Environmental Technician, Grade 2

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.


Each candidate must, on the latest date for receipt of completed application forms -

(a) Have passed the N.C.E.A. / H.E.T.A.C. National Certificate Final Examination in Science in Applied Biology, or in Science in Applied Chemistry, or hold an equivalent qualification,

or

(b) have satisfactory service, immediately preceding the latest date for receipt of completed application forms, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State.

4. Age

Candidates deemed “not to be new entrants” to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 must be under 65 years of age on the latest date for receipt of completed Application Forms for the office.

The age restriction of 65 years does not apply to “new entrants” to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (entrants in 2004-2012).

In accordance with the Public Service Pensions (Single Scheme and other Provisions) Act 2012, there is compulsory retirement at age 70 for new entrants to the public service after January 1st 2013.
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**Particulars of Office**

1. The office is full-time and pensionable. This panel will be used to fill both Temporary and Permanent posts as they arise.

2. The appointment will be made on the result of an interview conducted by or on behalf of Cork County Council.

   **Candidates may be short-listed on the basis of relevance and extent of their previous experience and these applicants only will be called for interview.**

   A panel may be formed as a result of these interviews from which further similar positions arising in Cork County Council may be filled.

3. **Superannuation:**

   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 are required, in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

   For Class D officers the minimum retirement age is 60 and the maximum retirement age is 65.

   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 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).

   For Class A ‘non new entrants’ as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65.

   For Class A ‘new entrants’ as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

   Persons who become pensionable officers of a local authority for the first time on or after 1 January 2013 are assigned to Public Service Pensions (Single Scheme & Other
Provisions) Act 2012. Therefore, the conditions of employment regarding retirement age and superannuation shall be as follows:

The minimum retirement age is 66 in line with State Pension contributory age. This will increase to 67 in 2021 & 68 in 2028. Scheme members must retire at age 70.

You are liable to pay the Class A rate of PRSI contribution. You are required in respect of superannuation to contribute at the rate of 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) plus 3% of pensionable pay.

4. **Retirement**

The Public Service Pensions (Single Scheme & Other Provisions) Act 2012 introduces new provisions for superannuation and retirement. Single Public Service Pension Scheme Members must retire at age 70. For appointees who are deemed “not to be new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age. There is no compulsory retirement age for appointees who are members of the Local Government Superannuation Scheme (LGSS) and who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

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 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 Childrens 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.
5. **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 one year but the Chief Executive may, at his/her discretion, extend such period;

(c) such persons shall cease to hold 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.

6. **Salary:**

**Salary:** €26,246 basic per annum (point 1) rising by annual increments subject to satisfactory service, to €41,543 basic per annum (point 15/2\textsuperscript{nd} Long Service Increment)

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

The contract may be terminated at any time subject to normal legal requirements.

7. The local authority shall require persons to whom an appointment is offered to take up such appointments within a period of not more than one month 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.

8. **Health**

For the purpose 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.

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

10. 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.
11. The base for working purposes shall be determined by Cork County Council.

12. **Duties:**

The duties of the office are to give the local authority and

(a) such other local authorities or bodies for which the Chief Executive for the purposes of the City and County Management Acts, is Chief Executive, and

(b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate officer in the provision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate officer of higher rank during the absence of such officer of higher rank. Holders of the office may be assigned to work in all appropriate areas in the course of their employment.

13. **Recruitment:**

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulations 1974, the Minister has given directions as follows:-

(i) The appointment shall be advertised in such a manner as to clearly indicate that the local authority is an equal opportunities employer.

(ii) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.

(iii) A local authority may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure and admit to the competition only persons who appear to be likely to attain in the competition a standard sufficient for appointment.

(iv) 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 office and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.
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ESSENTIAL SKILLS, EXPERIENCE & KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date:

Delivery of Results
Deliver Results on time and to a high standard;
Takes responsibility for own work and the work of the team;
Plans and Prioritise the work schedule, ensuring the efficient use of all the resources available and delivering on objectives even with multiple or conflicting demands;
Evaluates the current work practices to identify changes that could be made to help them run more efficiently;
Follows procedures and ensures they are implemented in own area, understand the rationale behind them;
Maintains accurate records and monitors work, ensuring any errors are identified and rectified;
Appreciates the need to delegate work appropriately rather than doing everything oneself;

Personal Effectiveness
Take initiative and seek opportunities to exceed goals.
Manage time and workload effectively.
Sets challenging standards and achieves high quality outcomes.
Responds positively to the challenges of the role.

Interpersonal & Communications Skills & Team Work
Shows respect, tact and maintains composure when dealing with customers or staff members;
Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite;
Listens to others and invites feedback, dealing with information in a constructive way;
Produces written letters/reports in a clear and concise manner.
Works as part of a team to ensure delivery of plans and schedules.

Information Management and Decision Making
Reviews completed work regularly and acts on learning points;
Makes sound appropriate decisions in a confident manner and can justify and stand by them;
Can pinpoint critical information and address issues logically;
Understands the context and impact of decisions made;
Can act decisively with the complex information and multiple stakeholders.