**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**Candidate Information Booklet**

**(Please read carefully)**

**Post of: Technician - Grade I**

**-**

**Closing Date: 4.00pm**

**Thursday, the 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: TECHNICIAN GRADE I

**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 Technician Grade I from which future relevant vacancies may be filled.

**THE ROLE**

The Technician Grade 1 is a key support position within the Council and is assigned to a service delivery area or to support a functional area as required. The Technician Grade 1 will work under the direction and management of the Executive Technician or analogous grade or other employee designated by the Senior Executive Officer, Senior Engineer or Director of Services as appropriate.

The role involves supporting managers and colleagues and working as part of a team in meeting work goals and objectives and delivering quality services to internal and external customers.

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.

Successful applicants may be assigned to any service area/role within the Local Authority by the Chief Executive at any 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 following:

* Good professional technical knowledge and skills;
* Ability to prepare and present technical reports;
* Ability to work independently or within multi-disciplinary teams;
* Ability to work on his/her own initiative;
* Good interpersonal and communication skills and have the ability to engage with a wide range of people;
* Good organisational skills;
* A background in civil/construction/building services.
* Good IT and presentation skills including a working knowledge of CAD, Access database and Microsoft Office.
* Proficiency in G.I.S.
* Good understanding of safety management in the workplace including Health and Safety Legislation and Regulations.

# 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 :

1. (i) Have passed the NCEA/HETAC National Certificate Final Examination in Civil Engineering, or

 Geo-surveying, or Construction Studies, or

 Construction Studies in Building Maintenance, or

 Construction Studies in Architectural Graphics or

hold an equivalent qualification

 **and**

 Have **at least three years** satisfactory experience after attaining the qualification concerned

 **Or**

 (ii) Have satisfactory relevant experience in a technician post at Grade II level or in an analogous post under a local authority or health board in the State, **and**

have **at least three years** satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

 **Or**

(iii) have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State.

1. Possess adequate training and/or experience relating to the control and supervision of staff.
2. Hold a current full driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence.

**In addition, it is desirable that each candidate have at least 2 years satisfactory experience in:-**

* GIS Software such as ESRI ArcGIS
* Autodesk’s AutoCAD and/or Microstation CAD software
* Microsoft Office Suite of Applications, especially Access, Excel and PowerPoint
* Planning and execution of surveys for mapping etc.
* Desk Top Publishing software such as InDesign

**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 Technician Grade I is within the range: €39,408 - €47,156 (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:**

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

The duties of the post of Technician Grade I include, but are not limited to:

* Providing technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, preparation of detailed dimensional drawings, design layout, mapping and graphics, report writing, project tendering and such other duties associated with the role;
* Estimating project technical or resource requirements;
* Preparation of Health & Safety documentation for works.
* Reading and reviewing maps, project drawings and plans, technical specifications, etc.
* Operating the appropriate technology as required to carry out the work to which he/she has been assigned e.g. CAD, Map Info, Graphics, Microsoft Office;
* Working as part of a team;
* Liaising with other departments, members of the public and external agencies in relation to operational aspects of assigned work;
* Preparation of public consultation display material and assistance with public consultation requirements;
* 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;
* Being accountable for efficient and effective processing of work assigned to him/her;
* Assisting with the preparation of estimates;
* Undertaking of any duties related to the assigned role such as, but not limited to, validation of planning applications and assessment of fees;
* Such other duties as may be assigned from time to time
* The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

**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 Technician Grade I 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 Technician Grade I 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. 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**