



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

Lab Technician Grade II

Information for Candidates

November , 2024

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Lab Technician Grade II in the County Laboratory.

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

Local Government is undergoing significant change at present. This will result in reductions in workload in some areas, increases in others and will require ongoing adjustment in the allocation of resources, in order to ensure that changing priorities and workloads across the organisation can be met.

This Information Booklet pertains to a panel that will be formed at Technician Grade II for vacancies that may arise in the Central Laboratory. The relevant posts within the Council's workforce plan are in the Water & Environment Directorate and will be based in the Central Laboratory at Railway Road in Stranorlar

This post is a laboratory position in the Water & Environment directorate, working as part of a laboratory team in line with the laboratory quality management system. The person appointed will also be responsible for other environmental and technical duties as part of a team of scientists and technicians.

2. Role, Duties & Responsibilities

This post is principally a laboratory-based position in the Water & Environment directorate, working as part of a laboratory team in line with the laboratory quality management system. The person appointed will also be responsible for other environmental and technical duties as part of a team of scientists and technicians.

Typical work areas would include:

- Laboratory analysis of bathing water, drinking water, wastewater, trade effluent, surface water & groundwater, (chemical & microbiological), using the current issues of Test Methods & Procedures for same
- Compliance with procedures for the Reception, Handling & Storage of Test Items and document control in the Laboratory

- Updating of laboratory records & documentation relating to testing & the operation of the Quality Management System, (QMS), as necessary.
- Uploading & evaluation of results and archiving in the Laboratory Information Management System (Lab Works LIMS)
- Timely reporting of results to customers and investigation of any areas of concern through relevant QMS procedures
- Duties within the QMS, as may be assigned including, instrument calibration, proficiency testing, method validation, nonconforming testing, complaints and enquiries.
- Preparation of technical monitoring or compliance reports as required
- The investigation, risk assessment, reporting, enforcement and close-out of environmental complaints, farm inspections and septic tank inspections, as assigned.
- Sampling, inspection and enforcement activities as assigned from time to time and required by various projects & work programmes, under Environmental and Water Services legislation.
- Liaison with senior operational & technical staff with regard to project or monitoring programme objectives
- Laboratory reagent stock control, waste disposal, and general housekeeping duties as assigned.
- Ensure laboratory work is conducted in compliance with The Safety, Health and Welfare at Work Act, 2005
- Preparation of cases and provision of expert testimony in court, as required
- Any other duties that may be required from time to time.

3. Qualifications & Requirement of the Post

(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

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.

Each candidate must include on the application form details of all qualifications obtained by them. The invitation to attend for Interview is not to be regarded as an admission that you possess the prescribed qualifications and/or requirements for this post or are you qualified by law to hold the post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.

(d) Desirable requirements

It would be desirable that candidates would hold a degree (level 7/8 or higher degree) qualification in Science, (with chemistry or microbiology as a core subject).

(e) Essential Skills

In addition, he/she will be expected to participate in all aspects of the work of the section in which they are based and will be expected to have:

- Have strong relevant technical capability & IT skills.
- Have a strong sense of ownership of their work and attention to detail.
- Work equally well as part of a team or on their own initiative.
- Have a strong foundation and ability in the use of basic laboratory techniques & instrumentation, eg- pH, BOD, COD, suspended solids, nutrient analysis.

Key Competencies for the post are shown in the table below and candidates will be expected to demonstrate sufficient evidence within their application form and at interview of competence under each of these.

Technical Knowledge and Experience	<ul style="list-style-type: none">• Technical Skills, Experience and Knowledge.• Having knowledge of the purpose of the various technical / service sections, their priorities and their requirements.• Understanding of the role of a Technician Grade II• Understanding and adhering to the code of conduct for all employees.• Knowledge and understanding of the functions of a local authority• Co-operating, assisting with and implementing change.• Carrying out duties under Safety, Health and Welfare at work.
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Delivering Results	<ul style="list-style-type: none"> • Identifying problems and contributing to solutions. • Co-operating with decisions and implementing solutions. • Alert to opportunities that arise to improve efficiency • Effective care and use of council resources and equipment. • Shows good judgement and balanced decision making, including awareness of the limits of her or his authority. • Contributes to team meetings to identify solutions to operational difficulties
Personal Performance – Communicating Effectively	<ul style="list-style-type: none"> • Demonstrates good written and verbal skills where required and has good interpersonal skills. • Checks understanding rather than making assumptions. • Accepting direction and responding timely and accurately to requests for information, reports, technical input or other services as required. • Contributing positively to the goals of the section, organisation and team plan. • Co-operating with in-house staff, cross directorate staff and external consultants to provide solutions and suggestions to blockages in service delivery.
Personal Effectiveness	<ul style="list-style-type: none"> • Resilience and personal well being. • Integrity and decision making. • Adopts positive and constructive approach to work. • Personal motivation and initiative. • Possess technical and administrative experience of a high standard • Manages time and workload effectively

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Lab Technician Grade II.

(b) Probation

Successful candidates shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

The current national (The current annual) pay scale is €33,372 minimum to €50,113 maximum (LSI2). (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 shall be the Central Laboratory in Stranorlar or any other location as determined by the Council.

(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 / Annual Leave

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.

(g) Requirement to Drive

Candidates shall be required:

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

(h) 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.

(i) Garda Vetting

Candidates for the post of Lab Technician Grade II are subject to Garda Vetting. Prior to appointment, candidates must undergo and satisfactorily complete the Garda Vetting process.

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 only** 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 - #LTGII 001

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 quoting the above reference number.

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.

- **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.

- **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 deemed a qualified candidate 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.

- 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.

Donegal County Council's Privacy Statement can be assessed at:
www.donegalcoco.ie.