



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Electrical Projects Manager

Roads Management Office, RMO

Information for Candidates

February 2025

1. Introduction

This position offers an Electrical Projects Manager the opportunity to work as an Electrical Projects Manager in the new national public lighting unit in the Road Management Office, RMO.

The RMO national shared service has been providing supports to Local Authorities in public lighting since 2017 and is now setting up a dedicated Public Lighting Unit.

Ireland has over 500,000 public lights managed by local authorities with in excess of 10,000km of cable and ancillary electrical infrastructure, which costs more than €92m to operate each year.

The Electrical Projects Manager will be a key member of the public lighting unit supporting all local authorities in Ireland implementing best practice in the asset management of our Public Lighting Asset.

1.1 Road Management Office, RMO

The RMO is a national shared service providing supports including training guidelines and technology to all 31 local authorities in Ireland. Donegal County Council operates the RMO in conjunction with Cork County Council.

The RMO works in the area of road asset management (including public lighting, pavements and bridges) and manages road related data and processes for the sector in other areas including speed limits, collisions, drainage and climate adaptation.

Our software systems have approximately 3000 active users across utilities, authorities and contractors. Through these we support the providers of national infrastructure (roads, telecommunications, water and energy) in managing their work and protecting our road asset.

1.2 The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Electrical Projects Manager (analogous to Executive Engineer).

The successful candidate(s) will be assigned to the Road Management Office, RMO a national shared service as an Electrical Projects Manager.

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

The Electrical Projects Manager will report directly to the Programme Manager, or such person as may be assigned from time to time by Donegal County Council. The Electrical Projects Manager will be responsible for the management and delivery of annual work programmes in the assigned role.

2. Duties

2.1 General

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

- (a) any such other local authorities or bodies for which the Chief Executive for the purpose 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.

2.2 Electrical Projects Manager

The person/s appointed will work as part of a team under the direction and control of the Senior Engineer or Senior Executive Engineer or other officer designated by the Director of Roads or the Chief Executive. The duties for the post of Electrical Projects Manager Executive Electrical Engineer may include but are not limited to the following.

- Developing an understanding of current Local Authority public lighting practice and developing best practice in public lighting.
- Developing & implementing solutions for legacy public lighting issues for example earthing, cabling, unbundling of public lighting and distribution circuits.
- Providing support to local authorities and other RMO staff in implementing relevant national, international and industry standards for public lighting and associated infrastructure.

- Development and implementation of documented national processes to support:
 - Asset Management Principles for Public Lighting
 - Energy Efficiency of Public Lighting
 - Rationalisation of the Public Lighting network in conjunction with authorities.
 - Implementation of national processes and solutions for works involving ESB
 - Consistency between government policy and public lighting standards and processes.
 - Carbon reduction and cost savings for authorities.
 - Local authority communication with the public and elected members.
- Systemising processes through the development of software requirements and assisting in the project management of software vendors.
- Providing support to Responsible Managers, Live Working Managers working with Public Lighting on ESN assets;
- Development of template maintenance contracts and capital projects for lighting.
- Development of consistent processes for taking in charge of public lighting assets not installed by local authorities including specifications for public lighting installed by developers and others.
- Support to authorities in collating and gathering data and analysis of it.
- Necessary travel within Ireland to local authority and stakeholder meetings, site visits, training sessions, conferences, regional workshops etc. as required to deliver the service.

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.

3. Qualifications and requirements of the post

The post of Electrical Projects Manager is analogous to the grade of Executive Engineer. The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of Executive Engineer shall be as set out hereunder.

a) Character

Candidates shall be of good character.

b) Health

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

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Doctor prior to appointment.

c) Education, Training, Experience etc.

Candidates must have on the latest date for receipt of completed applications:

- i) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering.
- ii) have at least five years satisfactory relevant engineering experience.
- iii) possess a high standard of technical training and experience; and
- iv) possess a high standard of administrative experience.

d) Desirable requirements:

- Hold a recognised graduate or post graduate qualification in Electrical Engineering accredited for membership of a professional body in the electrical industry at chartered level
- Be able to demonstrate knowledge and/or post graduate experience some of the following areas:
 - Electrical Systems Maintenance and Management.
 - Electrical circuit design
 - Ensuring compliance with standards (e.g. IS 10101)
 - Public Procurement
 - Project and programme management processes including management of Consultancy or other Service Contracts to ensure timely completion of required Project Deliverables
 - Development of business processes and procedures
 - Training of technical and non-technical staff in person and remotely
- Ability to work in a blended working environment delivering objectives and tasks with self-motivation and initiative both in a team and on their own

e) Competencies

Candidates will be required to demonstrate skill under the following headings:

i) Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.

- Places high importance on staff development, training and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

ii) Judgement, Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these.
- Puts forward solutions to address problems.

iii) Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a multiple projects and work activities at the same time.
- Structures and organises their own work and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

iv) Specialist Knowledge, Expertise and Self Development

- Excellent communication and interpersonal skills including written and verbal communication skills
- Ability to manipulate and interrogate data to derive useful and critical information and address issues logically
- Strong ICT skills
- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.

4. Particulars of the Post

a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Electrical Projects Manager from which it will fill any vacancies permanent or temporary that may arise.

b) Probation

Successful candidates shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

c) Remuneration

The current annual salary-scale is €57,909 minimum to max LSI2 €80,498 (as per Circular EL 03/2024).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

d) Base

The base for the post of Electrical Projects Manager shall be the Milford PSC or any other such location as determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Electrical Projects Manager may involve some travel, with some involving overnight stays and associated costs covered by the appropriate allowances.

e) Residence

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

f) Working Hours

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011. Maximum 30 days for all applicants.

g) Requirement to Drive

Candidates shall be required:

- to possess a full current category B Driving Licence.
- to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms; (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 (a) 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.

i) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority, or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

a) Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e-mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

b) Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

c) Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal, within five working days of the date of notification of a relevant decision.

d) Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

e) Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

f) Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

g) General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

h) Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

g) Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

h) Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

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