**KILKENNY COUNTY COUNCIL**

**EXECUTIVE TECHNICIAN**

**Competition Reference: 2020/T/O/P/11**

# QUALIFICATIONS

# 1. CHARACTER

Candidates shall be of good character.

2. **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.

3. **EDUCATION, EXPERIENCE, ETC.**

Each candidate must, on the latest date for receipt of completed application forms -

1. have satisfactory experience, in a technician post at Grade II or higher level or in an analogous post under a local authority,
2. have at least five years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
3. have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
4. possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
5. have adequate experience in the supervision and control of staff.

# PARTICULARS OF OFFICE

**1.** **TYPE OF POST**

 To form a panel from which Permanent, Temporary and Fixed-Term contract posts may be filled.

**2. SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

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.

The current salary scale for the position is €42,953 minimum to €51,586 inclusive of LSI.

**3.** **SUPERANNUATION**

The superannuation contributions of relevant scheme will apply.

**4. RETIREMENT AGE**

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. Compulsory retirement age of 70 applies.

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years.

The full text of the Act is available on the Department of Finance website, [www.finance.gov.ie](http://www.finance.gov.ie) .

**5. PENSION ABATEMENT**

 If the appointee was previously employed in the Civil Service or in the Public

 Service please note that the Public Service Pensions (Single Scheme and Other

 Provisions) Act 2012 (Section 52) includes a provision which extends abatement of pension

 For all Civil and Public Servants who are re-employed where a Public Service Pension is

 in payment. This provision to apply abatement across the wider public service came

 into effect on 1 November 2012. This may have pension implications for any person

 appointed to this position that is currently in receipt of a Civil or Public Service

 pension or has a preserved Civil or Public Service pension which will come into

 payment during his/her employment in this position.

 Prior to appointment, successful candidates will be obliged to complete a declaration

 in relation to previous Public Service pensionable employment.Please note: In applying

 for this position you are acknowledging that you understand that the abatement

 provisions, where relevant, will apply. It is not envisaged that the employing

 Department/Office will support an application for an abatement waiver in respect of

 appointments to this position.

**6. PENSION ACCRUAL**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**7.** **DUTIES**

## The duties of the office are to give the local authority and

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive and
2. 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 (a) of this paragraph,

under the direction and supervision of the appropriate officer, such civil engineering, architectural/building, draughting, and other technical services of an advisory, supervisory or executive nature as may be required by any local authority

* Providing technical services relevant to the area of responsibility to which he/she has been assigned for example: - site inspections, 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
* 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
* 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.

**8. PROBATION**

The following provisions shall apply:

(a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;

(b) such period shall be one year but the Chief Executive may at his/her discretion extend such period;

1. such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**9. SHORTLISTING**:

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 shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled. Shortlisting will be based on qualifications, relevant experience and information submitted on the Application Form.

**10. HEALTH:**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her 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.

 **11. HOURS OF WORK**

The person appointed will be required to work a 37 hour week Monday to Friday which

equates to a 7 hour 24 minute day to be accounted for within attendance hours of 9.00 a.m. to 5.24 p.m.

**12.** **ANNUAL LEAVE**

Annual leave entitlement for the position of Administrative Officer is 30 days per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

**13.** **GARDA VETTING**

Candidates will be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**14. TRAVEL**

When required to do so holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority.

**15. LOCATION**

The holder of the office shall reside in the district in which his/her duties are to performed or within a reasonable distance thereof.

**16.** Candidates must hold a current Safe Pass Card.

**17. SELECTION PROCESS**

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Kilkenny County Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting will be on the basis of information supplied on the

Application Form. The number of persons to be invited, in these circumstances shall be

determined by the local authority from time to time having regard to the likely number of vacancies to be filled.

Candidates called for interview will be required to demonstrate the following competencies:-

**Delivering Results:**

* Contribute to the development of operational plans and lead the development of team plans
* Plan and priorities work and resources effectively
* Establish high quality service and customer care standards

**Management and Change:**

* Be effective in translating corporate mission and objectives into operational plans and outputs
* Develop and maintain positive, productive and beneficial working relationships
* Effectively manage the introduction of change and demonstrate flexibility and openness to change
* Effectively manage performance

**Communicating Effectively:**

* Have effective verbal and written communication skills

**Personal Effectiveness:**

* Take initiative and seek opportunities to exceed goals
* Manage time and workload effectively
* Maintain a positive, constructive and enthusiastic attitude to their role

**18. APPEALS**

Candidates whom are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to Senior Executive Officer, Human Resources Department. In the interest of clarity Kilkenny County Council will facilitate appeals in respect to the process of the recruitment applied. Appeals will not be considered in respect to the decision of the interview board/shortlisting panel.

**19. PANELS**

Panels may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panels concerned be appointed as appropriate vacancies arise. This may include permanent, temporary and acting vacancies.

**20. 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.

**21.** 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 if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**22.** Kilkenny County Council will not be responsible for any expenses a candidate may incur in attending for interview.

**23.** Applications received after the closing date cannot be considered.