive and shall be determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

LOCATION:

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

HOURS OF WORK:

The person appointed will be required to work a 35 hour week Monday to Friday, which equates to a 7 hour day to be accounted for within attendance hours of 9.00 a.m. to 5.00 p.m. with one hour for lunch between 1.00 p.m. and 2.00 p.m. However a flexi system is also in place and may apply to this post.

TRAVEL:

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

GARDA VETTING:

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

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

HEALTH:

For the purpose of satisfying the requirement as to health it will be necessary for the successful candidates, before they are appointed, to undergo at their own expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

RETIREMENT:

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, is subject to a compulsory retirement of 70 years.

SUPERANNUATION:

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

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 local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

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 will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RECRUITMENT

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be 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 candidates shortlisted will be invited to attend for interview. The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Interviews may be held in person or online process through Microsoft Teams.

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

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WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER