



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

ASSISTANT FOREPERSON (SHIFT)

PERMANENT WHOLETIME - OPEN COMPETITION - COMP. I.D. 011948

SAOISTE CÚNTA (SEAL)

BUAN LÁNAIMSEARTHA - COMÓRTAS OSCAILTE - COMÓR. I.D. 011948

**COMPLETED APPLICATIONS MUST BE EMAILED TO CAREERS@DLRCOCO.IE BY THE CLOSING DATE 12 NOON ON
THURSDAY 16th OCTOBER 2025**

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QUALIFICATIONS

Applications on the official form are invited from qualified persons who wish to be considered for inclusion on a panel from which **Permanent** or **Temporary** appointments may be made as Assistant Foreperson (Shift) for positions as they arise.

1. CHARACTER:

Each candidate shall be of good character.

2. HEALTH:

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

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

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

- a. Have a good standard of general education that will enable them to efficiently carry out the duties of the post
- b. Hold a category B full driving licence free from endorsements.

It is desirable for candidates to:

- Be capable of assisting with the supervision of the day to day running of any areas maintained by the Infrastructure & Climate Change Department.
- Be prepared to use Information Technology and be able to so demonstrate this;
- Have a good knowledge of mechanical Plant and Ancillary Equipment;
- Be prepared to use Information Technology and be able to demonstrate this
- Have a good knowledge and understanding of environmental issues and be familiar with relevant legislation;
- Hold a current safe pass card
- Have experience of managing staff carrying out manual labor tasks
- Have experience of implementing logistical plans for crews who are carrying out daily manual labor functions
- Have experience of administration and reporting on the daily outputs and general paper work
- Have a good knowledge of health & safety and relevant legislation;

- Hold a current CSCS card for Signs, Lighting and Guarding (3 day).
- Have experience in the use of Excel Spreadsheets, Microsoft Word, Email for developing and issuing daily progress reports.

Each candidate will demonstrate through their application form and at interview, that they have:

- Understanding of the role
- Good communication and interpersonal skills.
- Self-motivated with a record of demonstrating initiative and ability to use judgement in a work place environment.
- Be capable of dealing satisfactorily with outside bodies, residents associations, public representatives etc.
- Ability to apply previous experience to the role.
- Capacity to contribute to and work well in a team.
- Sufficient knowledge and understanding of Health & Safety requirements.
- Flexibility in terms of working hours as the duties can involve working outside of normal hours as required.
- Knowledge of the services provided by Dun Laoghaire Rathdown County Council
- Demonstrate customer awareness skills and a positive customer service attitude.
- Have the ability to keep records, write clear reports and perform satisfactorily the clerical duties attached to the post
- Have ability to manage depot staff, students and contractors operating within their area of management and be competent in their supervision and be able to demonstrate this;
- Have an ability to motivate team members and be able to deal with conflict.
- Have the ability to oversee and implement a programme of works and/or significant projects undertaken by direct labour or outside Contractors or a combination of these.
- Be capable of developing computer skills to draft and issue reports using Microsoft Excel, Word and e-mail.
- Undertaking any course of training organized by the County Council which they are designated to attend.

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PARTICULARS OF THE POSITION

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

2. **WAGES – HOURLY RATE:**

€31.93; €32.30; €32.47; €32.66; €32.84; €32.93; €33.02; €33.18; €33.20; €33.35; €33.46; €33.75

Rates as at 1/08/2025

Entry point to this scale will be determined in accordance with Circulars issued by the Department Housing, Planning 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. 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. **PERSONAL PROTECTIVE EQUIPMENT (PPE):**

As a condition of employment, the holder of the post will be required, at all times when on duty, to wear such items of personal protective equipment as are specified from time to time by Dun Laoghaire Rathdown County Council.

4. **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.

5. HOURS OF WORK

The rota is based on a continuously revolving week, with the period of time taken to return to the same week being 8 weeks. The rota commences on a Thursday and is based on a 4 days worked, 4 days off scenario. Under this proposal the following should be noted:

- Any person on the shift arrangement will not be required to work more than 4 days in a row.
- Each shift group works 4 days on and 4 days off.
- In each 8 week period, there will be an average of 39 hours worked per week
- In each 8 week period, there will be an average of 3.5 days worked per week
- The following hours are worked on the following days:
- 11 hour day: 7am to 6.30pm; Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday
- 12 hour day: 7am to 7.30pm; Friday
- In each 8 week period, there will be 4 Saturdays and 4 Sundays worked
- In each 8 week period, there will be 3 full weekends off.

If a staff member is unable to attend work, an annual leave day can be used to facilitate this. Swapping between various staff members in the different shift groups will not be allowed.

The full rota is shown below with the two separate shift groups highlighted in different colours.

7 day rota

	shift 1			shift 2			
	thur	fri	sat	sun	mon	tues	weds
week 1	11	12	11	11	11	11	11
week 2	11	12	11	11	11	11	11
week 3	11	12	11	11	11	11	11
week 4	11	12	11	11	11	11	11
week 5	11	12	11	11	11	11	11
week 6	11	12	11	11	11	11	11
week 7	11	12	11	11	11	11	11
week 8	11	12	11	11	11	11	11

6. **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:-

- There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- Such period shall be one year;
- 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. **ANNUAL LEAVE**

Annual leave entitlement for the position of Assistant Foreperson (Shift) is **17.5** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

Prior authorisation is essential before annual leave is taken. The granting of annual leave at any particular time is always subject to the requirements of the council and all annual leave is liable to suspension during periods of exceptional pressure. The final decision in allocating leave rests with Management.

8. **DUTIES:**

The post holder will be required to carry out all the duties allocated to them by the Council under the direction and supervision of the relevant Supervisor, which will include but are not limited to:

- To supervise, motivate and direct staff including compliance with the provisions of the Safety, Health & Welfare at Work Act 2005, under the direction and supervision of the appropriate Supervisor and other supervisory staff;
- Ensure that all staff reporting to you are present at the Ballyogan Depot at the beginning and end of each working day.
- Reinforce with teams the importance of implementing good Health and Safety practices, giving toolbox talks to staff on a regular basis.
- To carry out all duties allotted to them by the Supervisor or other Management Staff and including such duties as may be assigned in relation to the area of any other local authority;
- To prepare work schedules and costings and to submit weekly paysheets;
- Checking and certifying of operative's time sheets
- To investigate complaints, write clear and accurate reports and submission of same as required;

- h. To use as directed IT Systems and Software to manage workflows including the CRM management system and any other system used in the deliverance of service
- i. They may be required to drive a car/van in the course of their duties, but this vehicle will not be available for use driving to/from work on a daily basis, and also use a mobile phone.
- j. They will be required to operate all equipment provided, including any new technology which may be introduced in the future;
- k. To act when required for the appropriate supervisor during the latter's absence;
- l. Draft daily and weekly reports using Microsoft Excel, Word and issue them to management using email
- m. To carry out such other duties as may be assigned from time to time;
- n. The Assistant Foreperson (Shift) will manage the staff members in the particular shift group. The size of these assigned crew members may extend during different parts of the year to include seasonal staff, expansion of service provision in that area i.e. lifeguards, summer staff, additional allocation of staff to the crew etc.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

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 him or her 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.

9. **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

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 interview will be competency based. Candidates will 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. DL RCC 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. Dún 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 and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** 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, 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. 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.
- vi. 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

- 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 DLRC 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 Dún Laoghaire-Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- 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 Dún Laoghaire Rathdown County Council. 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 Dún Laoghaire-Rathdown County Council 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 on receipt of satisfactory references.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie no later than 12 noon on Thursday 16th October 2025 **Applications 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 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 they are seeking.

<p>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.</p>
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