



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

Senior Executive Technician

Information for Candidates

March, 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Senior Executive Technician.

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

This post is a laboratory position and the person appointed will be responsible for environmental and technical duties as part of a team of scientists and technicians. The relevant post is within the Council's workforce plan in the Water & Environment Directive and will be based in the Central Laboratory at Railway Road in Stranorlar.

2. Roles Duties & Responsibilities

The main roles and duties will include:

- Supervision, training and management of a small team of technical staff
- Scheduling, co-ordination and management of assigned monitoring programmes for the laboratory to include sampling, analysis and timely reporting of data to meet requirements of National legislation, (Water Pollution Act, Water Services Act), EU water quality directives (including Drinking Water Regulations, Wastewater Treatment Regulations, Bathing Water Regulations, Water Framework Directive, Good Agricultural Practice Regulations) and other Regulations as they arise.
- Laboratory analysis and tasks assigned as part of the Laboratory's Quality Management System (QMS),
- Update & overview of laboratory records & documentation and the Laboratory Information Management System (LIMS) relating to testing & the operation of the QMS, as necessary.
- Internal assessment and submission of compliance monitoring results, consultation with Section 4 Trade Effluent discharge Licencees, Uisce Eireann (Irish Water), the HSE and the EPA and notification of Licencees, and the EPA, with regard to non-compliance issues, as required
- Timely reporting of results to Licencees/customers and investigation of any areas of concern through re-inspection & enforcement, as required, including preparation of monthly, quarterly and annual technical monitoring, compliance & KPI reports as required
- Duties within the QMS, as may be assigned including, internal & external quality audits, method validation, nonconforming testing, complaints and enquiries.
- Input to optimal performance of private drinking or wastewater treatment plants through the provision & assessment of operational & investigative monitoring data and auditing.
- Investigation, risk assessment, reporting, enforcement and close-out of environmental complaints

- Sampling & testing of waters, influents and effluents, as assigned & required
- Ambient monitoring, source assessment and protection, as required, including surveying & inspection of farms and septic tanks, ecological assessment of rivers, and provision of advice and implementation of measures relevant to source protection zones
- Implementation of plans and measures under the River Basin Management Plans
- Assessment of Section 4 Trade Effluent discharge licence applications, Air Pollution Act licence applications, planning applications and waste permit applications, including liaison with staff in the relevant Council departments
- Preparation of cases and provision of expert testimony in court, as required

The successful candidate 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:

- Strong relevant technical capability;
- Excellent communication and interpersonal skills
- A strong sense of ownership of their work and attention to detail;
- People management skills
- Ability to work equally well as part of a team or on their own initiative;
- A strong foundation and ability in the use of technology, and a proven record in the review and introduction of new technology;
- Willingness to trial alternative innovative methods of achieving similar outcomes and to play a leading role in developing systems for improving the quality of outputs from the section, through project management skills;
- Capability to carrying out public procurement of goods, services and works;
- A good working knowledge of the statutory consent processes (Appropriate Assessment, Environmental Assessment, Planning etc.);
- Commitment to the public interest
- Good knowledge of the H&S Management System and assist in its ongoing development.

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for Senior Executive Technician will be as set out below:

(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 Medical advisor prior to appointment.

(c) Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed applications:

- (a) have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the State,
- (b) have at least seven years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- (c) have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work and possess such training or experience as would enable them to take charge of such a section of the work.
- (d) have adequate experience in dealing with other departments within their own organisations and with other bodies,
- (e) have adequate experience in the direction, supervision and control of staff
- (f) possess technical training and experience of a high standard and adequate administrative ability

(d) Desirable Skills

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) Core Competencies

i. Technical Knowledge and Experience

- Demonstrate the knowledge and understanding of the structure and functions of Local Government
- Keeps up to date with current developments, trends and best practise in their area of responsibility.
- Demonstrates the understanding of key challenges facing Local Government and Donegal County Council
- Understands the role of a Senior Executive Technician.
- Has relevant administrative experience

ii. Delivering Results

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes & processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority.
- Refers to relevant professional documents as required.

iii. Performance through People

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Motivates others individually and in teams to deliver high quality work and customer focused outcomes.
- Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitments, flexibility and strong customer service ethos.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

iv. Personal Effectiveness

- Adopts a positive and constructive approach to work
- Sets challenging standards and achieves high quality outcomes.
- Responds positively to the challenges of the role.
- Manages own time effectively to achieve objectives
- Shows a high level of commitment to the wider organisation.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Senior Executive Technician* from which it will fill any vacancy that may arise.

(b) Probation

The successful candidate 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 pay-scale is €53,457 minimum to max LSI2 €64,385. (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 Senior Executive Technician shall be the Central Laboratory, Railway Road, Stranorlar.

The role of Senior Executive Technician may involve some travel, with some trips 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 / 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. Maximum 30 days for all applicants.

(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) 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 (b) 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.

(J) Garda Vetting

Candidates for the post of Senior Executive Technician are subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

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 - # SET 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 of the competition. 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