



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

**RECRUITMENT AND SELECTION CAMPAIGN
FOR THE POSITION
OF
EXECUTIVE TECHNICIAN (CIVIL)**

CLOSING DATE FOR RECEIPT OF APPLICATIONS

4PM ON THURSDAY 1ST AUGUST 2024

Important Notes:

- Please submit your application form inclusive of all other required documentation to hr@galwaycoco.ie as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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THE COMPETITION:

Galway County Council is establishing a panel for the position of Executive Technician (Civil) from which temporary/permanent vacancies may be filled.

QUALIFICATIONS FOR THE POST

CHARACTER:

Each candidate must be of good character.

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.

EDUCATION, TRAINING, 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 II or higher level or in an analogous post under a local authority or health board in the State,
- (b) Have at least five years satisfactory relevant experience in a Technician Post at Grade II or higher level or an analogous post,
- (c) Have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
- (d) Possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
- (e) Have adequate experience in the supervision and control of staff

Desirable

That candidates possess a current full, unendorsed Class B Driving licence. and shall provide and maintain their own car. When required to do so holders of the office may be required to drive a

motor car in the course of their duties and may therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

Travel and subsistence expenses for the position will be paid in accordance with the agreed rates which may be revised from time to time.

DUTIES AND RESPONSIBILITIES:

The person appointed shall perform such duties as may from time to time be assigned in relation to the employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of relevant duties. The person appointed shall, if required, act for an employee of a higher level. The person appointed may be required to work outside the normal job description from time to time.

The duties of the post of Executive Technician include, but are not limited to:

- Providing technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, preparation of detailed dimensional drawings, design layout, mapping and graphics, report writing, project tendering and such other duties associated with the role
- Involvement in the production of drawings and documents relating to the design, tender and construction of capital projects and in the operations environment. The person will also be involved in projects which could be carried out by the Council and / or by Contractors.
- The role will include the preparation of reports for planning assessment, land disposal / acquisition and for court proceedings
- Estimating project technical or resource requirements
- Preparation of Health & Safety documentation for work and implementation of department and section health and safety controls
- Reading and reviewing maps, project drawings and plans, technical specifications, etc.
- Operating the appropriate technology as required to carry out the work to which he/she has been assigned e.g. AutoCAD, GIS, Map Info, Graphics, Microsoft Office

- Working as part of a team
- Management of Staff
- Liaising with other departments, members of the public and external agencies in relation to operational aspects of assigned work
- Preparation of public consultation display material and assistance with public consultation requirements
- Managing work files and providing progress reports
- Supervision of staff/projects assigned to him/her
- Contributing to individual staff development, personal development, and team development initiatives
- Being accountable for efficient and effective processing of work assigned to him/her
- Assisting with the preparation of estimates
- Undertaking of any duties related to the assigned role
- Any other duties that may be assigned from time to time including any future requirements for reallocation of work and/or redeployment
- These duties are indicative rather than exhaustive and outline the main functions and responsibilities of the post of Executive Technician and may be subject to change in the future without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council. The person appointed may be required to attend Court, as necessary, on behalf of Galway County Council.

Executive Technicians will generally have responsibility for the delivery of a particular service in at least one of the following areas

- Roads Design
- Road Construction
- Water Services
- Housing
- Environment

SKILLS AND COMPETENCIES.

The ideal candidate must be able to demonstrate through their application form and at the interview, that they have sufficient experience and a proven track record in the following:

- A background in civil/construction services, with capacity for supervision and quality control in engineering construction
- Professional technical knowledge and skills, capable of producing, interpreting, and amending civil engineering drawings
- High level of proficiency in AutoCAD and GIS
- Preparation of detailed design drawings for contract documents using AutoCad, for various types of construction projects
- GIS map production including GIS data collection, conversion/editing, integration, updating, quality assurance and management and GIS System deployment and maintenance
- Working knowledge of using the Building Regulations and Technical Guidance Documents • Mapping Queries and Land Registry
- The preparation and presenting of detailed reports, undertaking house/site surveys to record data and process information using computer systems, GPS, as required for the preparation of asset and general layouts
- Ability to work independently or within multi-disciplinary teams • Ability to work on his/her own initiative
- Good interpersonal and communication skills and the ability to engage with a wide range of people
- Good organisational skills
- Good IT and presentation skills including a working knowledge of Access database and Microsoft Office
- Good understanding of safety management in the workplace including Health and Safety Legislation and Regulations

Flexibility in terms of working hours is essential as the duties can involve working outside of normal office hours as required.

CANDIDATES AT INTERVIEW WILL BE ASSESSED AND MARKED ON THE FOLLOWING AREAS: (50% PASS MARK REQUIRED FOR EACH COMPETENCY)

Knowledge and Understanding of the Role and Working Environment (200 marks)	Technical Competency and Organisational Skills (200 marks)	Communications/ Interpersonal & Team Skills (200 marks)	Delivering Results (200 marks)
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DETAILS AND PARTICULARS

PROBATION

Where a person is appointed to Galway County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

REMUNERATION:

Point	01/06/2024
1	€49,899
2	€51,075
3	€52,294
4	€53,536
5	€54,536
6	€56,048
LSI 1	€57,875
LSI 2	€59,701

WORKING HOURS

35.17 Hours per week.

ANNUAL LEAVE:

30 Days per annum

RESIDENCE:

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

GARDA VETTING:

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

OUTSIDE EMPLOYMENT

The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

SUPERANNUATION CONTRIBUTION

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory

COMMUNICATIONS

Galway County Council will contact you when necessary at each stage of the competition by post /email/sms. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message will be sent to the email address/telephone number originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing hr@galwaycoco.ie.

The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council does not accept responsibility for communications not accessed or received by an applicant.

STAGE 1: CLOSING DATE FOR SUBMISSION OF APPLICATION FORM

- The Closing Date for the receipt of completed forms is **4pm on Thursday 1st June 2023.**
- Applications may be submitted to hr@galwaycoco.ie or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time so as to be received by **the closing date.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

-STAGE 2- SHORTLISTING

Galway County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview or other written, oral or practical tests appropriate to the position. You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

-STAGE 3-

FINAL INTERVIEW

Final Interview Process

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Galway County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview.

If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Galway County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Galway County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the postal or email address specified on their application form.

Candidates on the panel, who satisfy all the requirements for the post may be offered employment subject to:

- (i) their place, in order of merit, on the panel.
- (ii) the requirements of Galway County Council.

Please note that interviews may take place via online platform.

THE FINE PRINT

GENERAL INFORMATION

1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality**
Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the General Data Protection Regulations and the Freedom of Information legislation.
6. **Deeming of candidature to be withdrawn**
Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
7. **Data Protection**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts.

To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).
8. **Candidates should note that canvassing will disqualify.**

IMPORTANT INFORMATION-TERMS AND CONDITIONS

Your attention is drawn to this important information.

By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
3. Candidates in the recruitment process must not:
 - Knowingly or recklessly provide false information
 - Canvass any person, with or without inducements
 - Interfere with or compromise the process in any way.
4. A third party must not impersonate a candidate at any stage of the process.
If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
 - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
 - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES

GENERAL PRINCIPLES

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

ADVERTISING

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at www.galway.ie and the national website www.localgovernmentjobs.ie

LEGISLATION

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a

record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

WHAT ARE YOUR RESPONSIBILITIES?

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
 - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.

- Candidates must not knowingly provide false information on their application.
- No other person may impersonate or represent a candidate at any stage of a selection process.
- Candidates must not interfere with or compromise the process in any way.
- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

APPOINTMENT ON MERIT

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of : -
 - Shortlisting of candidates on the basis of information contained in their application form;
 - Other written, oral or practical tests appropriate to the position;
 - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board **or**
 - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

YOUR RIGHT TO INFORMATION AND TO APPEAL

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit *your application form inclusive of all other required documentation* to hr@galwaycoco.ie as ***ONE SINGLE document*** (not individual scanned documents) before the closing date and time.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to hr@galwaycoco.ie providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.

The onus rests with the applicant to ensure that his/her application form and all required documentation is received by the Human Resources prior to the competition closing date.