**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**Candidate Information Booklet**

(Please read carefully)

**Post of: Executive Scientist**

**Closing Date: 4.00pm**

**Thursday, 3rd December 2020**

**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: EXECUTIVE SCIENTIST

**THE COMPETITION**

Laois County Council is inviting applications from suitably qualified persons for the above competition to undertake the role of Executive Scientist. The Council will, following the interview process, form a panel for the post of Executive Scientist from which future relevant vacancies may be filled.

The successful applicant will be initially assigned to the Environment Department of Laois County Council. However, at the discretion of the Chief Executive, the successful applicant may be re-assigned to other services in the future.

**THE ROLE**

TheExecutive Scientist will work as part of a multi-disciplinary team within the Environment Department of Laois County Council.

The role requires comprehensive knowledge and understanding of the Waste Management Act 1996, as amended and the waste enforcement obligations of a Local Authority.

The Executive Scientist shall operate under the direction of and report to the Senior Executive Engineer and must undertake those duties as assigned to them by their Supervisor. The Executive Scientist 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 role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours, as required.

# 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 five years satisfactory experience of scientific work;

and

1. possess a high standard of technical training and
2. 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.

**The ideal Candidate shall:**

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

* Team Management Skills
* Comprehensive knowledge of the Waste Management Acts, 1996 as amended.
* Experience of enforcing waste legislation and implementing local authority obligations under the National/Regional Waste Management Plan
* Excellent communication and interpersonal skills
* People management skills
* Budgetary Management Skills
* An ability to prepare and present technical reports
* An ability to interpret and undertake critical analysis of scientific data
* Problem solving skills
* Competence in the operation of ICT Systems
* Have good knowledge and awareness of the statutory obligations of Health and Safety Legislation and the implications for the organisation and the employee, and their application in the workplace

**Key Duties**

Details of key duties are outlined under ‘The Principal Terms and Conditions’ below.

**Competencies for the Post**

Key competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

|  |  |
| --- | --- |
| **Management and Change** | * Displays the ability to think and act strategically
* Can translate strategy into operational plans & outputs
* Has a clear understanding of political reality and context of the organisation
* Develops and maintains positive, productive and beneficial working relationships with all stakeholders
* Effectively manages the introduction of change, fosters a culture of creativity in employees and stakeholders and overcomes resistance to change, demonstrates flexibility and an openness to change
 |
| **Delivering Results** | * Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations of a scientific nature either internally or for external bodies
* Contributes to the development of operational plans and to the development of team plans
* Demonstrates ability to manage resources to ensure they are used effectively to deliver quality outcomes in line with operational and team plans
* Ensures compliance with council and external agency procedures and protocols
* Is aware of and understands relevant legislation, regulations and policies that govern the local authority
 |
| **Performance through People** | * Leads, motivates and engages employees and stakeholders to achieve quality results and to deliver on operational plans
* Demonstrates ability to effectively manage performance including conflict resolution
* Has highly effective verbal and written communication skills
* Has excellent interpersonal skills
 |
| **Personal Effectiveness** | * Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role, sets challenging goals to achieve high quality outcomes
* Manages time and workload effectively
* Commitment to integrity and good public service values
* Understand the structures and environment within which the local authority sector operates and the role of an Executive Scientist in this context
* Knowledge of current local government issues, with particular emphasis on environmental / waste issues
 |

The above duties and competencies are not intended to be a comprehensive list of all involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to also contribute to the development of the post while in office.

**THE PRINCIPAL TERMS AND CONDITIONS**

1. **PARTICULARS:**

**The position is wholetime and permanent and pensionable.**

Laois County Council reserves the right to at any time, re-assign an employee to any premises in use 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. **REMUNERATION:**

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 current annual pay-scale is: €50,534 minimum to €70,245 LSI 2 (as per circular EL 02/2020)

Holders of the post will be paid at the appropriate point on the salary scale with the appropriate Department circular.

New entrants will commence on the minimum point of the scale.

1. **DUTIES:**

The duties of the office are to give to

1. the local authority and
2. Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
3. 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 (b) of this paragraph, such appropriate services - of an engineering, technical, scientific, executive, administrative or management nature - as are required for the exercise and performance of any of its powers, duties and functions 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 and as may be allocated or delegated to him or her by the Chief Executive from time to time including the duty of servicing 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 main duties of the post of Executive Scientist include, but are not limited to:**

1. Management of the Waste Enforcement Team Duties and the supervision of Assistant Scientist/Assistant Engineer
2. Budget Management, claiming grants, & funding
3. Investigation of serious Waste Enforcement breaches and potential high court cases
4. Investigations, audits and prepare reports on the Waste Management regulations (non-exhaustive list) Household Waste Regulations, Food Waste Regulations, Hazardous Waste, Waste Facility Permits, Certificates of Registration, Waste Planning and Historic landfills.
5. The enforcement of current (and future) EU and National environmental legislation and policy with particular reference to the Waste Management Act, 1996, as amended and the Protection of the Environment Act, 2003.
6. To assist the Waste Enforcement Team in the creation of team plans and procedures including the Recommended Minimum Criteria for Environmental Inspections (RMCEI) Plan and directions from the Regional WERLA Office.
7. To carry out investigations, audits and prepare reports on official complaints received from the public in respect of illegal waste activities which may be in breach of EU and National Environmental Legislation.
8. Review of Planning applications, pre-planning meetings, referrals & preparation of planning reports etc.
9. Service Reviews, Departmental Returns, Freedom Of Information (FOI) requests, Public Presentations, Data protection requests.
10. Road Waste Management Check Points

**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 Executive 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. **Short-listing Process**

 Short-listing 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.

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 an Executive Scientist 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.

**10. 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. **With effect from the 26/12/2018, the compulsory retirement age of 70 applies [Public Service Superannuation (Age of Retirement) Bill 2018].** 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 re-hired 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.

11. **SUPERANNUATION:**

 The superannuation contributions of relevant scheme will apply.

1. **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.

**13. Confidentiality:**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

**14. Other:**

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

**15**. **DATA PROTECTION**

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.**