

**COMHAIRLE CHONTAE LAOISE
LAOIS COUNTY COUNCIL**

Candidate Information Booklet
(Please read carefully)

Post of: GANGER

Closing Date: 4pm Thursday 31st October 2024

**Completed Application Forms (3 copies) should be submitted to:
Human Resources Department
Laois County Council
Aras an Chontae
Portlaoise
Co. Laois**

And 1 copy emailed to hr@laoiscoco.ie

Subject line: Ref 24/40 Ganger

COMHAIRLE CHONTAE LAOISE - LAOIS COUNTY COUNCIL

POST OF: **GANGER**

THE COMPETITION

Laois County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel for the role of Ganger from which permanent, specific purpose, fixed term, temporary and where applicable acting-up vacancies may be filled.

THE ROLE

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Ganger. It is proposed to form a panel of qualified candidates from which any vacancies permanent or temporary which arise will be filled during the lifetime of the panel. The successful candidate shall report to the Roads Service Supervisor or other appropriate person as determined by the Council from time to time.

The Person:

The ideal candidate must be able to demonstrate through their application form and at the interview, that they have sufficient experience and a proven track record in the areas below.

Core duties:

Provide support to the Roads Services Supervisor/ Foreman through;

- Supervision of works (including supervising staff, plant and materials) for maintenance work and new construction projects
- Ensuring current Safety Health and Welfare policies of the Council are applied.
- Undertaking reviews of the condition of roads
- Reporting to RSS/Foreman on requests from Councillors, representatives of community groups, suppliers, contractors etc.
- Reporting on complaints to enable the need for improvement and maintenance work on different sections of the network to be assessed.
- Assisting in the preparation of cost estimates including carrying out such tasks as the measurement of road lengths, widths, etc.
- Monitoring budgets on projects assigned to him / her.
- Preparing records including time sheets, SSWPs, plant inspections, etc. (electronically where required).

Other duties:

- Being available as part of the out of hours, call out systems of the Council, such as in relation to winter maintenance and emergency response.
- Assisting in setting out.

- Supervising Contractors working for the Council.
- Reporting to the RSS on expenditure as required.
- The carrying out of the above duties (or similar) for other functional areas of the Council as and when these are assigned.

Please note that this list of duties is indicative rather than exhaustive.

THE QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service. Successful candidates will be required to undergo a pre-employment medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING AND EXPERIENCE ETC.:

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

- Have a good Standard of Education
- Hold a full, valid Category B Driving Licence (free from endorsement)
- Have previous experience in a number of the following;
 - Road Maintenance and Construction of Road Projects
 - Supervising employees
 - Dealing with general public
 - Safety, Health & Welfare at Work and maintaining H&S records
 - Cost control
 - Maintaining records.
 - Operating Machinery, Tools & Equipment
 - General Maintenance, Construction work or Skilled Construction work
- Have good communication skills

Desirable requirements;

The following are desirable but not essential:-

- Hold a current valid Safepass Card.
- Hold a current valid Manual Handling Certificate.
- Hold a current valid CSCS Health & Safety at Roadworks Card (or a CSCS Signing, Lighting & Guarding Card).

- Technical qualifications would be an advantage.
- A basic knowledge of computers and associated software would be an advantage.
- Be able to demonstrate organisational and leadership skills and be capable of working on their own initiative.

THE PRINCIPLE TERMS AND CONDITIONS

1. PARTICULARS:

The Council reserves the right to, at any time, re-assign an employee to any department now or in the future.

The position offered will be whole-time and pensionable.

2. PROBATION:

Where a person who is not already a permanent employee of this local authority is appointed, 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 ten months but the Chief Executive may, at his/her 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 ongoing assessments during the probationary period. Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

3. SALARY:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circulars. Starting pay for new entrants will be at the minimum of the scale. Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee's current point of scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The salary scale for the post of Ganger is within the range: €737.60 minimum to €761.76 maximum as per circular EL 03-2024.

4. WORKING HOURS:

The normal hours of work will be 39 hours per week. The Council reserves the right to alter the hours of work from time to time. Successful candidates will be required to periodically work outside of normal hours in accordance with demands of the roads service. The Road Services Ganger will be required to enter into arrangements to work on an on-call rota basis and work out of hours including public holidays.

5. ANNUAL LEAVE:

The current annual leave entitlement is 25 days per annual. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

6. RESIDENCE/LOCATION

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

Laois County Council reserves the right to assign the successful candidate to any department or premises in use by the Council, now or in the future.

Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to travel to and from work at their own expense.

7. 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

8. EQUAL OPPORTUNITIES

The Council shall work to promote a culture of equality and to develop equality and recruitment policies and procedures to ensure that all candidates are selected on merit. The Council shall endeavour to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates. The recruitment and selection process shall embrace genuine equality of opportunity, and this will be integral to the process by which appointments are made.

9. RECRUITMENT

Selection of candidates for appointment shall be by means of a competitive interview.

a) Shortlisting Process

The local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview, shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled. The local authority may at its discretion, decide that such shortlisting will be based on qualifications, relevant experience and information submitted on the application form. In that regard, candidates should ensure they provide detailed and accurate information in completing the form. Alternatively, the local authority may at its discretion decide to shortlist by way of preliminary interview.

b) Competitive Interview

Selection of candidates for appointment shall be by means of a competitive interview. The competitive interview shall be conducted by or on behalf of the local authority. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

c) Panels

Following completion of interviews, panels may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character, or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within **1 month** from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

d) References/Documentary Evidence

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.

10. COMMENCEMENT

The local authority 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 he/she fails 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 him/her.

11. RETIREMENT

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduces new pension and retirement provisions for **new entrants** to the public service appointed on or after 1st January 2013. Pension age set initially at 66 years; this will rise in step with statutory changes in the SPC age to 67 years in 2021 and 68 years in 2028. The compulsory retirement age of 70 applies. Otherwise the retirement age of the relevant Scheme applies. It should be noted that candidates who are in receipt of a Public Service Pension and are rehired in any paid capacity by a Public Service Body may be liable to have their pension abated. Prior to appointment successful

candidates will be obliged to complete a Declaration in relation to previous Public Pensionable Employment.

12. GENERAL DATA PROTECTION REGULATIONS

Laois County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018 and the General Data Protection Regulations.

Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Laois County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa or work authorisation. When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short listing and/or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned. Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

Storage period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Laois County Council will not be able to progress your application form for the competition for which you are applying. Laois County Council's Privacy Statement can be assessed at: <https://laois.ie/privacy-statement/>

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 or employee of the Council or person nominated by the County Council to interview or examine applicants,

will automatically disqualify the candidate for the position being sought. Expenses incurred by candidates in attending interview etc., will be at the candidates own expense.

Laois County Council is an equal opportunities employer.

