



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

Assistant Waste Enforcement Officer

Information for Candidates

July, 2021

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Waste Enforcement Officer.

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

2. Duties

The duties of the *Assistant Waste Enforcement Officer* will be to give to Donegal County Council (and to any other local authority or body with which an agreement has been made by the local authority) such appropriate services of a technical, management, administrative, executive, supervisory, advisory and ancillary nature as may be required in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time, including the servicing of all committees that may be established.

The *Assistant Waste Enforcement Officer* will, if required, act for an employee of a higher level, if qualified to do so.

The specific duties of the *Assistant Waste Enforcement Officer* are as follows:

- Working within the Environment Section and be responsible for the development and implementation of a methodology for bringing those affected by waste legislation into compliance.
- The identification of waste producers ensuring that they are familiar with their responsibilities and monitoring them on a regular basis to ensure ongoing compliance.
- Achieving the provisions of the Connaught Ulster Waste Management Plan and the National Enforcement Priorities in conjunction with the Connaught Ulster Waste Enforcement Regional Lead Authority.
- Monitoring waste generation, disposal and recycling. The *Assistant Waste Enforcement Officer* will be responsible for the enforcement of the waste legislation including, but not limited to, the Waste Management Act 1996 and regulations made thereunder, including regulations governing Farm Plastics, Packaging, Collection Permits, Facility Permits,

Plastic bags, Tyres, Waste Electrical and Electronic Equipment, Batteries and End of Life Vehicles.

- Providing support for the enforcement of the Air Pollution Act 1987 and regulations made thereunder, and the Litter Pollution Act 1997.
- Investigating complaints through desktop, site work and follow up.
- Investigating facilities in accordance with the RMCEI plan.
- Attending court on behalf of Donegal County Council with regard to the duties of the position.
- Providing assistance to other work colleagues.
- Any other duties assigned from time to time.

3. Qualifications

(a) Character

Candidates must 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.

On the latest date for receipt of completed application forms, each candidate must -

- (i) hold a recognised third level qualification (preferably at Level 7 in the National Framework of Qualifications) in Environmental Science or equivalent professional qualification in Environmental Science, or

- (ii) hold a recognised third level qualification in a related discipline, which can be proven relevant to the post, and
- (iii) have at least two years of satisfactory experience in the enforcement or compliance management of waste legislation after attaining the qualification concerned.

(d) Essential Skills & Competencies

Candidates must be able to demonstrate that they have the following skills and competencies:

- an ability to develop and maintain productive relationships with customers and stakeholders
- an ability to build networks and successfully influence key internal and external stakeholders
- effective written and verbal communication skills, with experience in the preparation of technical reports and the delivery of presentations to a varied audience in various formats
- an ability to pinpoint the critical information and address issues logically.
- an ability to deal with complex and confrontational situations.
- effective investigational skills and the ability to respond to complaints.
- excellent organisation skills and discipline, and possess the drive to deliver the required results
- strong ICT skills
- a good understanding of environmental policy, regulation and waste management principles
- experience of interpreting and implementing policy and legislation.

(e) Desirable Skills & Experience

- Auditing of annual returns.
- Investigation of multifaceted complaints .

- Working with Producer Responsibility Legislation, Packaging, WEEE etc.
- Implementing the Waste Management Act 1996.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Assistant Waste Enforcement Officer which any vacancies which arise will be filled during the lifetime of the panel.

(b) Probation

Successful candidates shall be required to be on probation for an initial period at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is €28,753 minimum to max LSI2 €46,465 (analogous for pay purposes to Assistant Staff Officer Pay scale).

(as per Circular EL 02/2020).

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 on scale.

(d) Base

The base for the post of Assistant Waste Enforcement Officer shall be as determined by the Council and will depend on the particular area to which the post holder is assigned.

The role of Waste Enforcement Officer **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 normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time.

(g) Requirement to Drive

Candidates shall be required:

- a) to possess a full current category B Driving Licence.
- b) the successful candidate may be required to drive a van supplied by Donegal County Council from time to time when carrying out duties assigned by the Council.

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