Environmental Executive Technician
Competition No: 19-076

Closing Date: 4 p.m. on Monday 7th October, 2019.
Cork County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for Environmental Executive Technician may be filled.
The information in this document is specific to the role and should be read in conjunction with Cork County Council’s Candidate Information Booklet (link)

SECTION 1: ROLE SPECIFICATION

Cork County Council has a long history of operating in-house laboratories, most of which are consolidated on the Environment directorate’s campus at Inniscarra, Co Cork. There are three laboratories located at Inniscarra, comprising two water labs and a veterinary food safety lab. The water laboratories comprise separate water quality and waste water testing facilities – undertaking both chemical and microbiological analysis. All laboratories are accredited to ISO 17025 Standards.

The initial assignment for this post will be within the council’s water laboratories. However, the successful applicant can be redeployed to other services in the future.

The role of the water laboratories within the Council is to provide sampling and analytical services to meet regulatory and operational demands in relation to public and private water supplies and waste water treatment systems. In recent years much of this work is delivered as part of a service level agreement (SLA) with Irish Water, although there remains a significant element of non SLA regulatory and monitoring work, including private water supplies, discharges to surface/ground water, beach monitoring and catchment management.

Laboratory staff are also involved in the investigation of pollution incidents, environmental awareness initiatives, giving input to the planning & development function of the Council and supporting the Council’s environmental regulatory role.

A limited amount of Air Quality monitoring is also undertaken currently – this may expand in the future.

This is a technical line management position within the Council’s laboratory service. It represents a great opportunity to take on a demanding role in one of the largest local authority laboratories in the country at a time when the Council is seeking to both rationalise and streamline its laboratory structures while expanding its overall level of activity.

The Executive Technician is the supervisor within a laboratory, responsible for day to day management and operation of the laboratory including the supervision of staff.

The Executive Technician will lead a team of Technicians Grade 1 & 2, overseeing work programmes including training and safety requirements.

In broad terms, the role will entail managing the delivery of work programmes within an ISO 17025 laboratory – this will include undertaking laboratory analysis, reporting of test results in relation to drinking water, bathing areas, rivers, wastewaters, air and other media in accordance with relevant National and European Communities legislation.
**Duties**

The duties may include but are not limited to the following and 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.

- Managerial/supervisory role within designated lab(s) including managing laboratory health & safety
- Training & Supervision of Staff
- Co-ordinate continuing competency programme for each laboratory analyst including monitoring of training records
- Substituting for line manager as required
- Key member of method development, validation and uncertainty of measurement calculation team.
- Implementation of Calibration Programme for equipment
- Ensuring safe disposal of samples and hazardous waste as per requirements.
- Monitoring of quality control charts, revision of the control and warning limits and completion of monthly QC charts review.
- Ensuring equipment is maintained in good working order, serviced as per contracts, follow up on problems arising.
- Purchasing of laboratory supplies and equipment.
- Checking and approval of results and upload to Lab Information Management System (LIMS), EDEN and other platforms as required.
- Review of data, archiving and issue of test reports as required
- Notification of exceedances to internal/external stakeholders and follow up actions.
- Participation in proficiency test schemes. Returning proficiency test results as required.
- Supporting the investigation of pollution complaints and prosecutions—including report writing and attendance at court as technical witness.
- Duties in relation to RMCEI Plan, SLA, Sampling Plans and analytical testing schedules.
- Managing engagement with contract and EPA labs incl co-ordination of sample delivery, analysis requests chain of custody, data checks and input to LIMS
- Monitoring of weekly analysis work programs to ensure fully delivered by team.
- Undertaking Quality Audits.
- Other duties as assigned by relevant line managers

The role may include the taking of samples at water and wastewater locations throughout the county in accordance with sampling protocols and scheduled sampling programmes.

Cork County Council operates a safety management system that has been accredited to OHSAS 18001 standard. Full compliance with this safety management system is an absolute requirement all Council staff.
SECTION 2: ELIGIBILITY CRITERIA / 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.

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.

3. Education, Experience

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.

An ideal candidate will have;

We are looking for a dynamic individual with good leadership and management skills, a commitment to customer service and team development, an ability to manage and oversee large work programmes and to deliver results both independently and as part of a wider management team.
Candidates should also ideally:

- Significant experience of chemical and/or microbiological analytical techniques relevant to the monitoring of clean and wastewaters and other media as required.
- A good level of knowledge of relevant National and European Communities legislation, particularly in respect of water and waste water.
- Have an understanding of Local Authority services and structures in Ireland, particularly as they relate to environmental functions
- Knowledge and experience of a broad range of analytical instruments e.g. ICP, GCMS, Gallery, Aquachem etc.
- A high level of knowledge and experience of analytical quality control systems.
- Knowledge, experience and awareness of statutory Health and Safety obligations and the implications for the organisation, line managers and employees
- Experience in training and supervising staff
- Good interpersonal and communication skills
- Have an ability to work well in a dynamic customer focused team environment
- A commitment to service improvement including taking ownership of tasks and issues as they arise
- A proven ability to meet deadlines and manage different work areas simultaneously
- Strong planning, organisational and time management skills
- A capacity to show initiative- to be a “self starter” who takes responsibility
- Good general ICT skills
- A full clean driving license

SECTION 3: COMPETENCIES

This is a competency based competition and the interviews will be competency based. The competencies listed are the competencies for this post. Candidates will be expected to demonstrate sufficient evidence within their application form of competence under each competency. Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form.

A candidate must possess the following competencies:-

| Delivery of Results | • Assumes personal responsibility for and delivers on agreed objectives/goals
|                     | • Manages and progresses multiple projects and work activities successfully
|                     | • Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
|                     | • Maintains a strong focus on meeting the needs of customers at all times
|                     | • Ensures all outputs are delivered to a high standard and in an efficient manner
|                     | • Uses resources effectively, at all times challenging processes to improve efficiencies |
**Interpersonal & Communication Skills**

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of internal and external customers
- Effectively influences others to take action
- Works to establish mutual understanding to allow for collaborative working
- Works effectively

**Specialist Knowledge, Expertise and Self Development**

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/organisation.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/or wider public service
- Consistently reviews own performance and sets self challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues

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**SECTION 4: TENURE**

The position is permanent and fulltime. The post is pensionable. A panel may be formed to fill this position. Appointment to Cork County Council is governed by the Public Service Management (Recruitment and Appointments) Act 2004.

The local authority shall require person 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.

**SECTION 5: SALARY FOR ENVIRONMENTAL EXECUTIVE TECHNICIAN**

The Salary scale for the post is: €42,953 - €51,586 per year


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.
SECTION 6: LOCATION OF POST

The base for working purposes shall be the work site or as determined by Cork County Council. Cork County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

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

SECTION 7: WORKING HOURS

The working hours at present provide for a five day, thirty seven hour working week. A flexible working hours’ system is in operation and may be availed of subject to the terms and conditions of the FlexiTime Policy.

SECTION 8: ANNUAL LEAVE

The current annual leave entitlement is 30 days per annum. Cork County Council’s leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977(as amended).