



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

Executive Engineer

Information for Candidates

May, 2024

1. The Position

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

The Council may have a requirement for Executive Engineers across a range of disciplines. The Council's work covers, Environment and Climate Change, Water Services, Planning, Transportation, Fire and Housing Directorates. Executive Engineers may also be assigned to any of the five Municipal Districts in Donegal.

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 Executive Engineer will report directly to the Senior Executive Engineer, or such person as may be assigned from time to time by Donegal County Council. The Executive Engineer will be responsible for the management and delivery of annual work programmes within any one of the service areas outlined above.

2. Duties

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

(a) 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.

3. Qualifications and requirements of the post

The Department of Housing, Local Government and Heritage 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 Adviser prior to appointment.

(c) Education, Experience

On the latest date for receipt of completed application forms, candidates must:

- 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:

It is desirable that candidates:

- Have excellent planning and organisation skills, and possess the drive to lead/motivate a team of technical staff towards the delivery of designated goals and objectives.
- Possess strong ICT skills and have the ability to analyse and interrogate data readily. Have an ability to pinpoint the critical information and address issues logically.
- Have effective written and verbal communication skills, including experience in technical report writing.
- Have experience in liaising with external stakeholders, including an ability to work within multi-disciplinary teams.
- Be self-motivated with a record of demonstrating initiative in a workplace environment

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Executive Engineer from which vacancies will be filled during the lifetime of the panel.

(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 salary-scale is €55,519 minimum to max LSI2 €77,176.
(as per Circular EL 02/2023).

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 as determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Executive Engineer **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

The successful candidate's 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.

The Executive Engineer role may involve some work outside of normal business hours on occasion.

(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.

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.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Donegal County Council is satisfied that such a person fulfils the requirements of the position.

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.

- **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 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.

- **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