



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Resident Archaeologist – Foynes to Limerick Road (including Adare Bypass) (Specific Purpose Contract)

The Position

Limerick City and County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary vacancies for **Resident Archaeologist** may be filled throughout the lifetime of the panel.

Project Background

Shannon-Foynes Port is a designated Tier 1 Port of national significance under the National Ports Policy, located on the southern bank of the River Shannon, approximately 36 km downstream (west) of Limerick City. The purpose of the Foynes to Limerick Road (including Adare Bypass) is to significantly improve the road connection to Shannon-Foynes Port and to relieve traffic congestion on the national road network in central County Limerick. In doing so, the project will be implementing the EU TEN-T (Trans-European Network - Transport) Regulation in County Limerick with respect to both the Core Network Route to Shannon-Foynes Port and the Comprehensive Network Route from Attyflin, east of Adare, to Rathkeale.

The road development will be 35 km in length and will provide a motorway from Attyflin to Rathkeale and a dual carriageway from Rathkeale to the port of Foynes. The expected duration of this specific purpose contract is five years.

Pre-construction enabling works for the project commenced in November 2023. These include hedge/tree clearance, fencing and archaeological geophysical survey. Stage (i)-(iv) Archaeological Consultancy Services commenced in March 2024.

The project comes under the *Code of Practice for Archaeology* agreed between the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs and TII (2017). TII has assigned a Project Archaeologist to the project.

Duties

Carry out such duties as are appropriate to the office of Resident Archaeologist on the Foynes to Limerick Road (including Adare Bypass) and on any other national road development contracts as may be assigned from time to time, as described below. The Resident Archaeologist will work closely with the TII Project Archaeologist and will carry out their duties at all times in accordance with the advice, guidance and direction of the TII Project Archaeologist.

With regard to archaeological and architectural heritage, the Resident Archaeologist shall ensure compliance with EIAR, Schedule of Commitments, legislation and the conditions attached to the ministerial directions. They shall supervise the archaeological contractor(s) ensuring that they adhere to conditions of contract and the service requirements and carry out archaeological excavations and survey in accordance with the approved method statements.

Resident Archaeologist will be expected to carry out the following non-exhaustive list of duties:

- On-site supervision, coordination and record keeping of the archaeological aspects of the site clearance, fencing, site investigations, utilities diversions and any other relevant enabling works contracts, including reviewing draft reports, method statements etc.;
- On-site supervision, coordination and record keeping of Stage (i) Services, including review of draft Stage (i) test excavation and survey reports and ensuring such reports are completed to a high standard and in accordance with the services requirements; and assisting in the preparation of Stage (ii) specifications;
- Organising and phasing duties of staff to ensure adequate supervision at all times during construction works on the site;
- Assisting in the preparation of Stage (iii) specifications and review of draft method statements;
- On-site supervision, coordination and record keeping of Stage (ii) and Stage (iii) services, including reviewing draft reports, etc;
- Reviewing draft Stage (iii) Post Excavation assessment reports and ensuring such reports are completed to a high standard and in accordance with the services requirements;
- Assisting in the preparation of Stage (iv) specifications;

- Supervision, coordination and record keeping of Stage (iv) Services, including review of draft Stage (iv) excavation reports and datasets, and ensuring such reports and datasets are completed to a high standard and in accordance with the services requirements; and
- Any other duties as may be required from time to time.

In the carrying out of these duties the Resident Archaeologist shall:

- work closely with the Design Team and liaise with the PSCS and other service providers to minimise delays or other risks to the project programme;
- review and ensure compliance with programmes and compliance with agreed service requirements and that agreed milestones are met;
- identify and communicate to the Engineer and TII Project Archaeologist any implications for the archaeological programme and the main works programme of any change to the contractors' programmes;
- work as part of the Design Team to coordinate and manage the interaction of the archaeological services contract(s) with other advance works/services contracts;
- maintain comprehensive records (e.g. records of entry, resources deployed [staff, plant and equipment], maintain daily site diary, take and log record photos, minute weekly progress meetings) of the on-site services supplied by the archaeological service provider(s);
- assist the Engineer in the review of valuations and invoices related to the archaeological services;
- keep a comprehensive diary constituting a detailed work history of archaeological work and significant happenings on the site;
- ensure that detailed reports, diaries and records (hard and soft copies), including labelled and ordered photographic records, in relation to all aspects of progress of the works are kept and available for inspection by authorised personnel;
- ensure that all day work records and all variations from specification are approved and documented prior to execution;
- keep record of all information relating to delays, industrial disputes, adverse physical conditions and disputes with sub-contractors and landowners;
- attend, with other necessary site supervisory staff as required, regular site meetings and ensure that proceedings are minuted for circulation to all relevant personnel;
- keep other site supervisory staff informed on matters which may influence their work;
- assist with the administration of the various archaeological services contracts;

- be aware at all times of the duties of contractors, sub-contractors and others under Safety, Health and Welfare at Work legislation and in particular the provision of:
 - a. A safe place of work and safe access and egress to a place of work
 - b. A safe system of work
 - c. Safe plant and machinery
 - d. Appropriate personnel protective equipment
 - e. Arrangements for the welfare of employees;
- Liaise with Local Authorities, Transport Infrastructure Ireland, Department of Transport, Department of Housing, Local Government and Heritage, National Museum of Ireland, statutory undertakers and stakeholders as required; and
- Carry out such further instructions of Limerick City and County Council insofar as they are deemed appropriate for the satisfactory supervision of archaeological services undertaken on behalf of the Local Authority, as agent for Transport Infrastructure Ireland and the Department of Transport, by contract and by direct labour and other works of an ancillary nature in connection with the Foynes to Limerick Road (including Adare Bypass) specifically and with any other national road development contracts as may be assigned from time to time.

The Person

1. Character

Candidates shall be of good character

2. Health

Candidates shall 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

Candidates shall on the latest date for receipt of applications;

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Archaeology;
- (b) after attaining the qualification referred to at (a) above, have at least five years satisfactory experience relevant to the post;

- (c) possess a high standard of technical training and experience and administrative experience;
- (d) have a satisfactory knowledge of Irish archaeology, relevant policy and legislation (national, EU and international);
- (e) have a satisfactory knowledge and experience of archaeological heritage, management and practice including archaeological survey, excavation and planning / development issues;
- (f) be able to demonstrate significant knowledge and experience of archaeological excavation;
- (g) hold a current full driving licence (Category B) and have access to a car; and
- (h) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

It is desirable that candidates will demonstrate through their application form and at the interview the following:

Given the nature of the post, the following skills and experience are of benefit:

- have demonstrated significant experience in working as part of a multidisciplinary project team in the last two years delivering major infrastructure developments;
- have demonstrated significant experience and competency in the dissemination of information about archaeological discoveries in the last three years in the context of infrastructural development;
- have demonstrated either:
 - significant relevant experience over the past three years in directing archaeological excavations and will have held the related full excavation licences in their own name and completed all reporting obligations arising from same; or
 - significant relevant experience over the past three years in the management of archaeological aspects of projects of a nature and scale similar to the current contract.
- have demonstrated proficiency in ArcGIS/QGIS/MapInfo, familiarity with AutoCAD would be beneficial;
- have demonstrated proficiency in the Microsoft Office Suite, including Word, Outlook, PowerPoint and Excel;
- have detailed experience of fulfilling duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf

of the Employer, that the duties of the Contractor are implemented across the project;

- have detailed knowledge and experience of archaeological services contract measurement and quality control;
- have demonstrated familiarity and experience of ensuring compliances with project environmental commitments including habitat protection, implementation of mitigation measures and construction related environmental management;
- have demonstrated excellent archaeological report writing and editing skills;
- have a proven ability to:
 - Successfully deliver archaeological projects
 - Manage Contractors
 - Supervise archaeological aspects of site investigations and enabling works incl. site clearance, fencing, construction of access, environmental mitigation measures, utility diversions;
 - Liaise with landowners and other stakeholders and assist with any interactions that are necessary in relation to ongoing accommodation works;
 - Address queries from members of the public and/or Elected Members; prepare and maintain regular progress updates for publication;
 - Prepare clear and concise reports
 - Prepare tender documents
 - Maintain accurate records
 - Create and develop good working relationships within and across teams
 - Set own high standards of performance and deliver desired results
 - Learn new tasks quickly, remember information and gather data for effective decision making;
- have excellent interpersonal skills;
- have good verbal and written communication skills;
- have a willingness to receive and act on feedback given;
- have a current Safe Pass Card.

Terms and Conditions

1. The Post:

Subject to the availability of suitably qualified candidates 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 to fill temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

2. Annual Leave

The successful candidate will have **30** days annual leave.

3. Salary:

Salary scale: **€70,582 - €79,202** per annum, inclusive of LSIs. Payment of increments is dependent on satisfactory performance.

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

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (currently **€70,582**).

4. Location:

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 travel to and from work at their own expense.

5. Hours of Work

The working hours at present provide for a five day, thirty five 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.

6. Sick Leave:

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

7. Superannuation:

The Local Government Superannuation Scheme applies.

8. Travel:

Holders of the post should hold a full 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.

9. Residence:

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

10. 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. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

11. 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.

12. Taking Up Appointment:

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail 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 them.

13. Garda Vetting :

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

14. Probation:

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Chief Executive and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

15. Citizenship:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

16. References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

17. 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.

18. Pre-Employment Medical:

Prior to appointment the candidate will be required to complete a Health Declaration and may 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.

19. Canvassing:

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Application Process:

Completed application forms must be **e-mailed** to recruitment@limerick.ie **no later than Tuesday, 23rd April 2024.**

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 by an expert board, 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, based on the marked awarded in the shortlisting process. Further qualified candidates may be called at a later stage at the discretion of Limerick City and County Council.

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 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:

Relevant Knowledge, Expertise and Self Development (300 Marks)

- Has a depth and breadth of knowledge, experience and expertise in the field of archaeology relevant to the position.
- Demonstrates knowledge and understanding of the legislative, regulatory and policy environment in which they are operating and its implications for the management of archaeology on development projects.
- Is proactive in keeping up to date on issues and key developments in the field of archaeology and related areas.
- Has a commitment to updating and broadening professional knowledge and skills on a continuing basis.
- Consistently reviews own performance and sets self-challenging goals and targets.

Management and Delivery of Results (200 Marks)

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver project milestones within programme and budget.
- Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.
- Ensures best value and efficiency in service delivery.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.

Performance through People (100 Marks)

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
- Is able to listen effectively and develop a two-way dialogue quickly.
- Leads by example in terms of commitment, flexibility and a strong solution orientated ethos.
- Empowers and encourages people to deliver their part of the operational plan.
- Recognises the value of communicating effectively with all team members and stakeholders.
- Actively listens to others.

Delivering Quality Outcomes and Ensuring Compliance (200 Marks)

- Assumes personal responsibility for and delivers on agreed objectives/ goals.
- Accurately estimates time parameters and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these.
- Ensures all outputs are delivered to a high standard and in an efficient manner.
- Use resources effectively, at all times challenging processes to improve efficiencies.

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.

April 2024