



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

**Assistant Bridge Manager
(Executive Engineer - Active Travel)**

North West Region

Information for Candidates

March, 2024

1. The Position

Donegal County Council proposes to create a panel of qualified candidates for the position of Assistant Bridge Manager (Executive Engineer - Active Travel), North West Region from which it will fill any vacancy arising.

2. Role, Duties & Responsibilities

The Assistant Bridge Manager (Executive Engineer - Active Travel) will report directly to the Regional Bridge Manager, Donegal National Roads Design Office and will be responsible for:

- Supporting the Regional Bridge Manger in all aspects of bridge management activity on the Active Travel / Greenway and National Road network.
- Assist in the development of a database for all Active Travel / Greenway structures.
- Assist TII in the development and implementation of TII Standards relating to the assessment and rehabilitation of Active Travel / Greenway structures.
- Ensure adherence to all relevant standards relating to user safety and sustainability in the rehabilitation of existing bridges as part of bridge rehabilitations on Active Travel / Greenway and National Road schemes.
- Reviewing bridge related information available to inform and develop annual schemes of work on a targeted and prioritised basis.
- Bridge selection and the development of an appropriate rehabilitation strategy on the basis of existing reporting and assessment information.
- Procurement of technical advisors for the design and contract supervision of bridge rehabilitation schemes.
- Ensuring adherence and compliance with the requirements of TII Standards in the rehabilitation of existing bridges as part of bridge rehabilitations on Active Travel / Greenway and National Road schemes.
- Ensuring adherence and compliance with the requirements of TII Standards in the development of contract documents for new and replacement bridge schemes and for the rehabilitation of existing bridges as part of bridge rehabilitation schemes.
- Contractor procurement and the development of contract documents for the execution of Bridge Rehabilitation schemes.
- The appointment and management of technical advisors for the delivery of the Bridge Rehabilitation Programme, Principal Inspection and Inventory gathering and Structural Assessments.
- Ensuring the provision of an acceptable level of quality of reporting and compliance with respect to the relevant TII standards.
- Ensuring compliance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Maintaining the Eirspan Bridge management database and ensuring information entered is in accordance with the Eirspan Bridge management technical requirements and system manuals.
- Seeking the cooperation and involvement of other Local Authority Senior Engineering staff with the implementation and execution of bridge management rehabilitation/assessment/inspection schemes.
- Liaising with and seeking agreement with all relevant statutory bodies and stakeholders on the progression of scheme development.

- Negotiating land agreements, procuring/appointing valuers, and solicitors and overseeing the acquisition process.

3. Qualifications & Requirement of the Post

The Assistant Bridge Manager is analogous to the grade of Executive Engineer. The Department of Housing, Local Government and Heritage has declared that the qualifications for the post Executive Engineer shall be set out hereunder.

(a) Character

Candidates shall be of good character,

(b) Health

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

(c) Education, Training, Experience etc.

Candidates shall on the latest date for receipt of completed application forms for the office:-

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) engineering
- (b) have at least five years satisfactory experience in engineering experience
- (c) possess a high standard of technical training and experience; and
- (d) possess a high standard of administrative experience.

Desirable:

In addition, it is desirable that candidates should be able to demonstrate knowledge and/or post graduate experience of the following:

- Experience in the area of bridge management.
- Experience in the development of annual bridge rehabilitation programmes of works on a targeted and prioritised basis.
- Have a good working knowledge of TII processes and procedures. It would be an advantage to have knowledge of the TII Project Appraisal Guidelines, Project Management Guidelines, and Project Approval Guidelines.
- Proficiency through experience with the use of an Asset Management database system. Possess strong ICT skills and have the ability to manipulate and interrogate data readily. Have an ability to pinpoint the critical information and address issues logically.
- Effective written and verbal communication skills.
- Excellent organisational skills and discipline, and possess the drive to deliver the required results.

- Experience in the management of external technical advisors, including an ability to work, lead and motivate multi-disciplined teams.
- Knowledge of maintenance requirements to bridges of varying structural form and applying this knowledge to the development of the consultancy brief for maintenance works.
- Knowledge of rehabilitation/strengthening/replacement requirements to bridges of varying structural form and applying this knowledge to the development of the consultancy brief for bridge rehabilitation/strengthening/replacement contracts.
- Experience in the procurement, appointment and management of technical advisors for the design and development of bridge rehabilitation and term maintenance contracts.
- Experience in the design requirements of bridge rehabilitation schemes in accordance with the TII standards and the development of contract documents in accordance with TII Standards for the provision of bridge rehabilitation and bridge term maintenance schemes.
- Knowledge of the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Knowledge and experience of structural assessment, scour assessment and special inspection of bridges and corresponding TII technical standards. Have the ability to review reporting of this information and confirm adequacy, correctness and quality.
- Experience in liaising with and seeking agreement with all relevant statutory bodies and stakeholders on the progression of scheme development.
- A good understanding of, or the ability to quickly learn the public sector working environment
- Fluency in the English language, both written and oral

Driving Licence

Applicants should at the latest date for receipt of applications hold a full unendorsed driving licence for Class B vehicles, be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

(d) Competencies

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

<p>Technical Knowledge and Engineering Experience</p>	<ul style="list-style-type: none"> • A good working knowledge of TII processes and procedures. It would be an advantage to have knowledge of the TII Project Management Guidelines, TII Project Appraisal Guidelines and the Code of Best Practice National and Regional Greenways. • Relevant experience in landowner/public consultation, land acquisition and the delivery of Roads/Greenway projects • Knowledge of the requirements of the Safety, Health and Welfare at Work Act 2005 and, in particular the Safety Health & Welfare at Work (Construction Regulation) 2013.
<p>Knowledge and Experience of Procurement Processes and Bridge Rehabilitation Programmes</p>	<ul style="list-style-type: none"> • A good working knowledge of procurement processes in accordance with all requirements of the Dept. of Public Expenditure, NDP Delivery & Reform Guidelines. • Management of bridge rehabilitation programmes, including prioritisation, design and development of tender documentation and assessment of tender submissions. • Experience in the administration of Contracts in accordance with Department of Finance Public Works Contracts (PWC), including Civil Engineering Works and Consultancy Services.
<p>Performance through People</p>	<p>Managing Performance</p> <ul style="list-style-type: none"> • Continuously reviews and improves processes to achieve highest quality standards. • Takes opportunities to encourage, mentor or coach team members as appropriate • Carefully analyses own workload in order to determine which tasks could be delegated and to whom. • Documents and provides own knowledge to others to ensure knowledge management processes are effectively maintained. <p>Managing Conflict</p> <ul style="list-style-type: none"> • Relates well to others and maintains positive working relationships. • Demonstrates, appropriate and effective behaviour when in conflict situations. • Is proactive in providing help or support to others. • Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers. <p>Communicating Effectively</p>

	<ul style="list-style-type: none"> • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. • Actively listens to others and looks for feedback on the message being communicated. • Is clear in all communications, considering the audience in getting the message across. • Is effective in communicating a complex or technical message, using language appropriate to the audience. • Communicates with credibility, conviction, composure and confidence in potentially stressful public situations. • Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance. • Uses the most appropriate communication channels when communicating with others. • Writes fluently- clearly structuring written communication.
<p>Communication & Interpersonal Skills</p>	<p>Qualification and knowledge</p> <ul style="list-style-type: none"> • Keeps up with current developments, trends and best practice in area of expertise and responsibility. • Keeps up to date with the knowledge necessary for the role. • Demonstrates an understanding of the components of the role. • Develops a comprehensive Personal Development Plan by engaging fully in the PDP process within PMDS. • Shares information, knowledge, experience and learning with others. • Is open to being coached and mentored by others. <p>Resilience and Personal Well Being</p> <ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Retains a strong results focus in the face of resistance or obstacles. • Manages time effectively, focusing on essential tasks and responsibilities. • Has an awareness of the parameters of the role and works within these to get the job done. <p>Integrity</p> <ul style="list-style-type: none"> • Behaves in an honest, trustworthy and respectful manner. • Provides clear explanations to stakeholders and is up front in dealings with stakeholders. • Demonstrates a strong commitment to Public Service and the Local Authority. • Is transparent, fair and consistent in dealings with others.

	<ul style="list-style-type: none"> • Models and promotes behaviour and values, consistent with the Council requirements and public service standards. <p>Personal Motivation, Initiative and Achievement</p> <ul style="list-style-type: none"> • Sets challenging standards and achieves high quality outcomes. • Is self-motivated and persistent in the face of difficulty. • Responds positively to the challenges of the role • Is dedicated and enthusiastic about their role. • Demonstrates and encourages innovation and new thinking. • Achieves or exceeds personal work objectives. • Manages own time effectively to achieve objectives. • Seeks opportunities to exceed the personal, work and career goals set.
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4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Assistant Bridge Manager (Executive Engineer - Active Travel), North West Region from which it will fill any vacancy both permanent, temporary and fixed-term that may arise.

(b) Probation

Candidates shall be required to be on probation for an initial period, which will be at minimum one year. The Council shall have absolute discretion to extend such probation period.

(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 the Donegal National Roads Office, Drumlonagher, Donegal Town, or any such place as determined by Donegal County Council.

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 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 Assistant Bridge Manager (Executive Engineer - Active Travel), North West Region role may involve some work outside of normal business hours on occasion.

(g) 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 as part of the assessment of 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 shortlisted for Interview on the basis of:

- i. The information provided on the application form or
- ii. A preliminary interview or
- iii. A Numeracy & Literacy test or
- iv. Any combination of the above

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.

- 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