**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**Candidate Information Booklet**

**(Please read carefully)**

**Post of: Assistant Scientist**

**(Microbiology)**

**-**

**Closing Date: 4.00pm**

**Thursday, 31st January 2019**

**Completed Application Forms (4 copies) should be submitted to:**

**Human Resources Department**

**Laois County Council**

**Aras an Chontae**

**Portlaoise**

**Co. Laois.**

### COMHAIRLE CHONTAE LAOISE - LAOIS COUNTY COUNCIL

### POST OF: ASSISTANT SCIENTIST (MICROBIOLOGY)

**THE COMPETITION**

Laois County Council is inviting applications from suitably qualified persons for the above competition. Laois County Council will, following the interview process, form a panel for the post of Assistant Scientist (Microbiology) from which future relevant vacancies may be filled.

The successful applicant will be initially assigned to the Water Services Section of Laois County Council. However, at the discretion of the Chief Executive, the successful applicant may be reassigned to other services in the future

**THE ROLE**

TheAssistant Scientist (Microbiology) works as part of a multi-disciplinary team within the Water Services Department of Laois County Council.

The role requires a clear knowledge and understanding of local authority services and its key stakeholders and relationships, local government structures and its democratic role and mandate, current local government issues, future trends and strategic direction of the sector.

The Assistant Scientist (Microbiology) shall operate under the direction of and report to the Laboratory Manager and must undertake those duties as assigned to them by their Supervisor. The Assistant Scientist (Microbiology) shall also report to the Director of Service of the section to which they are assigned or any other person designated by the Director of Service.

The Assistant Scientist (Microbiology) will be responsible for the supervision of the Microbiology Laboratory within Laois County Council’s Environmental & Water Quality Laboratory which is an ISO 17025 accredited facility and will be expected to support the Laboratory Manager in maintaining and extending the laboratory’s microbiology testing scope.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours, as required.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

**The Person:**

Candidates will demonstrate through their application form and at the interview that he/she has:

* A very good understanding of ISO 17025 requirements
* A strong knowledge of drinking water microbiology.
* Experience in culture based microbiology assays for the identification and enumeration of coliform bacteria, *Escherichia coli*, Enterococci, *Clostridium perfringens* and heterotrophic bacteria in water.
* A strong understanding of analytical quality control.
* An ability to devise standard operating procedures.
* A good knowledge of analytical method validation in Microbiology.
* Experience in conducting non-compliance rectification through corrective actions and preventive actions.
* Very good analytical skills.
* Profiency in the use of laboratory software in particular LIMS database
* Experience in laboratory health & safety including risk assessment and control measures
* Working knowledge of the EU (Drinking Water) Regulations 2014
* Excellent Communication and Interpersonal Skills
* People Management Skills
* Problem solving skills
* Competency in the area of information technology

# THE QUALIFICATIONS

1. **CHARACTER**

Each candidate must be of good character.

1. **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.

1. **EDUCATION, EXPERIENCE etc.**

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

1. Hold an honours Degree (Level 8 in the National Framework of Qualifications) in Science
2. have at least two years satisfactory experience of scientific work; and
3. possess a high standard of technical training and experience.
4. Hold a current full driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.

**In addition the following are Desirable**:

1. Academic specialisation in Microbiology
2. Experience in an ISO 17025 accredited laboratory.

**THE PRINCIPAL TERMS & CONDITIONS**

1. **PARTICULARS:**

The position is wholetime and permanent and pensionable.

Laois County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

1. **PROBATION:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

1. There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
2. Such period shall be ten months but the Chief Executive may, at his/her discretion, extend such period;
3. 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;
4. 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.
5. **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

The salary scale for the post of Assistant Scientist (Microbiology) is within the range: €38,081 - €59,852 (LSI 2).

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply.

The rate of remuneration may be adjusted from time to time in line with government policy.

1. **DUTIES:**

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

1. Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
2. 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 general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office, will, if required, act for an officer of a higher level.

The duties of the post of Assistant Scientist (Microbiology) include, but are not limited to:

1. **Health and Safety**
* Support the Laboratory Manager in the implementation of Laois County Council’s Safety Statement/Safety Management System
* Instill a culture of Health and Safety within staff under your supervision.
* Ensure, as far as reasonably practicable, that the requirements of the Safety, Health and Welfare at Work Act 2005 and Regulations associated with the Act are complied with on the ground.
* In collaboration with the Laboratory Manager ensure staff are fully aware of and trained in assessing and dealing with all risks associated with their duties.
1. **Supervision of the Laboratory**
* *Sample Work Flow*:

Co-ordinate all daily Microbiology sampling and testing pertaining to the annual programme of works;

* Public water supplies and Private Water Supplies under the EU (Drinking Water) Regulations 2014.
* Licensed and COA WWTP monitoring in accordance with Urban Wastewater Discharge (Authorisation) Regulations 2007 under the SLA with I.W.
* Monitoring of Laois County Council’s Landfill Facility in accordance with the EPA’s IEL.
* Any other relevant programmes.
* *Equipment Management:*

Ensure all microbiology instrumentation and equipment under your supervision is in proper working order by undertaking;

* Daily performance checks
* Planned servicing & maintenance
* Reactive servicing & maintenance
* *Lab Materials Management:*

Manage stock inventories of all reference microbes, test reagents and other consumables such that they are readily available to analysts.

* *INAB Accreditation:*
* Maintain and sustain existing microbiology accreditation scope in accordance with ISO 17025 accreditation.
* Communicate with INAB during assessments in all matters relating to the microbiology accreditation scope.
* Enhance accreditation in accordance with strategic objectives in collaboration with the Laboratory Manager.
* Ensure that all staff under your supervision is fully aware and committed to sustaining and enhancing accreditation.
* *Reporting:*
* Inform the Laboratory Manager of all ELV and MAC exceedances
* Issue ELV and MAC exceedance notifications
* Ensure parametric test results for all samples are entered to LIMS in a timely and accurate manner.
1. **Internal and External Stakeholder Engagement:**
* Support the Laboratory Manager in providing laboratory representation at IW Tier III meetings, Rural Water Monitoring Committee Meetings, HSE Water Quality Review Meetings and all other relevant operational meetings.
1. Such other duties as may reasonably be assigned from time to time.

**5. DRIVING LICENCE**

You may on occasion be required to use your car on official business.  In such situations you must hold a current clean driver’s licence and have available adequate means of transport.

If, during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence which may affect your duties you are obliged to notify the Council immediately.

**6. SAFEPASS**

The Assistant Scientist shall have on his/her person, at all times, a valid Safepass card. Should the successful candidate not hold a valid Safepass card, he/she must obtain a Safepass card within a specified period of time, prior to taking up appointment.

7. **HEALTH**

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, before he/she is appointed, to undergo at his/her 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 the candidate.

1. **RESIDENCE**

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.

**9. RECRUITMENT**

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

1. **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.

1. **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**

A panel may be formed on the basis of the interviews from which Assistant Scientist (Microbiology) will be employed on a full-time permanent capacity within the life of the panel. Temporary contract positions, as they arise may also be offered, within the life of the panel.

**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.

1. **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 is he/she fails to take up the appointment within such period or 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.

1. **DATA PROTECTION**

When your application is received, Laois County Council creates a record which contains personal information you have supplied. The personal information on the application form is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

**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**