



NAME OF POSITION: ASSISTANT TRAFFIC OFFICER (TRAFFIC SIGNALS) 2024

POSITION No: 75 /2024

INFORMATION BOOKLET

CLOSING DATE: MIDNIGHT, FRIDAY
1ST NOVEMBER 2024

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ASSISTANT TRAFFIC OFFICER (TRAFFIC SIGNALS), MAY BE FILLED.

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. Dublin City Council is at the heart of everything that happens in the city and has a long and proud tradition of servicing the public and leading the direction, growth and development of the City.

BACKGROUND

The City Council is the lead Authority in the Greater Dublin Area providing engineering and roads and traffic services. The Environment and Transportation section of Dublin City Council is responsible for the provision of a wide range of essential services in the City, including developing, maintaining and managing the City's road network for the benefit of pedestrians, cyclists, motorists and public service and commercial vehicles. The Intelligent Transportation Systems (ITS) Division provides the Traffic Signal expertise for the design installation, and optimisation of all Traffic Signals in Dublin City Council as well as for other Local Authorities. This involves all aspects of traffic management within the City but especially the use of the Traffic Control system SCATS. SCATS is a centralised Traffic Signal Management Control System which controls over 860 traffic signals throughout both Dublin City Council and numerous other Local Authority areas. This system operates with real communication to traffic controllers on the street via a wide range technology.

The ITS Division control and operate this city-wide system, and the use of all ITS to ensure that all modes of transport can be managed effectively and safely. The work involves the use of the many traffic management applications within Dublin City Council.

In conjunction with the National Transport Authority, Transport Infrastructure Ireland and other neighbouring local authorities the ITS Division is involved in major Transportation projects, both current projects and future proposed projects such as the roll out of new Bus Connect corridors, future expansion to the Luas network, the planned installation of the Metro and the installation of major active travel schemes throughout the city.

The Division operates and supports its own dedicated 24/7 hour control centre where all the information is presented for Operators to monitor and intervene as required. It also operates its own Traffic Computer Centre, which hosts the majority of the ITS systems, as well as providing real-time streams to numerous transportation agencies.

THE ROLE

The role of the Assistant Traffic Officer (Traffic Signals) is vital in the delivery of services within the ITS Division. Reporting to a Traffic Officer, or such person as may be designated by the City Council, the holder of the post will work as part of a multi-disciplinary team for traffic signal and fibre communications installation.

The Assistant Traffic Officer (Traffic Signals) will work as part of a team who are engaged in duties within the ITS Division. They also liaise closely with contractors. The role is primarily office based, however, onsite attendance is also required.

THE IDEAL CANDIDATE SHALL:

- be able to work within, and where necessary lead, multi-disciplined teams and have the ability to motivate, empower and encourage team members and contractors under their control to achieve maximum performance;
- possess strong interpersonal, communication and customer awareness skills and have the ability to engage with a wide range of people;
- be capable of working on their own initiative, in an independent environment and without constant supervision;
- have a willingness to learn and aptitude to use all new technology and information systems;
- have an ability and willingness to learn and execute new skills and participate in appropriate training courses and provide training where required;
- have the ability to manage financial resources within a budgetary control framework;
- 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.

On the date of appointment the successful candidate must possess a current unendorsed full driving licence (Category A1, A and/or B) as they may be required to drive in the course of their duties.

QUALIFICATIONS:

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:-

- (i)** have at least 4 years' experience in ITS, electrical , Traffic signals or fibre optic installations;
- (ii)** satisfactory relevant experience of traffic signals, design and the implementation and use of advanced traffic management systems;
- (iii)** have good knowledge of Electrical Installation, regulation and National standards;
- (iv)** have good knowledge of traffic controlled operations and junction layout and design;
- (v)** have good knowledge of the Traffic Signs Manual, relevant road and traffic acts and relevant statutory and legislative documents;
- (vi)** have good knowledge of telecommunication infrastructure and good understanding of fibre optic design and network installation and fibre optic system maintenance;
- (vii)** have knowledge and experience of civil work installation;
- (viii)** have experience in dealing with members of the public, Councilors and Contractors;
- (ix)** have satisfactory IT skills;
- (x)** be able to read maps and technical details/drawings;
- (xi)** have knowledge of budget control and stock control;
- (xii)** have satisfactory experience of relevant Safety, Health and Welfare Acts and Regulations and in particular in their application to traffic management and control;
- (xiii)** have an understanding of Traffic Management in relation to roadworks control and an understanding of working in a motorway environment, and on or near Luas lines;
- (xiv)** have satisfactory knowledge and understanding of the legislative framework in which the duties of the post are carried out.

Desirable

A knowledge of Traffic Signal Control systems and their installations requirements, Fibre Optic, Closed Circuit television systems and networks, and other Intelligent Transportation systems.

DUTIES:

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

- (I)** Management of external contractor responsible for the installation and maintenance of traffic signals, fibre optic equipment, CCTV cameras, variable message signs (VMS) and traffic detection equipment;
- (II)** monitoring the operation of traffic signals and communications equipment and ensuring that faults are promptly repaired;

- (III) supervision of fibre optic installation including all civil works requirements;
- (IV) commissioning of electrical and electronic equipment;
- (V) liaising with telecommunications and power providers;
- (VI) review proposed traffic signal configurations;
- (VII) traffic signal operations including monitoring and optimising on street performance;
- (VIII) providing support to the 24 hour, 7 day per week, Traffic Control Centre operations;
- (IX) providing and managing the installation and maintenance of real time communication to traffic equipment on the street via a wide range of media such telephony, fibre channels and 4/5G technology;
- (X) liaising with other City Council Departments concerning the maintenance, and installation of traffic signals and fibre communication equipment and the management of associated work programmes;
- (XI) handling Service Requests through the DCC Transport Asset Management (TAMS) reporting system Confirm;
- (XII) liaising with Traffic Advisory Group (TAG) with regard to service requests and Councillors questions to meet the necessary deadlines;
- (XIII) supervision of contracts both ongoing maintenance projects contracts as required;
- (XIV) implementation of Health and Safety Regulations and other relevant regulations at work locations;
- (XV) carrying out such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, and may include carrying out duties outside normal works hours, 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:

- Post of **Assistant Traffic Officer (Traffic Signals)** 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 and assessment question 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 possesses 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, Local Government and Heritage 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.
- Successful candidates may be required to undergo a pre-employment medical and reference checks prior to final offer & appointment.

INTERVIEW:

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

- **Management and Change**
- **Delivering Results**
- **Leading, Motivating, Managing Performance and Communicating Effectively**
- **Personal Effectiveness**
- **Technical Knowledge & Experience**

Please see page 8 of the Candidate Information Booklet for more details.

SALARY:

The salary scale for the position of **Assistant Traffic Officer (Traffic Signals)** is: -

€55,641; €56,969; €58,586, €61,629; €63,447 ;(Maximum); €65,706 (1st LSI) (after 3 years satisfactory service on the Maximum). €67,977 (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, and Local Government. **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.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **39 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://bit.ly/DCCVacancies> for additional relevant information pertaining to the salary scale and 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 must not be submitted until all sections of the form including the Assessment Questions are completed as they cannot be amended once submitted on the system.

For any queries please contact hrqueries@dublincity.ie

CLOSING DATE:

Applications must be submitted before Midnight on Friday, 1st November 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.

COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Assistant Traffic Officer (Traffic Signals)**
The key competencies for the role are as follows:

Competency	Behaviours
Management and Change	<p>Is effective in translating corporate mission and objectives into operational plans and outputs.</p> <p>Develops and maintains positive, productive and beneficial working relationships.</p> <p>Effectively manages the introduction of change and demonstrate flexibility and openness to change. Overcomes resistance to change.</p>
Delivering Results	<p>Contributes to the development of operational plans and leads the development of team plans.</p> <p>Plans, prioritises and manages work and resources effectively to ensure efficient delivery of services/objectives.</p> <p>Establishes high quality services and customer care standards.</p> <p>Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</p>
Leading, Motivating, Managing Performance and Communicating Effectively	<p>Leads by example and motivates and engages employees to achieve quality results and to deliver on operational plans.</p> <p>Effectively manages team and individual performance.</p> <p>Has good and effective written and verbal skills.</p> <p>Recognises the value of and requirement to communicate effectively.</p>
Personal Effectiveness	<p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive, constructive and enthusiastic attitude to their role</p> <p>Learns from experience and seeks to constantly improve performance.</p> <p>Operates at an effective pace and maintains performance levels in periods of extra demand.</p>
Technical Knowledge & Experience	<p>Experience or knowledge of Traffic Signal Control systems and their installations requirements, Fibre Optic, Closed Circuit television systems and networks, and other Intelligent Transportation systems.</p> <p>Have an understanding of Traffic Management in relation to roadworks control and an understanding of working in a motorway environment, and on or near Luas lines.</p> <p>Understanding of what the role of Assistant Intelligent Transport System Officer in Dublin City Council involves.</p> <p>Understanding of the challenges that will face the transport and Environment Department in both the short and medium term in relation to proposed changes within the city and wider changes in ITS .</p> <p>Knowledge of Health & Safety Regulations and their application in the workplace.</p> <p>Ability to check that works are constructed in accordance with design and specification, budgetary monitoring and cost control.</p>

