



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

Executive Scientist

Information for Candidates

November , 2024

1. The Position

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

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 Executive Scientist for vacancies that may arise in the Central Laboratory. The relevant posts within the Council's workforce plan are in the Water & Environment Directive and will be based in the Central Laboratory at Railway Road in Stranorlar

2. Role, Duties & Responsibilities

The Executive Scientist duties will be assigned from the Council's environmental regulatory and service functions (water, air, noise) which can vary over time. This currently includes the following:

- Enforcement of Environmental Regulations for water, air & noise as outlined in the RMCEI Plan
- The protection of natural waters under the Water Framework Directive and the Water Pollution Acts
- Carrying out and overseeing a programme of farm inspections under the European Union (Good Agricultural Practice for the Protection of Waters) Regulations.
- The regulation of Private Drinking Water Quality
- Investigations, audits and preparation of reports
- Noise & Air Enforcement – Deco Paints, Solvents, Petroleum Vapours Regs
- Investigation of Incidents and Complaints relating to Water, Air & Noise
- Enforcement and Prosecution Actions
- Review of Planning Applications and Planning Compliance Reports

MAIN DUTIES

- Management of the Laboratory's team of technical staff, including training, budgets, health & safety, staff appraisals (PDP's/PMDS).
- Compilation, management & reporting of the Council's RMCEI Plan covering the required inspection & monitoring programmes to meet requirements of National legislation, (Water Pollution Act, Water Services Act), Water Framework Directive, Private Drinking Water Regulations, Domestic Wastewater National Inspection Plan (NIP), National Agricultural Inspection Plan (NAIP), Bathing Water Regulations and other Regulations as they arise.
- Procurement of supplies, services & works.
- Scientific report writing and preparation of data for annual environmental reports & returns to the EPA, attendance at routine meetings & liaison with other directorates, Uisce Eireann, the HSE, EPA, LAWPRO, ASSAP, Teagasc, DAFM, Dairy Sustainability Initiative, DHLGH & other stakeholders as required.
- Engaging with farmers to identify and manage risks to water quality arising from their farming operations and support / organize / deliver local dissemination events to catchment farmers such as farm walks, meetings and media outputs.
- Process applications, issue and regulate environmental licences and permits issued by the Council, eg- Section 4 licences, Decopaints, Petroleum Vapours & Solvents Certs of Compliance.
- Manage the investigation, risk assessment, reporting, enforcement and close-out of environmental complaints and septic tank inspections.
- Undertake environmental inspections, including monitoring and reporting, to issue Cross-compliance reports, investigate and prosecute environmental offences, including preparation of cases and provision of expert testimony in court, as required
- Attend and report to Council, Area Committee, MD meetings and SPC Meetings as required.
- Represent the Council at local, regional and national networks.
- Keep up to date with emerging legislation and technologies.
- Assess and report on the environmental aspects of planning applications
- Act for an officer of higher grade when absent.
- Undertake other duties as may be assigned to the post from time to time by the Local Authority and shall include the duty of deputising for other employees of the Local Authority, when required, and such duties as may be assigned to him/her in relation to the area of any other Local Authority.

3. Qualifications

The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of Executive Scientist 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.

(c) Education, experience, etc

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

- a) Hold an Honours degree (Level 8 in the National Framework of Qualifications) in Science
- b) Have at least five years satisfactory experience of scientific work; and
- c) Possess a high standard of technical training and experience

(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 or Agricultural Science.

(e) Key competencies for the Post:

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:

- 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;
- Commitment to the public interest
- Skills to assist with profile-raising and awareness relating to water quality issues through media and elsewhere through radio/TV interviews, press releases/articles, electronic media and talks.

- A good working knowledge of the statutory consent processes (Appropriate Assessment, Environmental Assessment, Planning etc.);
- Good knowledge of the H&S Management System and assist in its ongoing development.

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.

<p>Management and Change</p>	<p>Political Awareness – Has a clear understanding of the political reality and context of the local authority.</p> <p>Knowledge & Experience - Demonstrates required technical knowledge, understanding, training and experience for the role. Keeps up to date with current developments, trends and best practise in their area of responsibility.</p> <p>Safety, Health and Welfare at Work - Fully implements safe systems of working in accordance with the Corporate Safety Statement for their area of work.</p>
<p>Delivering Results</p>	<p>Problem Solving and decision making – can pinpoint the critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions</p> <p>Operational Planning – contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives, available resources. Establishes high quality service and customer care standards. Organising work programmes and implementing solutions.</p> <p>Managing Resources and achieving efficiencies - Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.</p>

	<p>Ensuring compliance – Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.</p> <p>Delivering Quality outcomes - Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.</p>
<p>Performance through People</p>	<p>Leading and motivating - Leads, motivates and engages others to achieve quality results</p> <p>Managing Performance - Empowers and encourages people to deliver their part of the operational plan, resolves conflict when necessary</p> <p>Communicating Effectively – has effective verbal and written communications skills. Has good interpersonal skills.</p>
<p>Personal Effectiveness</p>	<p>Resilience and Personal well-being – remains calm under pressure and can separate personal issues from work issues, Manages time and workload effectively. Values the well-being of staff and others by managing stress levels and work-life balance.</p> <p>Integrity and Public Service Values – is honest and trustworthy in all dealings.</p> <p>Personal motivation and initiative – Is enthusiastic about the role and is motivated in the face of difficulties and obstacles Does more than is required or expected, anticipating situations and acting to pre-empt problems.</p>

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Executive Scientist.

(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 €57,909 minimum to €80,498 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 at Railway Road 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:

- 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) 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 Executive Scientist 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 - #ES 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.