



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Briefing Document, Application and Selection Process

Assistant Engineer - Mid-West National Road Design Office

Temporary and Permanent Positions

(Limerick City and County Council & Tipperary County Council)

Background

The Mid West National Road Design Office is a shared service between Limerick City and County Council and Tipperary County Council, in partnership with Transport Infrastructure Ireland (TII). The office is involved in the design, management and delivery of Major and Minor National Road Projects, pavement improvement schemes, road safety schemes and other road improvements in the Mid-West Region. This is achieved by utilising in-house design teams and external Engineering Consultants. The office is accredited to ISO 9001 with NSAI and is CPD accredited with Engineers Ireland. Current Major Projects currently being progressed through the office include the M20 Cork to Limerick Scheme and the Foynes to Limerick Scheme, which includes a bypass of Adare.

The Position

Limerick City and County Council is establishing a panel to fill existing and any future temporary vacancies in the Mid-West National Road Design Office by Limerick City and County Council & Tipperary County Council.

The Assistant Engineer will be expected to:

- arrange for the design and delivery of road infrastructural projects
- prepare work programmes
- prepare tender and contract documentation
- assess tenders and prepare recommendations on same
- assess planning applications from an engineering perspective
- assess ongoing and completed works and manage budgets

- represent the Council at meetings with staff, elected members, community/general interest groups, businesses and residents
- prepare reports for these meetings as required
- reply in a timely manner to all correspondence and requests for reports
- liaise with and respond to other local authorities, government departments and statutory agencies including the TII
- carry out any other duties that may be assigned from time to time

The Person - Qualifications

1. Character:

Each candidate 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, Training, Experience, Etc.

Essential Criteria

Candidates shall:

- hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- have at least two years satisfactory experience of engineering works including satisfactory experience in civil engineering work, and
- possess a high standard of technical training and experience.

Desirable Criteria

Candidates will demonstrate through their application form and at the interview that he/she has/is:

- sufficient knowledge and understanding of engineering projects, preferably road improvement projects.
- Knowledge and awareness of health and safety legislation and regulations and their application in the workplace
- excellent communication and interpersonal skills
- self-motivated with a record of demonstrating initiative in a work place environment
- good judgement and problem solving skills

- competency in the area of information technology
- hold a current, full, unendorsed Class B driving licence and have access to own car
- flexibility in terms of working hours as the duties can involve working outside of a normal office hours as required

Salary:

Salary scale

€38,747 - €60,899 dependent on performance and inclusive of two long service increments

Hours of Work:

The normal working hours are **37 hours per week**

Annual Leave:

30 days per annum

Terms and Conditions

1. The Post:

A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel may be used by Limerick City and County Council & Tipperary County Council to fill temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

2. Salary:

The current salary scale applicable to the post is €38,747 - €60,899 including two Long Service Increments. Payment of increments is dependent on satisfactory performance.

3. Location:

The successful candidate will be assigned to the Mid-West National Roads Office, Limerick City and County Council, Lissanalta House, Dooradoyle, Limerick. Limerick City and County Council reserves the right to assign the successful candidate to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

4. Working Hours:

The working hours at present provide for a five day, thirty-seven hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Limerick City and County Council's Time and Attendance Policy is applicable to this grade at the current time.

5. Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

6. Superannuation:

The relevant Superannuation Scheme applies.

7. Travel:

Holders of the post should hold a current, full, unendorsed driving licence for class B vehicles and shall be required 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. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Limerick City and County Council, as employer, must be indemnified on your insurance policy. 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.

8. Residence:

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

9. Safety and Welfare:

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

10. Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Recruitment Process:

Application Process

Completed application forms must be **e-mailed** to recruitment@limerick.ie **no later than, Monday 23rd March 2020.**

An official application form must be completed in full by the closing date for the competition.

Please note that amendments to the application form will not be accepted after the closing date.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address.

Selection Process

Candidates will initially be assessed to ensure that they meet the minimum qualifications for the post.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Shortlisting may apply.

Shortlisting:

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same. In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/experience** on the application form.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate temporary vacancies arise.

Interview

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

Competency Indicators

Strategic Management and Change (100 Marks)	Political Awareness Has a clear understanding of the political reality and context of the organisation. Networking and Representing Develops and maintains positive and mutually beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.
Delivering Results (100 Marks)	Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands 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 Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards. Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.
Performance through People (100 Marks)	Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Leads by example in terms of commitment, flexibility and a strong customer service ethos. Managing Performance

	<p>Effectively manages performance including managing underperformance or conflict. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Communicating Effectively Actively listens to others and shares information with relevant stakeholders. Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<p>Personal Effectiveness (100 Marks)</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic 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.</p>
<p>Relevant Knowledge and Experience (200 marks)</p>	<p>Knowledge and Experience Demonstrates experience of design, preferably of major roads projects</p> <p>Demonstrates experience of project management of Civil engineering projects through planning, design and statutory procedures.</p> <p>Demonstrates knowledge and experience in relation to public procurement.</p> <p>Understanding of the role of Assistant Engineer in the delivery of a major roads project.</p>

	<p>Demonstrate knowledge of and experience in the requirements and application of the Public Spending Code, Capital Appraisal Framework and, ideally, the TII Project Appraisal Guidelines.</p> <p>Relevant experience to date.</p> <p>Demonstrate experience in relation to dealing with members of the public, property owners, elected representatives, objectors and action groups and other affected parties in relation to the delivery of major capital projects, preferably major road projects.</p> <p>Demonstrates experience is the use of relevant IT packages.</p> <p>Possess engineering and administrative experience of a high standard.</p> <p>Have an excellent knowledge and awareness of health and safety legislation and regulations, their implications for the organisation and the employees, and their application in the workplace.</p>
--	--

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

MARCH 2020