



## NAME OF POSITION: LABORATORY TECHNICIAN – GRADE 1 (MICROBIOLOGY) CENTRAL LABORATORY -DUBLIN CITY COUNCIL

POSITION No: 98/2025

CLOSING DATE: MIDNIGHT ON  
FRIDAY 19<sup>TH</sup> DECEMBER, 2025

### INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR LABORATORY TECHNICIAN GRADE 1 (MICROBIOLOGY) MAY BE FILLED.

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 900 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Economic, Leisure and Culture Services. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie)

### BACKGROUND

The **Central Laboratory, Environment & Transportation Department** is responsible for the sampling and analysis of drinking water, river and bathing waters, sewages and trade effluents, in order to ensure that the requirements of National and European environmental standards are met. Approximately 30,000 water, wastewater and environmental samples are analysed annually in the laboratory, which is equipped with a wide range of analytical instrumentation. The Laboratory provides scientific, advisory and analytical services to Dublin City Council and the Councils of Fingal, South Dublin and Dun Laoghaire-Rathdown, to other local authorities nationally and to Uisce Éireann.

Four satellite Waterworks Laboratories, reporting to the Central Laboratory, are located at Ballymore Eustace and Leixlip in Co Kildare, Roundwood in Co Wicklow and Ballyboden in Dublin 16. Operational monitoring is carried out on a daily basis at these locations.

### THE JOB

Reporting to the Senior Scientist, or such designated person as may be assigned from time to time, the **Laboratory Technician Grade 1 (Microbiology)**, is responsible for the day to day running of analytical tests in the Central Laboratory. This includes the analysis (microbiological, biological and chemical) of a range of environmental samples and the reporting of results on the Laboratory Information Management System (LIMS). They will work as part of a team structure led by a Senior Executive Scientist.

### THE IDEAL CANDIDATE SHALL

- Have a good working knowledge of technical aspects of analytical work in a regulated multidisciplinary laboratory including implementation of Standard Operating Procedures (SOPs).

- Have strong interpersonal and communication skills, an ability to give and receive instructions clearly and an ability to engage with a wide range of people.
- Possess good I.T. skills, including experience of Laboratory Management Information System (LIMS).
- Have the ability to work independently or as part of a team and be capable of working on their own initiative.
- Have experience in the maintenance, calibration and operation of laboratory and field equipment.
- Possess good organisation and record keeping skills.
- Have excellent knowledge and awareness of Health and Safety legislation and regulations, their implication for the organisation and the employee, and their application in the workplace.

## **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:-

- (a) hold a HETAC (Level 6) qualification or equivalent in Science with a specialty in Microbiology, Biology, Environmental Sciences or an equivalent qualification;
- (b) have at least 3 years satisfactory relevant experience;
- (c) have an understanding of the role and responsibility of the Local Authority in relation to water production and waste water treatment;
- (d) have a 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;
- (e) have practical laboratory experience gained during academic training or in projects carried out during employment/placements.

### **DESIRABLE:**

**A current unendorsed full driving license (Category A1, A and/or B) is desirable but not essential as the successful candidate(s) may be required to drive a motor car in the course of their duties.**

## **DUTIES**

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

- analysis of water, wastewater and environmental samples in Central Laboratory and performing analytical procedures to the required accreditation standards (or equivalent);

- ensuring that all analytical work is recorded and analysed in a proper and timely manner and reporting results on the Laboratory Information Management System.;
- liaising on a daily basis with line management and ensuring conformance with the reporting system that is in place;
- keeping up to date with the changing requirements of the position;
- being responsible for calibration, operation and maintenance of analytical instruments/equipment;
- ordering and maintenance of laboratory stocks;
- To carry 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, 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 **Laboratory Technician Grade 1 (Microbiology)** 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 questions 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, 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.

## SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form, in conjunction with the answers given in the assessment questions. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.**

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.

## INTERVIEW

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

- Delivering Results
- Performance through People
- Personal Effectiveness
- Technical Knowledge & Experience

**Please see page 7 of the Candidate Information Booklet for more details.**

## SALARY:

The salary scale for the position of **Laboratory Technician Grade 1** is: -

€48,760; €49,498; €50,463; €51,430; €52,399; €53,391; €54,307 (Maximum); €56,037 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €57,790 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **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 <https://careers.dublincity.ie> 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) Holders of the post may be required for weekend cover (including Saturdays, Sundays and Bank Holidays).
- (c) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (d) A period of one year's probation applies where a person is permanently appointed to Dublin City Council.

## **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.*

## **IRISH PROFICIENCY**

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits are capable of performing their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

**This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.**

## **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 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](mailto:hrqueries@dublincity.ie)

## **CLOSING DATE**

**Applications must be submitted before Midnight on Friday, 19<sup>th</sup> December 2025.**

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**SENIOR EXECUTIVE OFFICER  
HUMAN RESOURCES DEPARTMENT**

Dated this \_\_\_\_\_ 2025

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

## INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Laboratory Technician Grade 1 (Microbiology)**.

The key competencies for the role are as follows;

Competency	Examples of Behaviours
<b>Delivering Results</b>	<p>Translates the business or team plan into clear priorities and actions for their area of responsibility.</p> <p>Plans work and allocation of staff and other resources effectively.</p> <p>Implements high quality service and customer care standards.</p> <p>Makes decisions in a timely and well informed manner.</p>
<b>Performance through People</b>	<p>Demonstrates a good understanding of the components of the job.</p> <p>Leads and develops the team to achieve corporate objectives.</p> <p>Effectively manages performance.</p> <p>Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</p> <p>Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</p>
<b>Personal Effectiveness</b>	<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> <p>Shows a high level of commitment to the wider organisation.</p>
<b>Technical Knowledge &amp; Experience</b>	<p>Has knowledge and understanding of local authority structures.</p> <p>Understands the role of Laboratory Technician Grade 1 – Microbiology.</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Possess a high standard of technical &amp; administrative experience.</p> <p>Knowledge and awareness of Health &amp; Safety Legislation and Regulations.</p>