



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

NAME OF POSITION: ENVIRONMENTAL HEALTH OFFICER - HOUSING & COMMUNITY SERVICES AND ENVIRONMENT & TRANSPORTATION DEPARTMENTS

POSITION No: 52/2024

INFORMATION BOOKLET

CLOSING DATE: MIDNIGHT, FRIDAY
5TH JULY 2024

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ENVIRONMENTAL HEALTH OFFICER MAY BE FILLED.

Vacancies will be filled in Dublin City Council's Housing & Community and Environment & Transportation Departments from the panel.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

The Housing and Community Services Department provide a wide range of services in the City including the provision, management and maintenance of social housing in Dublin city. It is also responsible for a range of community development services. In Dublin City there are in excess of 80,000 registered tenancies in private rented properties. Housing standards in the private rented sector are regulated by several pieces of legislation. Dublin City Council is the statutory authority to enforce this legislation in Dublin City. The City Council enforces this legislation through the Environmental Health Section, Housing & Community Services.

The Environment and Transportation Department provides a wide range of engineering and other services for the city, including developing, maintaining and managing the city's road network for the benefit of all citizens. These services include monitoring air quality and emissions from industry and monitoring of noise pollution.

THE JOB

The **Environmental Health Officer, Housing & Community Services Department**, will undertake inspections of private rented houses, evaluate their condition and take appropriate enforcement action where required. They will work as part of a team of Environmental Health Officers in Housing & Community Services and will interact with other departments and sections within the City Council and with external agencies. They will be required to meet specific inspection targets on a monthly, quarterly and annual basis and performance will be subject to audit and review. The holder of the post will report to the Principal Environmental Health Officer, Housing & Community Services, or such person (s) as may be designated from time to time by the City Council.

The Environmental Health Officer, Environment & Transportation Department will work as part of a team in the **Air Quality Monitoring and Noise Control Unit** of the Environment & Transportation Department reporting to the Principal Environmental Health Officer or such other designated person(s) as may be assigned from time to time. They will be involved in ambient air quality monitoring in accordance with EU air quality standards; the enforcement of national air pollution and noise control legislation; and reporting on planning applications where air quality or noise pollution issues arise.

The **Environmental Health Officer** will be required to undertake their duties in a competent and professional manner and at all times in compliance with all applicable health and safety requirements.

THE IDEAL CANDIDATE SHALL:

- Have experience in taking enforcement action under environmental health legislation (experience in the housing, air and / or noise fields would be an advantage), including carrying out inspections, serving notices and initiating proceedings;
- Be aware of good practice and emerging issues in enforcing standards in the private rented housing sector and / or air quality and noise control standards;
- Possess a good working knowledge of national housing policy and / or ambient air quality monitoring in accordance with the EU CAFÉ Directive;
- Have an ability to work alone and within a team to deliver on competing demands and deadlines to achieve maximum performance;
- Have strong IT and technical report writing skills;
- Have strong interpersonal and communication skills.

QUALIFICATIONS - (REQUIRED FOR POSTS IN BOTH HOUSING & COMMUNITY SERVICES AND ENVIRONMENT & TRANSPORTATION DEPARTMENT):

CHARACTER:

Each candidate shall be of good character.

HEALTH:

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

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications;

(a) (i) Hold a BSc. (Environmental Health) (Level 8 in the National Framework of Qualifications) – Dublin Institute of Technology (Technological University Dublin)

Or

(ii) Hold a BSc. Degree (Level 8 in the National Framework of Qualifications)– University of Dublin and a Diploma in Environmental Health –Dublin Institute of Technology (Technological University Dublin)

Or

(iii) Hold a Diploma in Health Inspection awarded prior to 10th December 1982, and recognised by the Minister for Health;

Or

- (iv) Hold a non-Irish professional qualification in Environmental Health, recognised by the Minister for Health;
- (b) Have the requisite professional and technical knowledge and ability (including a high standard of suitability and professional ability), for the proper discharge of the office;
- (c) 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;
- (d) Possess good IT skills.

Possession of a current unendorsed full driving licence (Category B) would be desirable but is not essential.

DUTIES

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

For Environmental Health Officer assigned to Housing & Community Services Department, duties shall include:-

- (i) Undertaking inspections of private rented houses, evaluating their condition and taking the appropriate enforcement action;
- (ii) Enforcing relevant elements of the Housing Acts and regulations made there under;
- (iii) Monitoring, evaluating and acting upon environmental conditions injurious to health in their area and promoting improvement by advice, education and enforcement of appropriate legislation;
- (iv) Ensuring the quality and output of work is of the highest standard and co-operating with performance assessments and efficiency and effectiveness audits;
- (v) Maintaining up to date records and furnishing such reports as required by the Principal Environmental Health Officer or such delegated officer.

For Environmental Health Officer assigned to Environment & Transportation Department, duties shall include:

- (i) Operating ambient air pollutant analysers and equipment in accordance with national and EU CAFÉ Directive criteria and reporting on monitoring data;
- (ii) Enforcing relevant elements of the *Air Pollution Act 1987* and regulations made thereunder;
- (iii) Enforcing relevant elements of the *Environment Protection Agency Act 1992* and regulations made there under in respect of noise control;
- (iv) Assessing planning applications and reporting on air pollution and noise control issues, including compliance with conditions;

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 City 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 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.

SELECTION PROCESS

Posts of **Environmental Health Officer** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning, Community and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Planning & Organising
- Decision Making & Judgement
- Interpersonal Understanding / Communication
- Personal Effectiveness
- Technical Knowledge & Experience

Please see pages 8 & 9 of the Candidate Information Booklet for more details.

SALARY

The salary scale for the position of **Environmental Health Officer** is;

€44,853; €47,469; €49,390; €51,336; €53,325; €55,349; €57,390; €59,433; €61,474; €63,519; €65,576 (Maximum); €67,677; (1st LSI) (after 3 years satisfactory service on the Maximum); €69,782 (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 Housing, Planning & Local Government. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service 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.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://careers.dublincity.ie> for additional relevant information pertaining to the recruitment process.

PARTICULARS OF POSITION:

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

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 Dublin City Council 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 the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- 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.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or 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 City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment questions, are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE:

Applications must be submitted before midnight Friday 5th July 2024

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2024

This document is also available in Large Print, High Contrast Print and Braille on request.

INFORMATION SHEET – COMPETENCY FRAMEWORK

A new competency framework has been developed for the position of **Environmental Health Officer**. The key competencies for the role are as follows:

Competency	Behaviours
Planning / Organising	<p>Ability to plan, organise and schedule work/tasks to ensure that they are achieved on time.</p> <p>Plans ahead, prepares for contingencies and has a backup plan.</p> <p>Ability to prioritise tasks and manage time effectively to achieve goals.</p> <p>Ability to organise resources to meet the demands of the job.</p>
Decision Making & Judgement	<p>Ability to make informed decisions in a clear and confident way.</p> <p>Consults with line manager for advice when needed.</p> <p>Weighs up the pros and cons of a situation.</p> <p>Carefully assesses the risks when taking on difficult tasks.</p> <p>Maintains broad awareness of what is going on and identifies knock on effects of events or actions.</p>
Interpersonal Understanding / Communication	<p>Communicate effectively with confidence and diplomacy.</p> <p>Ability to develop and maintain good working relationships across all levels of the organisation.</p> <p>Ability to convey his/her message both written and orally in a clear, concise and comprehensive manner.</p>
Personal Effectiveness	<p>Takes initiative and is open to taking on new challenges or responsibilities.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive and constructive and enthusiastic attitude to their role.</p>
Technical Knowledge/Experience	<p>Understands the role of Environmental Health Officer in Dublin City Council</p> <p>Experience and knowledge in undertaking inspections in private rented houses</p> <p>Knowledge of relevant housing standards legislation in Ireland</p> <p>Knowledge of good practice guidelines in enforcing standards in private rented housing in Ireland</p>

	<p>Knowledge of ambient air pollution monitoring in accordance with national and EU standards.</p> <p>Knowledge of enforcement of the Air Pollution Act 1987 and the Environmental Protection Agency Act 1992</p> <p>Knowledge and experience of the planning process in relation to air pollution and noise control.</p> <p>Understands the use of Standard Operating Procedures in environmental health</p> <p>Experience and knowledge in taking enforcement action including the service of notices and presenting evidence in court</p> <p>Knowledge of Health and Safety Regulations and their application in the workplace</p> <p>Relevant experience to date</p>
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