



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**TEMPORARY SUMMER UNDERGRADUATE OPPORTUNITIES - PLANNING OR ENGINEERING OR IT**

**FIXED TERM SPECIFIC PURPOSE CONTRACT – 3 MONTH CONTRACT (COMP I.D. 011650)**

**CURRICULUM VITAE AND COVER NOTE MUST BE E-MAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE) BY THE CLOSING DATE**

**SUNDAY 27<sup>TH</sup> APRIL 2024**

**PLEASE INCLUDE THE AREA/AREAS YOU ARE INTERESTED IN BEING CONSIDERED FOR IN YOUR COVER NOTE**

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**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:**

Candidates shall:

- a. Be currently undertaking an honours degree (level 8 in the National Framework of Qualifications) in Planning **OR** Engineering **OR** Computer Science/ an honours degree where computer science is a large/core element of course.
- b. All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract

**The candidate shall:**

- Demonstrate understanding of the area they apply for;
- Have the ability to work on their own initiative;
- Have the ability to work within a multidisciplinary team;
- Possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- Possess good organisational skills;
- Possess good IT and presentation skills.
- Demonstrate an understanding of the role of the Local Authority.

**The Summer undergraduate will work within a team under the direction of an appropriate official in delivering a programme of work with a view to gaining practical experience. They will research and prepare presentation material as required.**

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**PARTICULARS OF THE POSITION**

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

2. **SALARY:**

**€30,811 per annum - pro rata as at 1<sup>st</sup> March 2025 - fixed 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 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 is linked to the State Pension age which is currently 66 but may be subject to change.

**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.

#### **4. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

#### **5. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland 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 month
- 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.

#### **6. ANNUAL LEAVE**

Annual leave entitlement for the position of UNDERGRADUATES is 2 days per completed month of service.

#### **7. DUTIES**

**The duties of the post include but are not limited to the following:**

##### **PLANNING DUTIES**

##### **Planning and Economic Development Department**

- Supporting 2 busy Development Management teams across the County
- Supporting 2 busy Forward Planning teams working on Local Area Plans, background work for the County Development Plan review and active land management including Residential Zoned Land Tax.

##### **Forward Planning Infrastructure Department**

##### **Re-Imagining of the Sandyford Business District**

- Support Policy workstream in a re-imagining of the Sandyford Business District Area
- Opportunity for exposure to various dlr depts, consultants and state agencies as part of Project Workshops (infrastructure, urban design, economic teams)
- Opportunity to undertake site surveys, assessments and make recommendations for new policies
- Research policy and best-practice on opportunities for strategic moves for climate action, to identify opportunities for dlr to become a leading local authority
- Apply recommendations or learnings spatially, and opportunity to present to department and teams within dlr as a concrete outcome at end

##### **Development Management - Cherrywood Development Agency Project Team -**

- Form part of assessment team to assess consistency of applications with Cherrywood Strategic Development Zone (SDZ) Planning Scheme
- Undertake Housing Quality Assessment (HQA), and Micro-climate Assessments
- Assess sustainable transport provision as part of applications
- Assess planning Compliance Submissions

##### **INFORMATION TECHNOLOGY DUTIES**

- Assisting with the following:
- Replacing laptops with newer models
- Imaging laptops

- Stock tracking - checking IT assets throughout the DLR offices
- Basic Service desk calls
- App testing
- Applying network updates
- Replace out of date hardware to update network infrastructure.

#### **ENGINEERING DUTIES**

- Working with a multidisciplinary team to execute major infrastructure projects from concept through planning, design and construction.
- Working with both direct labour operations staff and our supply chain to deliver projects across a variety of sections.
- Support the engineering staff in site survey activities, preparation of tender documentation, contract award and management of contractors.
- Input into the preparation of work programmes
- Hands on support to site supervisory staff in maintenance operations
- Interface and build relationships with elected members, community groups and key stakeholders
- Input and preparation of relevant health and safety and operational documentation
- Facilitate and input into scheme design and construction methodology.
- Progress reporting and recording of site activities.
- Work with engineering staff on process improvements and developments
- Budget and programme management
- Working in accordance with public works suite of contracts

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The duties shall be such as shall be assigned by the local authority from time to time, and shall include the duty of deputising for other officers of the local authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

#### **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. 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.

#### **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 competency skill sets identified for the position of UNDERGRADUATE as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the

testing will be performed through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dun Laoghaire Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.

- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer [recruitment@dlrcoco.ie](mailto:recruitment@dlrcoco.ie), the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.
- iv. 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
- v.
- vi. 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.
- vii. 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.
- viii. 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.

#### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- Than National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> 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 DLRCC required in regard to any matter relevant to their candidature, will have to further claim to consideration.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for DLRCC. It is the responsibility of individual employees to ensure that you have a valid

work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise DLRCC and your employment will cease with immediate effect.

- In the event of an offer of employment each candidate be required to provide evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

**CV's should be e-mailed in PDF format to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) not later than Sunday 27<sup>th</sup> April 2025. CV's received after the closing time and date will not be accepted.**

**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.

<p><b>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.</b></p>
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