

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

Health and Safety Inspector – OPEN - (COMP. I.D. 008688)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

3. EDUCATION, TRAINING, EXPERIENCE, ETC.:

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

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

The Ideal candidate shall:

- (i) hold a minimum level 7 qualification in Health and Safety;
- (ii) have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- (iii) have knowledge and experience of planning practical and effective methods, both preventative and remedial, of promoting work practices that comply with health and safety requirements.
- (iv) have a good knowledge of administrative procedures;
- (v) possess good organisational skills;
- (vi) be capable of working on his/her initiative;
- (iv) possess excellent communication and interpersonal skills;
- (v) have the ability to manage and interpret data;
- (vi) possess excellent IT skills;
- (vii) be a highly motivated individual.
- (vii) possess a full clean driving licence
- (viii) Have a knowledge of ISO 45001

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JOB DESCRIPTION

Appointment to be made to the Municipal Services Department and the successful candidate will be required to be flexible in terms of transferring between sections as and when required.

Background:

The Municipal Services Department encompasses the majority of the direct labour operations in the Council and is required to ensure compliance with all current Health Safety and Welfare at Work policies & procedures and legislative requirements. This is to be achieved by enhancing safety structures and systems and working closely with all to implement significant organisational change and ensure compliance with health & safety legislation.

The Position:

Health and Safety Inspector, will operate under the guidance and direction of the Director of Municipal Services and will report to the nominated Officer.

Health and Safety Inspector is responsible for assisting the Department in the management of Health and Safety of all employees and workplaces.

Health & Safety Inspector is responsible for assisting Department in ensuring that Health and Safety requirements are adhered to.

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HEALTH AND SAFETY INSPECTOR – (OPEN) COMP. I.D. 008688
PARTICULARS OF THE POSITION

The post is wholetime, permanent and pensionable.

1. Salary

The salary scale for the position of Health and Safety Inspector:

€38,747; €41,165; €42,939; €44,732; €46,512; €48,295; €50,085; €51,866; €53,649; €55,434; €57,228 (Maximum) - €59,063 (1st LSI) (after 3 years satisfactory service on the Maximum) - €60,899 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

2. Superannuation

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

3. 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 purposes of the Local Government Acts 2001 and 2014, 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 planning or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services, or other appropriate professional officer, in the supervision of the planning or ancillary 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 professional officer of higher rank during the absence of such officer of higher rank.

The duties shall include the following:

- (i) regular review of Safety Statements;
- (ii) maintaining all required registers;
- (iii) conducting and recording random safety inspections on a regular basis;
- (iv) co-ordinating all Department health and safety training programmes, including arranging, in conjunction with HR, appropriate induction training for new employees and maintaining records of all training courses;
- (v) maintaining accident reporting and recording requirements to corporate and HSA standards;
- (vi) investigating reported accidents, dangerous occurrences and hazardous situations in conjunction with line management and recommending corrective action where necessary;

- (vii) assisting in the identification of hazards, risk assessment and the formulation of control measures;
- (viii) liaising with employee Safety Representatives and documenting their representations;
- (ix) monitoring work performance through periodic safety inspections to assess compliance with corporate, departmental and local safety arrangements;
- (x) maintaining a technical health and safety library;
- (xi) identifying personal protection equipment needs;
- (xii) implementing as required *permit to work* procedures and maintaining associated documentation when procedures have been developed;
- (xiii) ensuring that health and safety protocols are in place in relation to buildings, vehicles and machinery in the Divisions;
- (xiv) investigating health and safety aspects of third party claims against Dún Laoghaire-Rathdown County Council as required;
- (xv) advising on annual health and safety budget requirements;
- (xvi) such other duties as may be assigned from time to time;

4. **Probation:**

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

5. **Health:**

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. **Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

7. Hours of Work

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

8. Annual Leave Allowance

Annual leave entitlement for the position of Health and Safety Inspector is **30** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

9. Location and Residence:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

10. Recruitment

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- iv. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **12 noon on Thursday 2nd April 2020**. Applications received after this date will not be considered.
- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCO to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.

- DLRC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. Dún Laoghaire-Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 2nd April 2020.** **An automated reply will be delivered to the applicant by return.**

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.