

Comhairle Chontae Chill Mhantáin

## Wicklow County Council



# CANDIDATE INFORMATION BOOKLET

## ASSISTANT HEALTH & SAFETY OFFICER –

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**Ref: 34/2024**

Closing Date for receipt of application:

**Thursday 10<sup>th</sup> October, 2024 at 12 Noon sharp**





# Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2024 annual revenue budget for the local authority is approximately €160 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team.

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# Assistant Health & Safety Officer

## The Competition

### The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Health & Safety Officer.

It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

### Qualifications

#### Character

Each candidate must be of good character.

#### Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

#### Education, Experience, Training, etc.

Each candidate must on the latest date for receipt of completed application forms for the office:

(a) Hold an honours degree (Level 8 in the National Framework of Qualifications) in:

(i) Health and Safety

**or**

(ii) Engineering, Architecture, and/or Science, with a diploma in Health and Safety.

(b) Have a satisfactory knowledge of the following:

- effective communications and liaison with officials from the regulatory authorities,
- the management of risks from fire such as fire prevention and the carrying out of fire drills,
- risk management in relation to hazardous substances and occupational diseases,
- providing the required input for health and safety related training course/s and manuals for the organisation,
- understanding of Local Government and the construction industry,
- Health and Safety legislation, statutory requirements, their implications for the workplace and an appreciation of the legal process,

(c) Have at least three years satisfactory relevant experience, including adequate experience in the areas specified below:

- the management of an appropriate audit process,
- planning practical and effective methods, both preventative and remedial, of promoting work practices that comply with health and safety requirements,
- of working with committees,
- the preparation and regular revision of Health and Safety statements and strategies,
- Staff supervision and relevant administration,
- maintaining accurate records, particularly of inspection findings, of incidents and accidents, and the preparation of reports and statistical data required by management and the H.S.A.,
- the regular review of work methods and processes, which identify and take account of all relevant hazards,
- supporting line managers in the preparation, implementation, and regular review of safety related documentation including risk assessments, including advising on how risks can be reduced,
- operating a safety management system

### **Desirable Skills & Experience**

It is desirable that candidates will demonstrate on their application and at interview, (if called for interview), the following;

- ability to developing a Health and Safety culture at all levels within an organisation
- implementation of health and Safety policies and Risk Management Systems, designing and delivering training programmes and working across different functional area within a business
- a satisfactory knowledge of the functions and duties of Local Authorities
- possess a satisfactory knowledge or experience of office organisation
- excellent communication, interpersonal and people management skills
- excellent organisational, time management and leadership skills
- ability to work effectively under pressure and achieve objectives in a timely manner
- good understanding and knowledge of local authority policy procedures and practices
- work effectively as part of a team
- proven problem solving and trouble shooting skills
- budgetary management skills
- supervisory management skills
- good administrative, report writing and I.T. skills (preferably with a good working knowledge of Microsoft word, Access, Excel, PowerPoint and Outlook)

#### *Driving Licence:*

Holders of the post must hold a full unendorsed 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. If you are required to travel as part of your official duties, Wicklow County Council as your employer must be indemnified on your insurance policy.

## Duties

The duties of the post shall be to give to Wicklow County Council, under the direction and supervision of the Health and Safety Officer or other designated employees, such services of an executive, supervisory and advisory nature, as are required in relation to Health, Safety and Welfare at work. The principal duties and responsibilities will be to perform such duties appropriate to the post of Assistant Health & Safety Officer that may be assigned, and shall include but are not limited to: -

1. Working under the direction of the Health and Safety Officer in accordance with the Programme of Work for the Health and Safety Section.
2. Advising on all matters relating to employee safety, health, and welfare at work.
3. Advising responsible persons and section heads on the review, update, and re-issue ancillary Safety Statements.
4. Monitoring and recording accident/incident and violence/aggression reporting and advising responsible persons and section heads on appropriate preventative and remedial actions to be taken. This shall include fulfilling statutory obligations in relation to reporting and investigation of accidents, incidents, and dangerous occurrences.
5. Advising and assisting responsible persons and section heads on the internal and external audit of workplaces and associated non-conformances.
6. Providing advice and support to responsible persons and section heads to ensure that relevant risk assessments are in place and updated as required.
7. Assisting in the development of Safe Work Practice Sheets and Safety Alerts for relevant responsible persons or section heads.
8. Advising on legal developments, which may affect Safety, Health, and Welfare at work, and in line with Legislative Requirements, Standards and Codes of Practice.
9. Advising and assisting, as required, on the induction and safety training of employees.
10. Identifying and advising on PPE requirements, as required.
11. Maintaining records for Safety, Health, and Welfare at work activities, under the direction of the Health and Safety Officer.
12. Developing and maintaining policy and procedures under the Health and Safety Management System, as required.
13. Participating in all Health and Safety Committee meetings, under the direction of the Health and Safety Officer.
14. Providing assistance to relevant statutory bodies, including the Health & Safety Authority and any of its inspectors, as required.
15. Advising responsible persons and section heads on emergency procedures and fire register requirements.
16. Overseeing the programme for statutory and other inspections of work equipment, as required.
17. Advising on health, safety and welfare requirements in relation to the maintenance of facilities and buildings, as required.
18. Deputising for the Health and Safety Officer, as required.
19. Participation in and attendance at the National, Local Government Management Agency Local Authorities Safety Officer Group.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. The duties and responsibilities attached to the post may vary from time to time, 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 Wicklow County Council.

# Principal Conditions of Employment

A panel may be formed from which future Assistant Health & Safety Officer positions may be filled. The position will be fulltime and pensionable.

## Probation

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be six months; this period may be extended at the Chief Executive discretion;
- (c) such persons shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

## Salary: €57,336 - €79,701 per annum gross (includes 2<sup>nd</sup> LSI) as per EL 02/2024

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

## Hours of Work

The person appointed will be required to work a 35 hour per week Monday to Friday which equates to a 7 hour to be accounted for with attendance hours of 9.00 a.m. to 5.00p.m. with one hour lunch between 1.00p.m. and 2.00p.m.

## Travel

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

## Garda Vetting

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

## **Health**

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

## **Residence**

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

## **Annual Leave**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

## **Retirement Age**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

## **Superannuation**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers 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 their pensionable remuneration in accordance with the terms of the scheme.



# Application Process

## Application form

Application forms are available on our website.

Completed applications forms must be submitted to [recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie) or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town on or before the closing date of Thursday 10<sup>th</sup> October, 2024 at 12 Noon sharp. Late applications or any amendments to applications will not be accepted.

## Competencies for the post

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these.

Please provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. **Responses should not exceed 600 words**. Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

Key Competencies for the post are set out as follows:

- Management & Change
- Delivering Results
- Performance through People
- Personal Effectiveness

<b>Management &amp; Change</b>	<ul style="list-style-type: none"><li>➤ Contributes to the development of policies in own area and is effective in translating corporate policies and strategies of Wicklow County Council into operational plans and outputs;</li><li>➤ Embeds good governance practices into day-to-day activities, practices and processes;</li><li>➤ Establishes, develops and maintains positive and productive professional working relationships;</li><li>➤ Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change;</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>➤ Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;</li><li>➤ Maintains a strong focus on meeting the needs of customers at all times;</li><li>➤ Allocates resources effectively to deliver on operational plans;</li><li>➤ Ensures all outputs are delivered to a high standard and in an efficient manner;</li><li>➤ Ensures compliance with legislation, regulation and procedures;</li></ul>
<b>Performance through People</b>	<ul style="list-style-type: none"><li>➤ Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</li><li>➤ Addresses any performance issues in a timely, appropriate and constructive manner;</li><li>➤ Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;</li><li>➤ Has excellent written and verbal skills;</li></ul>

<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>➤ Develops the expertise necessary to carry out the role to a high standard and shares this with others;</li> <li>➤ Manages time and workloads effectively;</li> <li>➤ Takes initiative and seeks opportunities to exceed goals.</li> <li>➤ Is proactive in keeping up to date on issues and key developments that may impact on their Department or Local Government;</li> </ul>
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## Selection Process

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

*\* Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

## Short-Listing

Wicklow 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.

The information you supply in the application form will play a central part of the shortlisting process. Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. 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.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview. The Council will not be responsible for any expenses incurred by candidates in attending for interview.

## **Interview Stage**

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 as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Wicklow 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 Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow 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 Wicklow County Council considers 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 interview.

## **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

## **Panel**

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

## **Terms and Conditions**

Examples of some of the current Employee Benefits include:

- The Council's Blended Working Policy

- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- Wicklow County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Wicklow County Council's Social Club
- State of the Art Office Accommodation in the new Civic Headquarters
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

**WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Frequently Asked Questions

## *1. Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie).

## *2. What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

## *3. I have submitted my CV. What happens next?*

Wicklow County Council will carry out an eligibility check on all CV's to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. 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/assessment. You will be contacted by email 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.

## *4. What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

## *5. What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

6. *How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?*

Wicklow County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form 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, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie)

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



[www.wicklow.ie](http://www.wicklow.ie)



[recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie)



@wicklowcoco



<https://www.facebook.com/WicklowCountyCouncil>

