**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**Candidate Information Booklet**

**(Please read carefully)**

**Post of: Cemetery Ground / Community Caretaker**

**Closing Date: Tuesday 20th December 2022**

**at 4p.m. sharp**

**Completed Application Forms (3 copies) should be submitted to:**

**Human Resources Department**

**Laois County Council**

**Áras an Chontae**

**Portlaoise**

**Co. Laois**

**And 1 copy emailed to** **hr@laoiscoco.ie**

**Subject line: Ref 35/2022 – Cemetery Ground / Community Caretaker**

### **COMHAIRLE CHONTAE LAOISE - LAOIS COUNTY COUNCIL**

###  **POST OF: Cemetery Ground / Community Caretaker**

**THE ROLE**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Cemetery Ground/Community Caretaker. 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 person appointed will be responsible to the Senior Executive Engineer, Community or other authorised officer of the Council for the carrying out of all duties.

**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.

**3. Education, Training, Experience, etc.**

## Candidates shall on the latest date for receipt of completed application forms for the office have a standard of education that would enable them to efficiently perform their duties and must be capable of keeping records and of making satisfactory written reports on matters pertaining to the duties of the post.

**4. Remuneration:-**

The remuneration for the employment shall be that negotiated from time to time. The present weekly scale (EL 05/22) is:-

€690.81 – after 0.5 years 694.55 – after 1.5 years €697.98 – after 2.5 years €699.93 – after 3.5 years €699.93 – after 4.5 years €699.93 – after 5.5 years €699.93 – after 6.5 years €701.20 – after 7.5 years €703.15 – after 8.5 years €705.23 – after 9.5 years €707.46 – after 10.5 years €709.48 – after 11.5 years €711.54

 On appointment, the employee will be placed on the minimum point and shall progress along the scale by annual increments. The position is wholetime, permanent and pensionable. Wages are calculated and paid on a fortnightly basis in arrears.

**5. Working Hours**

The employment will be based on the 39-hour, 7-day week including Saturdays, Sundays and Bank Holidays depending on the arrangements for interments and hours outside of normal working hours as required by his/her line manager.

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. However, the normal practice will be that the employee will be required to average 39 hours/week over any 4-week period. 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.

**6. Location**

Staff will be based at Portlaoise, County Laois, or other council facilities within the county. Laois County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

**7. 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. As a result of a recent agreement between the Department of Public Expenditure and Reform and the Public Services Committee of the Irish Congress of Trade Unions, regarding the standardisation of annual leave, all sectors including local authorities are required to implement a standardised band of annual leave for staff on recruitment or promotion.

At present, the current leave allowance for your grade is **25** days including Good Friday.

The annual leave year runs from 1st January to 31st December.

The normal practice will be that the employee will be required to be available to work on public holidays (to cover burials or other events that may occur on those days). Where the employee is required to work on a Public Holiday, a day-in-lieu will be provided within two weeks of that Public Holiday.

**8. Recruitment & Selection Process**

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 endeavor 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.

**SELECTION PROCESS:**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position.

**Shortlisting**

Shortlisting may apply based on the information supplied on application forms and the requirements of the position as set out. It is expected that given the qualifications and experience of prospective applicants the short-listing requirements may be significantly higher than the minimum qualifications and experience requirements set out for the post.

**Competitive Interview**

Selection of candidates for appointment shall be by means of a competitive interview, 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 qualifications, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

Candidates at the interview will be assessed and marked on the following areas:

|  |  |
| --- | --- |
| **Work Skills** | **Personal skills** |
| * Knowledge and understanding of Health & Safety.
* Is aware of the surrounding environment and can identify and mitigate potential risks.
* Pays due care to both own and others safety.
* Application of relevant skills in the workplace e.g. record keeping, incident reporting, application of rules & regulations etc.
* Experience of having worked in a maintenance or caretaking position.
 | * Good Interpersonal & communication skills.
* Ability to work as part of a team.
* Self-motivation, initiative and ability to work independently.
* Is comfortable doing routine work when the need arises.
* Is respectful, courteous and professional, remaining composed, even in challenging circumstances.
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**Panels**

Following completion of interviews, panels may 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.

**References/Documentary Evidence**

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

**9. Medical**

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. The authority reserves the right to request further medicals during the period of employment.

**10. Garda Vetting**

A person who is being considered for appointment will be required to complete a Garda Vetting Application, the results of which will be considered before an offer of employment is made.

**11. Probation**

Where a person is permanently appointed to Laois County Council, the following provisions shall apply:-

(i) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation

(ii) Such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period

(iii) 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

(iv) There will be assessment(s) during the probationary period

(v) Staff who have already completed a probationary period with another Local Authority will not be obliged to serve probation with Laois County Council.

**12. General Duties**

The person appointed will be responsible to the Senior Executive Engineer, Community or other authorised officer of the Council for:

 (a) The Caretaking and Supervision of Cemeteries in the County

(b) The Caretaking, as assigned, of Community Facilities (which facilities are under the remit, supervision, or ownership of the Council) including areas such as playgrounds, open spaces etc.

**13.** **In relation to Cemeteries the duties shall include, but are not limited to:**

(13.1) To take charge of, and be responsible to the Local Authority for the general care of the burial ground

(13.2) To ensure that the Rules and Regulations for the Regulation of Burial Grounds and such other additional or amending Regulations which may be made from time to time are fully observed and to report immediately to the Local Authority any breach of the Regulations

(13.3) To be present when required at the opening of graves, opening and closing of niches and at interments and to ensure that graves are opened and closed in accordance with the prescribed regulations

(13.4)

(i) Not to permit any grave to be opened except for the purposes of an interment or the erection of a headstone or tombstone unless authorised by the authorities specified in the said Regulations

(ii) To direct any person wishing to erect a headstone or monument to apply in writing to the local authority for permission to do so, enclosing with such application, for their approval, a sketch or plan of the monument or headstone and the foundation and an undertaking accepting liability for any damage caused to adjoining graves by the excavation work

(iii) Not to permit any excavation or erection until the approval of the Local Authority has been obtained

(13.5)

(i) To keep the Register of Interments in accordance with the said Regulations

(ii) To keep records showing the ownership of each grave and available accommodation therein

(iii) To keep in your custody a map of the Burial Ground showing the division of all the burial grounds into grave spaces and to mark thereon all grave spaces purchased

(13.6)

(i) To collect, where required, fees for purchase of grave spaces for interments, such fees to be in accordance with current scale of charges

(ii) To give official receipts for all fees collected

(iii) To lodge such monies to the credit of the Council, in such matter and at such times as may be prescribed

(iv) To submit, for inspection and examination, to the *Secretary or other* Authorised Officer of the Council, at such times, as may be required, the Register of Interments and all other records and books

(13.7) The responsibilities of the Cemetery Ground/Community Caretaker will include Managing, Supervising, Co-ordinating and liaising with the Burial Ground Registrars across the County of Laois and also having an overall responsibility for the burial grounds that are under Council supervision and ensuring that the Bye-Laws are being implemented and adhered to.

(13.8)

(i) Perform cemetery maintenance, landscaping, construction, and repair work

(ii) Mow and trim lawns throughout cemetery grounds including around grave markers, monuments, head stones and kerbs

(iii) Cultivate, prune, and edge lawns and flowers; trim trees and shrubs; weed paved area and pick up litter

(iv) Clean and perform basic custodial work in cemetery; sweep cemetery paths and streets; secure building, equipment, and gates

(v) Operate light and heavy equipment including riding mower, trench digger

(vi) Assist in preparing for burial services – Excavate graves, replace soil, and regrade area to return landscape to original condition

(vii) To take care of all tools supplied by the local authority and to have them available as and when required

(viii) To supervise such labour as may be entrusted to your charge

(ix) To assist Local Community Groups (Tidy Towns Groups, Cemetery Committees etc.) in their interactions with the Council

(x) to ensure that appropriate Health and Safety procedures are observed within the cemeteries

(13.9) To report promptly to the local authority:-

(i) Any unauthorised burial

(ii) Any case where bones or human remains are accidentally exhumed in the course of an interment

(iii) Any unauthorised interference with any grave or any damage or injury to vaults, tombstones, crosses, or wreaths

(iv) Any encroachment by trees on graves or the planting on or near graves of shrubs, bushes, or plants

(v) Any grazing of animals in the burial ground

(vi) Any damage to fences or boundary walls

(vii) Any case where the drainage of vaults or graves is necessary

(13.10) To comply with all health and safety regulations.

(13.11) To furnish to the Council any returns that may be required.

(13.12) To comply with all Orders and/or directions issued from time to time by the County Manager or other authorised officer in connection with your employment as "Caretaker", or anyone acting on their behalf.

(13.13) Employees must undergo all necessary training and be willing to complete retraining as required, including the introduction of new technology.

(13.14) Employees must cooperate with and participate in any systems introduced by management that form part of national agreements, including the Council’s Performance Management Development Systems (PMDS).

**14. Residence**

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

**15. Retirement Age**

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.

**16. Superannuation**

The superannuation contributions of relevant scheme will apply.

**17. Right to Information and Review**

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to hr@laoiscoco.ie within five working days of the date of notification of a relevant decision.

**18. Mobile Phone**

The person employed will be required to carry/ use a County Council mobile phone during working hours and while on call.

**19. Travelling**

Where required and authorized to use a personal vehicle for work purposes, travel expenses for official journeys will be paid at appropriate civil service rates as adjusted from time to time.

The person appointed will be required to have a clean Class B Driving Licence. The person appointed will be required to drive a Council supplied van (or similar vehicle) where such is made available to him/her for the discharge of the duties of the post.

**20. General Data Protection Regulation**

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

**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/>

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**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**

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