**ASSISTANT SCIENTIST**

**(LAWPRO WFD Team/ 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 and 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***

***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 Thursday 28th September, 2023**

**COMPETITION: A*SSISTANT SCIENTIST***

 **(Catchment Scientist)**

There are currently seven [7] vacancies to be filled at this grade as part of the Water EIP Project. Appointments will be on a specified purpose basis for delivery of the Water EIP Project.

A panel will be formed from which any subsequent Assistant Scientist vacancies may be filled,

including posts that may arise in **any** of the current 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.

When completing the application form candidates are asked to clearly indicate if they are interested in either the LAWPRO WFD Team or Water EIP Project positions. Candidates are also asked to select their 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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| **EIP Project****Y/N** | **LAWPRO WFD Team****Y/N** | **Location** | **Yes** | **No** |
|  |  | **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** |  |  |
|  |  | **South West Region: Croom, Co. Limerick /Iniscarra, Co. Cork** |  |  |
|  |  | **Western Region: Liosbán Business Park, 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** |
| **FROM** | **TO** |  |  |  |
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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 an interview.

1. Give below details of present position.

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

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

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

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

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

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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 Assistant Scientist. 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** | * Contributes to the development of operational plans and team plans
* Plans and prioritises work and resources effectively
* Establishes high quality service
* Have knowledge and experience of operating ICT systems
 |
| **Purpose and Change** | * Understands the team purpose and priorities and shows commitment to these
* Has the ability to ensure individual work contributes to meeting the team purpose and priorities
* Develops and maintains positive, productive and beneficial working relationships
* Understands and implements change and demonstrates flexibility and openness to change and new challenges
 |
| **Personal Effectiveness** | * Takes the initiative and seeks opportunities to exceed goals
* Manages time and workload effectively
* Maintains a positive, constructive and enthusiastic attitude to the role of catchment scientist
* Has effective verbal and communication skills
 |
| **Local Government Knowledge and Understanding** | * Have knowledge and understanding of local government structure including service requirements.
* Understand the key challenges facing the local government sector and Kilkenny/Tipperary County Council.
* Understand the role of an Assistant Scientist.
 |

**RELEVANT EXPERIENCE - RANGE AND DEPTH:**

In the spaces below (1 to 3), 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. Delivering Results
2. Purpose and Change
3. Personal Effectiveness
4. Local Government Knowledge and Understanding

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| 1. **Delivering Results**

Candidates will be assessed under the following competencies using some/all of the indicators listed: * Contributes to the development of operational plans and team plans
* Plans and prioritises work and resources effectively
* Establishes high quality service
* Have knowledge and experience of operating ICT systems

In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |
| 1. **Purpose and Change:**

Candidates will be assessed under the following competencies using some/all of the indicators listed: * Understands the team purpose and priorities and shows commitment to these.
* Has the ability to ensure individual work contributes to meeting the team purpose and priorities.
* Develops and maintains positive, productive and beneficial working relationships.
* Understands and implements change and demonstrates flexibility and openness to change and new challenges.

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

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| 1. **Personal Effectiveness**

Candidates will be assessed under the following competencies using some/all of the indicators listed: * Takes the initiative and seeks opportunities to exceed goals.
* Manages time and workload effectively.
* Maintains a positive, constructive and enthusiastic attitude to the role of catchment scientist.
* Has effective verbal and communication skills.

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

**REFEREES**

1. Do you have any objection to Tipperary County Council

contacting your past and / or present employer(s)? 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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Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.*