



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick City**  
& County Council

## **Briefing Document, Application & Selection Process**

### **Licensing Enforcement Inspector**

#### **2 Year Fixed Term Contract**

Limerick City and County Council is establishing a panel for the position of Licensing Enforcement Inspector from which temporary positions may be filled over the lifetime of the panel.

#### **The Position**

The Licensing Enforcement Inspector is a key front line person in the monitoring and enforcement of the Licences issued by Limerick City and County Council in accordance with Legislation and Bye Laws enacted within the City/County area. He/She will also be responsible for the licensing of casual trading pitches in the designated casual trading area and of structures including table and chairs on the public footpath.

The Licensing Enforcement Inspector will perform a range of tasks including:

- Working with Planning staff in the issuing of Licences for Casual Trading area(s), keeping the register up to date.
- Patrolling the identified casual trading area(s) and streetscape on foot to ensure compliance of the licensing Bye Laws and that order is maintained in accordance with Rules and Bye-Laws as above.
- Monitor and inspect Saturday Market(s), this will include:
  - Organising the removal of illegally parked vehicles from Casual Trading Area(s) prior to the commencement of the Saturday Market(s)
  - Carry out regular inspections to ensure traders have a valid Casual Trading Licence

- Work to ensure that Traders are abiding by the terms of said Licence, this includes, keeping to allocated pitch size; not causing an obstruction, keeping streets clear, and work with traders to comply.
  - Work with Traders to take responsibility for waste disposal
  - Organise with the Environment department a more effective and efficient waste management system
  - Issue warning where breaches of the Licences are witnessed and following up with written correspondence.
  - Instructing persons to leave the casual trading areas if misbehaving or not holding a valid licence.
  - Working with the Representatives of the Markets Trustees to ensure the Saturday Market(s) operate effectively,
  - Work with Planning staff to organise temporary and once off casual trading areas.
  - Carrying out such duties as are assigned to ensure that casual trading areas are kept in a clean and tidy condition.
- Monitor and inspect the Casual Trading at Events, this will include:
    - Carrying out inspections of traders to ensure that a valid Casual Trading Event Licence is displayed
    - Monitor events to ensure that Traders comply with the terms of the Licence issued.
- Monitor and inspect licensing of structures on the public footpath and tables and chairs
    - Inspecting and monitoring of the table and chair licences
    - Carrying out such duties as are assigned to ensure that the casual trading areas are kept in a clean and tidy condition.
    - Calling emergency services, Gardai, ambulance, etc., when necessary.
    - Reporting promptly to supervisor any hazards to the public or Council staff discovered in the course of duties, or issues brought to your attention by traders or the public.
    - Keeping such records and making such reports as may be required.
    - Wearing the uniform supplied at all times while on duty.
    - Preparing reports and any other documents required.
    - Giving evidence in Court if required.
- Monitoring and Control of Limericks Urban Garden(s)
  - Licensing of signage in Limerick City/County Roads & footpaths as required
  - Monitoring of shop front signage in Limerick City and main towns
  - Issuing licences for on street promotions and public awareness forums
  - Carrying out any other duties which may be assigned from time to time.

### Register of Short Term Lettings

Maintain a register of all Short Term Lettings to aid with the implementation and enforcement of regulations pertaining to Short Term Letting within the Rent Pressure Zones of Limerick City as prescribed by the Residential Tenancies Act 2019 and The Planning Development Act 2000 as amended.

### National Broadband Programme

- To process and make recommendations on applications by statutory bodies and/or agents for the licensing of telecommunications masts under The Planning Development Act 2000 as amended.

### Licensing of Hoarding/Scaffolding on a Public Road/Footpath

- To assess Work Method Statements, Traffic Management Plans, public liability cover and any other documents deemed appropriate as part of the licensing application for Hoarding/Scaffolding on a Public Road or Footpath in Limerick City and County.
- To issue and track Licences where appropriate.
- To maintain a register of Licences issued for Hoarding/Scaffolding on a Public Road/Footpath.
- To liaise with industry professionals and members of the public with regard to the issuing of Licences.

### Queries regarding Taking in Charge of Public Roads and Areas

- Responding to queries regarding whether roads and public areas have been taken in charge by the Council.

### The Person Qualifications

#### **Character:**

- (a) be of good character
- (b) be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

#### **Education, experience requirements etc.:**

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

- (c) hold a Junior Certificate or equivalent
- (d) possess a current, clean, full Class B driving licence and have access to own car
- (e) have experience of using information technology and personal computer packages including word and excel
- (f) be capable of preparing written reports as required.

**Preferably the successful candidate will demonstrate that they possess the following skills and experience;**

- (i) good communication skills including report writing
- (ii) ability to work as part of a team
- (iii) ability to manage effectively conflict situations
- (iv) ability to work on own initiative and make decisions in an independent environment without constant supervision;

**Hours of Work:**

39 hours per week. The exact working hours may vary according to work demands but will involve a 6am start on a Saturday and evening Sunday work. Limerick City and County Council may change the times/days of work from time to time depending on organisational requirements.

**Place of Work:**

The Inspector will be required to work in different areas of the City/County as required.

**Salary:**

The weekly wage scale for the position of the Licensing Enforcement Inspector is €634.50 to €656.56 per week.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, Community and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee will enter the scale for the position at the first point.

**Annual Leave:**

25 days per annum (inclusive of Good Friday)

**Pension:**

The Local Government Superannuation Scheme applies.

**Travel Expenses:**

Travel expenses and subsistence will be paid in accordance with Limerick City and County Council's staff travel and subsistence policy.

**General Data Protection Regulation:**

**Basis for Processing your Personal Information**

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying

**Garda Vetting:**

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

**Pre-Employment Medical:**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

### **Application Process:**

Completed application forms must be e-mailed to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) no later than **Wednesday, 19<sup>th</sup> January 2022**.

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. CV's will not be accepted in lieu of an application form.

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. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

### **Selection Process:**

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

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. Short-listing may apply.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made

### **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.

Note- As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview. Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, and this is at the discretion of the relevant shortlisting board. Further qualified candidates may be called at a later stage.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion 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 permanent and temporary vacancies arise.

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.

<b>Relevant Work Experience 100</b>	<b>Knowledge of Organisation 100</b>	<b>Customer Service Skills 100</b>	<b>Interpersonal and Organisational Skills 100</b>
<ul style="list-style-type: none"> <li>• Range and depth of experience to date.</li> <li>• Ability to work effectively within a team, take instruction and seek to deliver positive outcomes as required by varying situations.</li> <li>• Good organization, literacy and numeracy skills.</li> <li>• Knowledge and understanding of I.T.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of services provided by the Council in Limerick City and County.</li> <li>• Awareness of own and others' safety within the workplace.</li> <li>• Knowledge of safety, health and welfare at work.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service experience of working with a wide range of people in a positive manner.</li> <li>• Ability to provide an excellent standard of customer service in all circumstances.</li> <li>• Provision of service delivery to the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ability to work on own initiative and within a dynamic and changing work environment.</li> <li>• Demonstrate ability to work as part of a team.</li> <li>• Problem solving skills.</li> <li>• Demonstrate positive attitude, energy and enthusiasm.</li> <li>• Organisational skills &amp; ability to meet deadlines.</li> <li>• Excellent communication skills — written and oral.</li> <li>• Demonstrate willingness to undergo training as required in relation to new systems, procedures, etc.</li> </ul>

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.



Limerick City and County Council is an equal opportunities employer.

January 2022