



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

CANDIDATE INFORMATION BOOKLET

ASSISTANT MARINE OFFICER/ OIFIGEACH MARA (CÚNTÓIR)
OPEN COMPETITION - (COMP. I.D. (010468))

COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 20th JULY 2023

ASSISTANT MARINE OFFICER/ OIFIGEACH MARA (CÚNTÓIR)
OPEN COMPETITION - (COMP. I.D. (010468))

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.

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before they are appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

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

(a) Fishing Skipper Certificate, **or**

(b) Deck Officer STCW (Standards for Training, Certification and Watch Keeping) 95 Certificate, **or**

(c) Hold the rank of Naval Lieutenant

AND

Desirable Qualifications:

- a) possess a high standard of technical and administrative experience;
- b) possess a high standard of I.T. Literacy and experience.
- c) hold a full Irish/EU driving license, Category "B," free from endorsement

The ideal candidate shall have a proven track record in the following areas:

- Have experience as a Ship or Port Facility Security Officer (or Alternate) and be familiar with the requirements of the International Ship and Port Facility Security (ISPS) Code and
- Effective leadership, management, interpersonal and strong communication skills;
- Leading and working with a multi-disciplined team demonstrating the ability to motivate, empower and encourage personnel under their control to achieve maximum performance;
- Proven influencing, negotiation, and issue/conflict resolution skills;
- Liaising with a variety of internal and external parties.
- Programme and project management;
- Financial management, budgeting, and resource allocation skills;
- Analytical, creative thinking and problem solving;
- Commercial awareness
- Excellent knowledge and awareness of health and safety legislation and regulations.

COMPETENCY FRAMEWORK

This is a competency based competition and the interviews will be competency based. Candidates will be expected to demonstrate **sufficient evidence within their application form** of competence under each competency. **Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form.**

COMPETENCY	BEHAVIOURS
Delivering Quality Outcomes and Ensuring Compliance	<ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties. • Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively. • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks. • Critically evaluates outcomes and processes used to achieve them. • Is aware of and understands relevant legislation, regulations and policies. • Refers to relevant professional documents as required.
Communicating Effectively	<ul style="list-style-type: none"> • Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. • Has good interpersonal skills. • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. • Is clear in all communications, considering the audience in getting the message across. • Writes fluently, clearly structuring written communication. • Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance. • Is effective in communicating a complex or technical message, using language appropriate to the audience.
Managing Resources	<ul style="list-style-type: none"> • 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. • Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives. • Ensures best value and efficiency in service delivery. • Intervenes in a timely manner if work activities go over budget. • Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively. • Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.
Knowledge and Understanding of Local Government	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of local government • Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating

THE ROLE

The Assistant Marine Officer will fulfil the role of Deputy Harbour Master for Dun Laoghaire Harbour. The position of Assistant Marine Officer is key in the safe and efficient management of the Port. The Assistant Marine Officer is a member of the Harbour Team, reporting to the Harbour Master. The Assistant Marine Officer's primary operational responsibilities are to ensure the Port's marine activities operate safely and efficiently.

The person will be required to assist the Harbour Master maintain a safe port, ensure that all statutory, regulatory and conservancy duties are carried out, enforce Harbour Bye-Laws and Regulations, levy rates and charges, manage port emergencies, and the port environment, and ensure compliance with Port Security, Environmental, Health and Safety and other relevant legislation.

The successful candidate will have to demonstrate the required high level of expertise in the operational dimensions of the role; the ability to motivate and manage a skilled workforce operating around the clock on every day in the year; financial and commercial acumen in respect of both the Council's business and that of our customers; the ability to develop and maintain relationships with a wide range of stakeholders both nationally and internationally and the ability to communicate clearly and authoritatively both verbally and in writing.

The person appointed will work under the direction and control of the Harbour Master or other officer designated by the Harbour Operations Manager, the Director of Services or the Chief Executive.

Main Responsibilities:

- Fulfilling the Role of Deputy Harbour Master/ Assistant Marine Officer in Dun Laoghaire Harbour.
- Deputising for the Harbour Master when required
- Assisting the Harbour Master in:
 - Maintaining a safe port and manage port emergencies
 - Enforcement of harbour bye-laws, rules and regulations
 - Keeping records as appropriate of all shipping, goods and cruise/ferry passengers entering or leaving the port by sea and submitting reports incorporating this information each month
 - Ensuring that harbour facilities are functioning properly, and reporting any defects promptly
 - Reporting any accident within the harbour area and any instances of damage to harbour structures or installations
 - Maintaining control over berthage in the harbour
 - Maintenance of navigation lights, weather stations and tidal gauges
 - Ensuring compliance with health and safety legislation in respect of the harbour area
 - Ensuring compliance with Pollution Control and Waste legislation in respect of the harbour area.
 - Ensuring compliance with Port Security legislation in respect of the harbour area

- Management and administration of harbour rates, tolls, mooring fees, and dues
- The collection and reporting of relevant statistics and local information as required
- Represent the County Council at meetings with, elected members, community/general interest groups, businesses, and residents
- Prepare reports for meetings, as required.
- Liaise with other local authorities, government departments and statutory agencies.
- Work with the Harbour Management in devising and implementing strategies leading to improved efficiencies in delivery of services.

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PARTICULARS OF THE POSITION

1. The office is permanent, whole-time, and pensionable.

2. **SALARY:**

Salary Scale is as follows:

€54,699- €56,690- €58,680- €60,673- €62,667- €64,658- €66,652, €68,635-€70,638-€72,624 max pt.
€74,914 (1st LSI) €76,035 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Local Government and Heritage. Salary scale applicable as of 1 March 2023.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

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. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

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 dependent 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.

Incentivized Scheme for Early Retirement (ISER)

It is a condition of the Incentivized 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.

4. HOURS OF WORK

New entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week. The standard working week is 35 hours on a five-day week basis. However, the position of Assistant Marine Officer may involve additional hours in excess of the standard working week, without additional remuneration. Payment of overtime is not permissible to professional staff. The Assistant Marine Officer will be required to be "on call" outside of normal working hours.

5. ANNUAL LEAVE

Annual leave entitlement for the position of Assistant Marine Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

6. 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 their 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.

7. 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 marine services of an advisory, administrative, 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 Director of Services or other authorised officer, as appropriate, in the supervision of the 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.

8. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún 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.

9. 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 interview will be competency based and marks will be awarded under the following skill sets identified for the position of Assistant Marine Officer as outlined above
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed 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.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. 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.
- iv. 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.
- v. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

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 DLRCC 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.
- DLRCC 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 Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvass 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 they are seeking.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 20th July 2023**

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