**Executive Scientist/Engineer - EHS**

**(LAWPRO WFD Team and Water EIP Project)**





**TIPPERARY COUNTY COUNCIL**

**KILKENNY COUNTY COUNCIL**

**PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

1. Before signing this form, please ensure that you have replied fully to the questions asked.

All sections/questions in this document must be completed in full **(a curriculum vitae will not be accepted).**

2. You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may thus put themselves to unnecessary expense.

3. Tipperary/Kilkenny County Councils will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

4. All application forms must be submitted by email to lawprorecruitment@tipperarycoco.ie, fully completed and inclusive of all the requested documentation by **4.00 p.m. on Thursday 28th September, 2023.**  All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition. **Hard copy applications will not be accepted.**

5. Tipperary/Kilkenny County Councils may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. Shortlisting will be based on Qualifications, Relevant Experience and information submitted on the Application Form. The number of persons to be invited to interview shall be determined by Tipperary/Kilkenny County Councils.

TIPPERARY COUNTY COUNCIL & KILKENNY COUNTY COUNCIL

- APPLICATION FORM -

***Tel: 0818-06-5000***

***E-Mail:*** [***lawprorecruitment@tipperarycoco.ie***](mailto:lawprorecruitment@tipperarycoco.ie)

***Tipperary County Council***

***Civic Offices,***

***Emmet Street,***

***Clonmel, Co. Tipperary***

**COMPLETED FORMS:**

The Application Form should be fully completed without alterations and returned via email only to [lawprorecruitment@tipperarycoco.ie](mailto:lawprorecruitment@tipperarycoco.ie). **Hard copy applications will not be accepted.**

Applications received after the closing date and time specified will not be accepted.

**CLOSING DATE: 4.00 p.m. on Thursday 28th September, 2023**

**COMPETITION: Executive Scientist/Engineer**

**(Environmental Health and Safety)**

**The Executive Scientist will be employed by either Kilkenny County Council or Tipperary County Council.**

As part of the team structure with the Local Authority Waters Programme (LAWPRO), it is intended to immediately recruit one [1] Executive Scientist (Environmental Health and Safety) in the following roles.

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| --- | --- | --- | --- |
| **Job title** | **Grade** | **Number of Positions** | **Location** |
| LAWPRO WFD Team – Environmental Health and Safety Lead (EHS) | Executive Scientist/Engineer | 1 | Tipperary Town or Clonmel,  Co. Tipperary |

A panel will be formed from which any subsequent LAWPRO Executive Scientist/Engineer (Environmental Health and Safety (EHS)) vacancies may be filled.

**PERSONAL DETAILS**

1. Name in Full *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Postal Address *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notify any change at once* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in writing

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3. Tel. Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ext.\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Home] [Work] [Mobile]**

4. Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Do you possess a full-unendorsed driving licence Yes No

6. Categories of vehicles covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION / TRAINING**

1. Please list all educational and technical qualifications giving period with dates spent at each school/college and particulars of certificates [if any] obtained.

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| **DATES** | | **SCHOOL/COLLEGE ATTENDED** | **EXAMINATION** | **YEAR TAKEN** |
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2.Please list all training courses undertaken (either in-house or privately):

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| **DATES** | | **ORGANISATION** | **COURSE TITLE** |
| **FROM** | **TO** |  |  |
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**EMPLOYMENT RECORD**

Remember you may be shortlisted based on the information you supply in the application form. Candidates are advised not to submit a curriculum vitae. Anything you write may be discussed in more depth, should you be called for interview.

1. Give below details of present position.

EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM *[Date]:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAIN RESPONSIBILITIES [in bullet point format]:**

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2. Give below in date order full particulars of **ALL** other relevant employment or experience to date. Indicate clearly the type of experience, especially experience specified as essential or desirable in the qualifications for the post.

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| **Dates** | | | **Name & Address of Employer** | **TITLE OF POST & DESCRIPTION OF DUTIES**  ***Please indicate whether post is Permanent/***  ***Temporary / Acting*** |
| **Period in Months** | **From** | **To** |
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**Key Competencies**

A new competency model has been developed for the role of **Executive Scientist (Environmental Health and Safety)**. Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

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| **Delivering Results** | * Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively. * Critically evaluates outcomes and processes to achieve them. * Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority. * Is aware of and applies the highest professional standards in the performance of their role. * Takes responsibility for challenging tasks and delivery of same. |
| **Performance through People – Communicating Effectively** | * Lead, motivate and engage employees to achieve quality results and to deliver on operational plans, performance objectives and strategic goals. * Effectively manage performance and create opportunities for development using the Performance Management and Development Process. * Demonstrates the ability to work in a multi-discipline team environment. * Manage relationships with Senior Management, Staff and other Stakeholders. |
| **Management and Change** | * Displays the ability to think and act strategically from a management and environmental perspective. * Have a clear understanding, awareness and experience of the practical reality of delivery and promotion of environmental protection. * Have political awareness and have clear understanding of political reality and context of the organisation and have the ability to develop and maintain positive, productive and beneficial working relationships with all stakeholders, in particular Government Departments and Elected Members. * Effectively manages the introduction of change, fosters a culture of creativity in employees and overcomes resistance to change and demonstrates flexibility and an openness to change. |
| **Personal Effectiveness** | * Is self-motivated and maintains a positive, constructive and enthusiastic attitude to their role. * Manages time and workload effectively with particular reference to statutory obligations and timeframes. * Demonstrates the required specialist technical knowledge, understanding and training for the role. * Possesses personal motivation and initiative; is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. * Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. |
| **Local Government Knowledge & Understanding** | * Knowledge of the structure and functions of local government * Knowledge of current local government issues and advocates practical approaches to addressing them. * Clear and realistic view of future trends and strategic direction of local government. * Understanding the role of an **Executive Scientist (Environmental Health and Safety**) in this context |

**RELEVANT EXPERIENCE - RANGE AND DEPTH:**

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set-out above. A summary definition of each of skill areas is provided for your information.

Shortlisting may apply based on the information supplied on application forms and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in the information document and reflect your experience and abilities appropriately in the application.

Candidates called for interview will be assessed on the following competencies in addition to Local Government Knowledge and understanding (see page 14 of the Candidate Information Booklet):

1. Delivering Results
2. Performance through People – Communicating Effectively
3. Management and Change
4. Personal Effectiveness

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| 1. Delivering Results   Candidates will be required to demonstrate their ability in the following:   * Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively. * Critically evaluates outcomes and processes to achieve them. * Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority. * Is aware of and applies the highest professional standards in the performance of their role. * Takes responsibility for challenging tasks and delivery of same.   In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
|  |
| 1. Performance through People – Communicating Effectively   Candidates will be required to demonstrate their ability to:   * Lead, motivate and engage employees to achieve quality results and to deliver on operational plans, performance objectives and strategic goals. * Effectively manage performance and create opportunities for development using the Performance Management and Development Process. * Demonstrates the ability to work in a multi-discipline team environment. * Manage relationships with Senior Management, Staff and other Stakeholders.   In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
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| 1. *Management and Change*   Candidates will be required to demonstrate their ability to:   * Displays the ability to think and act strategically from a management and environmental perspective. * Have a clear understanding, awareness and experience of the practical reality of delivery and promotion of environmental protection. * Have political awareness and have clear understanding of political reality and context of the organisation and have the ability to develop and maintain positive, productive and beneficial working relationships with all stakeholders, in particular Government Departments and Elected Members. * Effectively manages the introduction of change, fosters a culture of creativity in employees and overcomes resistance to change and demonstrates flexibility and an openness to change.   In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
|  |
| 1. Personal Effectiveness   Candidates will be required to demonstrate their ability in the following areas:   * Is self-motivated and maintains a positive, constructive and enthusiastic attitude to their role. * Manages time and workload effectively with particular reference to statutory obligations and timeframes. * Demonstrates the required specialist technical knowledge, understanding and training for the role. * Possesses personal motivation and initiative; is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. * Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.   In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
|  |

**REFEREES**

1. Do you have any objection to Tipperary County Council Yes No

contacting your past and/or present employer(s)?

2. Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUPPORTING INFORMATION**

Tipperary/Kilkenny County Councils may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form.

Please indicate, in bullet format, any particular experience or achievements you consider an Interview Board should be aware of when assessing your application.

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**I CERTIFY THAT I HAVE COMPLETED THE APPLICATION FORM AND THAT THE INFORMATION FURNISHED BY ME IS CORRECT.**

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### TIPPERARY COUNTY COUNCIL & KILKENNY COUNTY COUNCIL ARE

###### EQUAL OPPORTUNITIES EMPLOYERS

*The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 1997 or other legal requirements.*