**Regional Co-ordinator**

**(Local Authority Waters Programme)**





**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 4.00p.m. on Thursday 5th October, 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***

***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. **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 5th October, 2023**

**COMPETITION: *REGIONAL CO-ORDINATOR***

**(Local Authority Waters Programme)**

There is currently one [1] vacancy **for a Regional Co-ordinator** at Senior Scientist/ Senior Engineer/Analogous Level in the **South-West LAWPRO Region**.

A panel will be formed from which any subsequent LAWPRO Senior Scientist / Senior Engineer / analogous level vacancies may be filled, including posts that may arise in **any** of the LAWPRO regional locations or additional offices that may be established.

The panel will be used to fill vacancies arising **in both** the LAWPRO WFD Team and the WATER EIP Project.

The Regional Co-ordinator will be employed by either Kilkenny County Council or Tipperary County Council.

When completing this application form, please select preferred locations. It should be noted that once the panel is formed, offers will only be made to successful candidates in the locations selected by them. If an area is not selected on the application form then no offer will be made to the candidate for that location should a vacancy arise.

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| **Location** | **Yes** | **No** |
| **South West Region: Croom, Co. Limerick / Iniscarra, Co. Cork** |  |  |
|  |  |  |
| **Border Region:** Donegal Town, Co. Donegal/Carrickmacross, Co. Monaghan |  |  |
| **Midlands and East Region:** Dublin 7 / Tullamore, Co. Offaly |  |  |
| **South East Region:** Clonmel, Co. Tipperary/Kilkenny, Co. Kilkenny |  |  |
| **Western Region:** Liosbán Estate, Galway / Castlebar, Co. Mayo |  |  |

**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 to interview

1. Give below details of present position.

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

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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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**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 and required to demonstrate their ability to deliver on these specific competency areas:

1. Strategic Management and Change
2. Delivering Results
3. Performance Through People
4. Personal Effectiveness

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| --- |
| 1. **Strategic Management and Change**
* Display significant experience operating at a strategic management level, translating the broader mission and vision into clear specific and achievable objectives.
* Demonstrate experience of implementing agreed strategies to meet objectives and the ability to improve the range, quantity and/or quality of existing services.
* Provide evidence of measuring and evaluating performance against strategic objectives and of using innovation to recommend changes in strategies in light of changing circumstances.
	+ - **Strategic Ability**
		- Display the ability to think and act strategically.
		- Can translate organisational mission and vision into clear specific and achievable objectives.
		- Evaluate capacity and performance against objectives.
		- Demonstrate innovation and creativity to secure successful strategic outcomes.
		- **Political Awareness**
		- Have a clear understanding of the political reality and context of the organisation.
		- **Networking & Representing**
		- Develop and maintain positive and mutually beneficial relationships with a range of stakeholders. Build networks of technical and professional contacts. Promote and sustain an appropriate, positive, and cohesive image for the organisation.
		- **Bringing about Change**
		- Effectively introducing change, fostering a culture of creativity in employees and overcoming resistance to change.
		- Demonstrate 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. **Delivering Results**
* Demonstrate strong organisation skills including skills in analysing and reporting on demand/ activity and in scheduling and programming work.
* Demonstrate a high level of attention to detail and accuracy.
* Demonstrate the ability to manage a portfolio of projects, effectively agreeing priorities, planning delivery timeframes and tracking project progress.
* Show strong judgement and capacity to work autonomously.
* Demonstrate the ability to work under pressure in a cross functional environment and to tight timelines.
* Demonstrate experience of managing internal controls to assure process and legal compliance and fraud prevention.
* Show experience of managing finance and budgets and ensuring value for money.
* Demonstrate the capacity to drive productivity through continuous improvement and a focus on ensuring the delivery of the required results.
	+ - **Problem Solving and Decision Making**

Can pinpoint critical information and address issues logically. Understand the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives. * + - **Operational Planning**

Can plan projects and determine rationale, objectives, deliverables, resource requirements, timelines, milestones, reporting requirements and evaluation methods. Establishes high quality service and customer care standards. * + - **Managing Resources**

Manage the allocation, use and evaluation of resources to ensure they are used efficiently to meet corporate priorities. Drive and promote reduction in cost and minimisation of waste. * + - **Delivering Quality Outcomes**

Promote the achievement of quality outcomes in delivering services. Organise the delivery of services to meet or exceed the required standard. Evaluate the outcomes achieved, identify learning and implement required improvements.In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
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| 1. **Performance Through People**
	* + Experience in the management and supervision of staff including building effective teams, developing and motivating staff and maintaining sound employee relations.
		+ Experience of putting in place efficient and effective working structures, performance management arrangements and target-based objectives and performance indicators.
		+ A demonstrated customer focus and ability to develop and maintain productive relationships with a range of customers and stakeholders.
		+ Demonstrate strong communication skills, with highly developed influencing and engagement skills including issue/conflict resolution.
* **Leading and Motivating**
* Motivate others individually and in teams to deliver high quality work and customer focused outcomes. Develop the competence of team members and helps them meet their full potential. Lead by example in terms of commitment, flexibility, and a strong customer service ethos.
* **Managing Performance**
* Effectively manage performance including managing underperformance or conflict. Empower people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.
* **Communicating Effectively**
* Actively listen to others and shares information with relevant stakeholders.
* Demonstrate highly effective verbal and written communication skills.
* Present ideas effectively to individuals and groups.

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
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| --- |
| 1. **Personal Effectiveness**
* **Relevant Knowledge**
* Keep up to date with current developments, trends and best practice in their area of responsibility. Demonstrate the required specialist knowledge, understanding and training for the role. Have knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.
* **Resilience and Personal Well Being**
* Demonstrate appropriate and positive self-confidence. Remain calm under pressure and operate effectively in an environment with significant complexity and pace.
* **Integrity**
* Behave in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others
* **Personal Motivation, Initiative and Achievement**
* Demonstrate enthusiasm about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

**Please indicate any particular experience and/or achievements you hold which you consider relevant to your application for this position (maximum 300 words**).

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**REFEREES**

1. Do you have any objection to Tipperary County Council

contacting your past and/or present employers? Yes No 

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.*