



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Environmental Awareness Officer

Analogous to Grade 6

Candidate Information Booklet

Closing Date: 22nd June 2026



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Environmental Awareness Officer

Analogous to Grade 6

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 and permanent vacancies for **Environmental Awareness Officer** may be filled throughout the lifetime of the panel. The Environmental Awareness Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

Why Join Us?

We pride ourselves on fostering a positive workplace culture where teamwork, respect, and continuous learning are at the heart of what we do. You'll have the chance to contribute to meaningful projects, develop your skills, and be part of an organisation that values your ideas and professional development.

What We're Looking For:

- A broad knowledge and understanding of environmental issues at a local, national and EU Level.
- Excellent communication and marketing skills.
- A clear awareness of the socio – political context of Local Government in such a manner that enhances public trust and confidence and ensures impartial decision making.
- Awareness of climate change adaptation and mitigation in the context of Local Authority function.
- An understanding of the strategy formulation process for the realisation of organisational goals and objectives.
- Experience of managing change and implementing new ways of working.
- Experience of delivering results and bringing projects and tasks to completion within tight deadlines.
- Demonstrate knowledge and experience of delivering outcomes through careful operational planning, and the management and measurement of performance outcomes.
- Have experience of managing the role, performance and contribution of each staff member for which they are responsible for, ensure delivery of their operational plan and thereby achieving their corporate objectives.
- Be capable of high performance while respecting people and must maintain a consistent and effective level of personal performance under high demands and within given constraints.
- Have a high degree of self-motivation, initiative and judgement.
- Possess project/budget management skills and demonstrated experience in both organisational and grant / project funding.
- ICT proficiency.
- Problem-solving ability and good judgement.
- Strong communication and stakeholder management.
- A proactive mindset and ability to use initiative.
- Full Class B driving licence and access to a suitably insured vehicle.

What We Offer:

- A dynamic and inclusive work environment.
- Opportunities for training, development, and career progression.
- A culture that values employee engagement and wellbeing.

Employee Benefits:

- Salary: €57,895–€70,730 per annum
- Leave: 30 days annually
- Hours: 35 per week
- Automatically entered into a pension scheme
- Paid Maternity and Paternity Leave
- A range of Family Friendly Policies
- A range of Learning and Developmental Opportunities

Key Duties and Responsibilities:

- Promoting Limerick City and County Council's environmental policies and national /regional Environmental plans including waste management, litter management and environmental action plans, pollution prevention, conservation, and protection of amenities.
- Work as part of the Council's environment team and as part of the Council generally in the development of relevant policies and plans for the protection of the county's environment.
- Researching, developing and delivering education programmes and resources for schools, community/other groups as required.
- Liaise with other public sector organisations, the private sector and voluntary/community groups in relation to environmental education.
- Support business and in particular SMEs in the prevention of waste through specific projects.
- Dissemination of information on the environment.
- Active promotion of Limerick City and County Council's Environmental Services activities through public information sessions, leaflets, newsletters, website, social media or other avenues as appropriate.
- General promotional work including publicity briefings and information seminars/workshops.
- Promote the involvement of schools in environmental awareness programmes through regular direct contact with teachers and students.
- Managing Budgets and resources of Environmental Awareness.
- Liaison with other public sector organisations, the private sector and voluntary/community groups in relation to environmental education.
- Dealing with the media, including the writing of speeches, press releases, radio interviews etc.
- Be available to work at cross sectoral committees and working groups in all areas of Environmental Awareness.
- Promotion of the involvement of schools in environmental awareness programmes, including the co-ordination and implementation of the Green Schools Award Scheme.

- Promotion of good practice and dissemination of information on other aspects of the environment such as pollution control, heritage issues, planning and conservation Segregate waste in-house and promote resource efficiency with all staff.
- Planning, development and management of waste infrastructure (bring banks/civic amenity sites).
- Any other duties that may be assigned from time to time including any future requirements for reallocation of work and/or redeployment.

Minimum Qualifications:

- Have obtained at least Grade D (or a Pass), in Higher or Ordinary Level in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,
- Have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics,
- Have obtained a comparable standard in equivalent examination,
- Hold a third level qualification of at least degree standard,
- Shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Desirables:

- A third level (level 8 degree) qualification in a related Environment, Science, Marketing, Public relations, Community Development or related discipline while not essential would be highly desirable.
- Have at least 3 years satisfactory experience in an environmental, marketing, community development or public relations discipline to include experience in environmental awareness, waste management, sustainable development goals, biodiversity and climate action.
- Possess strong interpersonal, organisational and communication skills and have a proven track record in management of media events, environmental training and awareness.

Recruitment Process:

- Email completed application form to recruitment@limerick.ie before the stated closing date
- Selection Process
- Eligibility check
- Shortlisting may apply
- Competitive interview (online/in person)
- Panel formation for future vacancies

The Person – Qualifications

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;

- (i) a. have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,
AND
 - b. have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **OR**
- (ii) have obtained a comparable standard in equivalent examination, **OR**
- (iii) hold a third level qualification of at least degree standard

- (iv) Shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

* 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.

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 Director General. The panel may be used by Limerick City and County Council to fill permanent and 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: **€57,895 - €70,730** per annum. 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 **€57,895**).

4. Location:

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises 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:

When required to do so, holders of the office shall hold a full driving licence for Class B Vehicles 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. 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 Director General, 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 canvass 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 22nd June 2026.**

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.

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.

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:

<u>Delivering Results - (200 marks)</u>
Demonstrates knowledge and experience suitable to the role.
<u>Problem Solving and Decision Making:</u> <ul style="list-style-type: none">• Pinpoints critical information to address issues logically with timely and effective decisions.• Considers the need for inter/cross organisational decision making and action.
<u>Managing Resources:</u> <ul style="list-style-type: none">• Manages the allocation, use and evaluation of resources to ensure efficient service delivery.• Develops management and accountability structures to ensure they are fit for purpose.
<u>Delivering Quality Outcomes:</u> <ul style="list-style-type: none">• Organises the delivery of services to meet or exceed the required standard while managing resources effectively.• Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery.
<u>Performance through people - (200 marks)</u>
Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties.
<u>Leading and motivating:</u> <ul style="list-style-type: none">• Leads, motivates, and engages others to achieve quality results.• Creates a work environment that encourages team members to seek challenges and to reach their full potential.

Managing Performance:

- Builds and leads a positive, diverse and productive team, through provision of information and support, ensures delegated responsibilities are completed successfully.
- Manages underperformance or inappropriate behaviours effectively, openly and directly.

Communicating Effectively:

- Recognises the value of and requirement to communicate effectively with all employees.
- Actively listens to others and looks for feedback.
- Uses the most appropriate communication channel when communicating with others.

Communication and Stakeholder engagement - (200 marks)

Recognises the value of a requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

Effective Communication with Stakeholders:

- Communicates complex environmental information clearly and accessible to diverse audiences, including the general public, schools, community groups, businesses and elected members.
- Demonstrates strong verbal, written and digital communication skills across a range of channels, including presentations, workshops, reports, newsletters, social media, websites and press releases.
- Selects the most appropriate communication method and tone to suit the audience, message and context.
- Represents Limerick City and County Council in a professional, impartial and credible manner in all communications.

Stakeholder Engagement:

- Develops, maintains and strengthens productive working relationships with internal departments and external stakeholders, including public sector partners, voluntary and community organisations, schools, SMEs and environmental networks.
- Engages stakeholders collaboratively in the planning, delivery and promotion of environmental awareness initiatives and programmes.
- Demonstrates diplomacy and interpersonal skills when working across sectors, managing differing priorities and expectations.
- Encourages participation and fosters a sense of shared ownership of environmental actions and outcomes.

Public Awareness and Advocacy:

- Proactively promotes environmental policies, action plans and good practice through public events, information sessions, seminars and campaigns.
- Effectively delivers environmental education programmes and resources tailored to schools and community groups.
- Supports and promotes initiatives such as waste prevention, climate action, biodiversity and sustainable development.
- Demonstrates confidence and competence in engaging with the media, including preparing briefings, writing speeches and participating in interviews where required.

Management and Change - (200 marks)

Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.

Change Management:

- Is effective in translating corporate mission and objectives into operational plans and outputs.
- Develops and maintains positive, productive and beneficial working relationships.
- Effectively manages the introduction of change and demonstrate flexibility and openness to change.

Understanding and context of the role:

- Demonstrates knowledge of the structure and functions of local government including the role of the Elected Council.
- Demonstrates knowledge of current local government issues and advocates practical approaches to addressing them.
- Demonstrates a clear and realistic view of future trends and strategic direction of local government.
- Demonstrates an understanding of the role of a Senior Staff Officer in this context.

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.

May 2026