



NAME OF POSITION: EXECUTIVE SCIENTIST

POSITION No: 33 /2021

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT, FRIDAY,
10TH SEPTEMBER 2021**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR EXECUTIVE SCIENTIST, 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 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:

Dublin City Council is the lead Authority in the Greater Dublin Area providing engineering and roads and traffic services. The **Environment and Transportation Department** is responsible for the provision of a wide range of essential services in the City, including the development, maintenance and management of the City's road network for the benefit of pedestrians, cyclists, motorists and public service and commercial vehicles. Since January 2014 the Council provides water services under a Service Level Agreement on behalf of Irish Water.

THE CENTRAL LABORATORY:

The Central Laboratory, Environment & Transportation Department, is responsible for the sampling and analysis of Drinking Water, Wastewaters and Environmental Waters, in order to ensure that the requirements of National and European Environmental standards are met. Approximately 30,300 samples are analysed annually in the Laboratory, which is equipped with a wide range of analytical instrumentation, and is accredited under ISO 17025 (2017).

The Laboratory provides scientific, advisory and analytical services to Dublin City Council and the other Dublin Local Authorities, Fingal, South Dublin, Dun Laoghaire Rathdown and to other Local Authorities Nationally and to Irish Water (under a Service Level Agreement).

Satellite Laboratories, reporting to the Central Laboratory, are located at Ballymore Eustace, Leixlip, Roundwood and Ballyboden. Operational monitoring is carried out on a daily basis.

THE JOB:

Reporting to the Senior Scientific Officer, or such person as may be assigned from time to time by the City Council, **the Executive Scientist will work as part of the Chemistry Team in Central Laboratory.** The role of the Executive Scientist will involve the implementation and development of the day to day testing required under current water quality legislation. The Executive Scientist will work under the direction of the Senior Executive Scientific Officer and the Senior Scientific Officer.

THE IDEAL CANDIDATE SHALL:

- hold a recognised degree, of which Chemistry was taken as a subject in the final examination;
- have at least 5 years satisfactory relevant experience working in an ISO 17025 accredited water/wastewater/environmental laboratory;
- possess satisfactory knowledge of the legislation relating to water, wastewater and environmental protection and have experience in environmental analysis;
- have satisfactory experience supervising staff within a laboratory and be able to work within, and contribute positively to multi-disciplined teams and have the ability to motivate and encourage personnel under their control to achieve maximum performance;
- be capable of working on their own initiative;
- have strong interpersonal, presentation and communication skills;
- possess strong organisation, administrative and IT skills (particularly Laboratory Information Management (LIMS) expertise.
- 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;
- have an understanding of the role and duties of managers in safety management 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:-

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Science;
- (b) have at least five years satisfactory experience of scientific work; and
- (c) possess a high standard of technical training and experience;

DUTIES:

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

- (i)** the analysis of chemical monitoring programme samples, in an ISO 17025 laboratory;
- (ii)** the use of analytical quality control and the testing of proficiency samples;
- (iii)** Supervising Scientific and Technical Team members;
- (iv)** Planning for extension to scope of accreditation as required;
- (v)** ensuring that staff are trained and operate within the relevant skill sets;
- (vi)** participate in Irish National Accreditation Board (INAB) and internal audits;
- (vii)** ensure compliance with Health & Safety Legislation and Regulations, and Dublin City Council's Corporate Health & Safety systems;
- (viii)** development of new test methods and their validation;
- (ix)** preparation, implementation and management of monitoring programmes to fulfil statutory requirements of National and European Environmental Legislation;
- (x)** use of the Laboratory Information Management System (LIMS);
- (xi)** ensuring an efficient and effective response to all customers
- (xii)** deputising for the Senior Executive Scientific Officer when required
- (xiii)** 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:

- Post of **Executive Scientist** 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 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 agreed competencies.

SALARY:

The salary scale for the position of **Executive Scientist** is: -

€50,534; €52,372; €54,210; €56,052; €57,894; €59,734; €61,576; €63,409; €65,258; €67,093; (Maximum); €69,209 (1st LSI) (after 3 years satisfactory service on the Maximum); €70,245 (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, Local Government and Heritage. **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.

All applicants must refer to the Additional Candidate Information Booklet which can be found at 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.

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.

CLOSING DATE:

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

Applications must be submitted before Midnight on Friday, 10th September 2021.

For any queries please contact hrqueries@dublincity.ie.