Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

Senior Executive Technician

Candidate Briefing Document

CLOSING DATE: 26th November 2026

Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

SENIOR EXECUTIVE TECHNICIAN

The Position

Limerick City and County Council is seeking enthusiastic and experienced candidates for the role of Senior Executive Technician. This is an exciting opportunity to make a real impact in delivering high-quality services to our community while working in a supportive and engaging environment.

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

- Strong technical skills and attention to detail
- Ability to lead, motivate, and collaborate with others
- Commitment to innovation, quality, and customer service
- A proactive approach to problem-solving and decision-making

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: €56,178–€67,663
- 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

About the Role

As a Senior Executive Technician, you will play a key role in managing and delivering services across areas such as:

- Property and Facilities Management
- Roads Design and Construction
- Housing and Capital Projects
- Planning

Key Duties & Responsibilities:

Technical & Operational Delivery

- Attend site and carry out inspections as required;
- Supervise contractors to ensure compliance with specifications and standards;
- Provide technical services such as site surveying, drawings, graphics, and report writing;
- Operate relevant technologies (e.g., CAD, Revit, PowerPoint, CRM systems);
- Prepare estimates and public consultation materials.

Health & Safety

- Conduct risk assessments and ensure compliance with Health & Safety legislation;
- Promote safety management practices within the workplace.

Project & Service Management

- Manage workflows and produce regular progress reports;

- Prepare and manage budgets effectively;
- Ensure adherence to Public Procurement Processes;
- Contribute to policy formulation and service delivery decisions.

Leadership & People Development

- Supervise and manage assigned staff;
- Act as Team Leader: prioritising work, coordinating tasks, and ensuring completion;
- Coach and mentor Technicians (Grades 1 & 2) and Executive Technicians;
- Support staff development and team initiatives, including PMDS.

Stakeholder Engagement

- Represent the Council at meetings and liaise with other departments, the public, and external agencies;
- Assist with public consultations and community engagement activities.

Continuous Improvement

- Undertake training as designated by the Council;
- Drive innovation and efficiency in service delivery;
- Being accountable for efficient and effective operation of their area of responsibility;
- Undertaking any course of training organised by the Council which they are designated to attend;
- The holder of the post will be required to have a good knowledge and awareness of Health & Safety Legislation Regulations, their implications for the organisation and the employee, and their application in the workplace. They will also be required to have an understanding of the role and duties of managers in safety management in the workplace;
- Carry out any such other duties as may be assigned from time to time.

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**

   Each candidate must 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:

   a) Have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the State
   b) have at least seven years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
   c) Have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,
   d) Have adequate experience in dealing with other departments within their own organisations and with other bodies,
   e) Have adequate experience in the direction, supervision and control of staff,
   f) Possess technical training and experience of a high standard and adequate administrative ability.

   * 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.

Desirables:

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

- excellent communication and interpersonal skills;
- commitment to the public interest;
- experience in more than one of the service areas set out above;
- experience of budget preparation and management;
- people management skills;
- project management skills;
- team membership skills;
- satisfactory IT skills including knowledge and understanding relevant technical ICT packages;
- understanding of core engineering principles;
- understanding of core architecture principles;
- Hold a full driving license, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

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: **€56,178 to €67,663** 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 **€56,178)**

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 remunertation 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 to 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

(d) 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 26th November 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 marks 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 permanent and temporary vacancies arise.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

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:

Technical Knowledge and Experience (200 Marks)
• Demonstrate the knowledge and understanding of the structure and functions of Local Government; • Knowledge of all the technical aspects of local authority work; • Knowledge of Planning and building Regulations; Building Standards, Codes of Practice, the Implementation of national standards and legislative requirements; • Experience of dealing with other departments, external agencies and members of the public; • Keeps up to date with current developments, trends and best practise in their area of responsibility; • Demonstrate the understanding of key challenges facing Local Government and Limerick City and County Council; • Understands the role of a Senior Executive Technician; • Has relevant administrative experience;

- Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
- Possess technical training and experience of a high standard;
- Has knowledge and experience of operating ICT systems and aptitude to use new systems and technology;
- Effective budget and financial and resource management;
- Knowledge and awareness of Health and Safety Legislation and Regulations and the implications for the organisation and employee, and their application in the workplace.

Delivering Results (200 marks)
• Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively; • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks; • Critically evaluates outcomes and processes used to achieve them; • Ability to make decisions in an informed, clear and confident way; • Carefully assesses risks involved when taking on tasks; • Acts quickly and decisively in a crisis and deals with problems in a proactive way; • Maintains a broad awareness of what is occurring in the organisation and identifies knock-on effects of any events or actions; • Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority; • Refers to relevant professional documents as required.

Performance Through People (200 marks)
• Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience; • Motivates others individually and in teams to deliver high-quality work and customer focused outcomes; • Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitments, flexibility and strong customer service ethos; • Adaptability and flexibility to respond and communicate to a variety of audiences in appropriate and varying formats with competency and diplomacy; • Develop and maintain good working relationships across all levels, departments and outside bodies, and identify key stakeholders;

• Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance; • Is effective in communicating a complex or technical message, using language appropriate to the audience.

Personal Effectiveness (200 marks)
• Adopts a positive and constructive approach to work; • Sets challenging standards and achieves high-quality outcomes; • Demonstrates ability as self-starter, flexible with drive and enthusiasm; • Ability to organise all resources to meet the demands of the job; • Responds positively to the challenges of the role; • Manages own time effectively to achieve objectives; • Shows a high level of commitment to the wider organisation.

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.

November 2026