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**Candidate Information Booklet**

**Post of:** **Executive Scientist**

**Closing Date: 4:00pm on Thursday 13th March 2025**

**Applications should be emailed in PDF format only to** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) **with the subject line as: Executive Scientist – “First Name, Surname”**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 32,000 staff or 1/12th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,150 (2022 Census) with approximately 55% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr and Clara. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2024. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operates through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 500 staff and has an estimated revenue and capital spend of over €97m and €53m respectively in 2025 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and Directors of Service and a Director of Finance who currently hold the following briefs:

1. Climate Action, Environment, Transportation and Active Travel, NWCPO, Water, and Tullamore Municipal District

2. Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Director of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services for Housing and Ukrainian Response

JOB DESCRIPTION

The Executive Scientist duties will be assigned from the Council’s Environment Section, which is a part of the overarching Climate Action, Environment & Rural Water Section. The Executive Scientist will work as part of a multi-disciplinary Waste / Air / Noise team, providing scientific leadership to the team.

Reporting to the Senior Executive Engineer, or such other officer as may be designated, the Executive Scientist will be required to lead and manage Offaly County Council’s Waste / Air / Noise Team in striving to improve our environmental performance in these areas.

This currently includes the following non-exhaustive:

* Enforcement of Environmental Regulations
* Managing the delivery of programme of work, including RMCEI
* Investigations, audits and preparation of reports
* Investigation of Complaints, enforcement and prosecution
* Representation of Council during legal/enforcement proceedings
* Review of Planning Applications and Planning Compliance Reports
* Assessment of EIAR, Appropriate Assessments/Natura Impact Statements
* Waste Enforcement and Regulation
* Waste Management including management of recycling facilities and waste planning
* Management of Derryclure Landfill & Civic Amenities
* Air & Noise enforcement & initiatives; Noise Action Plan
* Stakeholder engagement
* Continual improvement of relevant performance metrics (EPA Annual Reports, NOAC Indicators, etc.)

Further detail has been provided within the Key Duties section of this booklet.

Note: While the Executive Scientist will be allocated to the Waste / Air / Noise team, from time-to-time staff are reassigned within the Council; future reassignment may include the Water Quality team within Environment or similar scientific positions. If reallocated, works may include:

* The protection of natural waters under the Water Framework Directive and the Water Pollution Acts
* The regulation of Private Drinking Water Quality

**Key Duties**

The main duties and responsibilities of the post of Executive Scientist will include but are not limited to:

* Technical/scientific leadership of the Waste/Air/Noise team of technical staff, including staff management, training, budgets, health & safety, staff appraisals (PDP’s/PMDS).
* Compilation, management & reporting of the Council’s RMCEI Plan covering the required inspection & monitoring programmes to meet requirements of National legislation, National Enforcement Priorities (NEPs), and/or similar.
* Participate, liaise, and report to other local authorities, government departments and statutory agencies, including the EPA; Eastern Midlands WERLA; and LAWPRO.
* Manage the collation of data and completion of all relevant Department (DECC) and other Agency returns, e.g. EPA, WERLA, NOAC, etc.
* Scientific report writing and preparation of data for annual environmental reports & returns to the EPA, attendance at routine meetings & liaison with other directorates, Uisce Éireann, the HSE, EPA, LAWPRO, & other stakeholders as required.
* Responding to and resolving Environmental Complaints including taking relevant enforcement action, recommendations, reporting, issuing directions and statutory notices and ensuring that all are recorded and responded to in a timely fashion;
* Engaging with local stakeholders to identify and manage pollution/exceedance risks to the environment / quality of life arising from their stakeholder operations / behaviour and support / organize / deliver local dissemination events, meetings and media outputs.
* Contribute to and develop environmental initiatives, funding applications, project selection, management and delivery, e.g. Anti-Dumping Initiative.
* Lead on the implementation of Circular Economy policies and initiatives;
* Take leadership role in implementation of CCTV for purposes of prevention, detection & prosecution of Waste & Litter Offences under recent codes of practices. Implement and manage use of Technology such as Drones, Survey Equipment, Overt and Covert CCTV to detect environmental breaches.
* Undertake environmental inspections, including monitoring and reporting, to issue Cross-compliance reports, investigate and prosecute environmental offences, including preparation of cases/files, liaison with Law Agents and provision of expert testimony in court, as required.
* Liaise with An Garda Síochána, and engage in multi-agency enforcement initiatives as required. Attend Court representing Offaly County Council as expert witness.
* Management of Derryclure Landfill (Licence Ref. W0029-04); managing compliance during closure, restoration and aftercare phases. Liaising with EPA on compliance and licencing matters. Advancing feasibility into reopening of cells, engaging and managing consultants on technical optioneering for leachate treatment (integrated wetlands, etc.) & gas management.
* Manage Civic Amenity contracts (Derryclure, Edenderry & Birr), retendering as necessary.
* Implement structured engagement with Planning Department to support pre-planning/pre-application reviews as they relate to Environmental impacts/concerns and required permits.
* Require good understanding of Environmental Impact Assessment Reports, Appropriate Assessment Screening and Natura Impact Statements. Ability to comment / assess screenings, scoping and reports (EIAR & NIS).
* Assessing Construction Environmental Management Plans and Resource Waste Management Plans at planning stage; monitor and inspect Development Sites post-commencement too assess compliance.
* Attend and report to Offaly County Council, Municipal District meetings and SPC Meetings as required.
* Manage the collation of data as required in preparation of Data Protection, FOI and AIE Requests, Management Reports and Public Presentations;
* Assess, examine and make recommendation on applications for Permits, Licences, Certificate of Registrations and Grants administered by the Environment Section. Provide guidance to team member doing same, upskilling the team and developing standard operating procedures where possible.
* Process (and/or supervise staff processing) applications, issue and regulate environmental licences and permits issued by the Council, e.g. - Section 4 licences, Deco Paints, Petroleum Vapours & Solvents Certs of Compliance.
* Develop and delivery clean air initiatives to support greater awareness of health implications, compliance with Solid Fuel Regulations, in collaboration with HSE & DECC.
* Review and revise the Offaly Noise Action Plan as necessary.
* Oversight, monitoring and reporting on expenditure and income of allocated budget, including recouping of all available grants and funding.
* Prepare tender requests for services, contracts and goods. Sourcing, recommending and managing the appointment of consultants and/or contractors as required in full compliance with the OCC Procurement Policy;
* Ensure compliance with Offaly County Councils Health & Safety Management system. Carry out Health and Safety duties including toolbox talks, risk assessments, method statements and incident reporting.
* Engage positively in the organisational response to Climate Action, including actioning and reporting on assigned action for Offaly County Council Climate Action Plan 2024 – 2029.
* Undertake other duties as may be assigned to the post from time to time by the Local Authority and shall include the duty of deputising for other employees of the Local Authority, when required, and such duties as may be assigned to him/her in relation to the area of any other Local Authority. The role requires flexibility in terms of working hours as the duties may on occasion involve working outside of normal office hours.

**Ideally candidates shall have:**

* Good understanding of environmental policy, regulation and legislation and current and future pressures on the environment.
* Ability to work within a multi-disciplinary team, including supervision of staff.
* Ability to develop and maintain productive relationships with colleagues, customers and stakeholders.
* Ability to build networks and successfully influence key internal and external stakeholders.
* Effective written and verbal communication skills, with experience in the preparation of technical reports and the delivery of presentations to a varied audience in various formats.
* Ability to pinpoint the critical information and address issues logically.
* An ability to prepare and present technical reports.
* Ability to deal with complex and confrontational situations.
* Effective investigational skills and the ability to respond to complaints.
* Excellent organisation skills and possess the drive to deliver the required results.
* Strong information and communications technology skills.
* Have good knowledge and awareness of the statutory obligations of Health and Safety Legislation and the implications for the organisation and the employee, and their application in the workplace.

**KEY COMPETENCIES** – Executive Scientist

1. **Management and Change**

Strategic Ability

* Thinks and acts strategically. Translates strategy into operational plans and outputs. Demonstrates innovation and creativity to secure successful strategic outcomes

Political Awareness

* Has a clear understanding of the political reality and context of the local authority.

Safety, Health & Welfare at Work

* Fully implements safe systems of working in accordance with the Corporate Safety Statement for their area of work.

1. **Delivering Results**

Problem solving and decision making

* Can pinpoint the critical information and can address issues logically Acts decisively and makes timely, informed and effective decisions.

Operational Planning

* Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives, available resources
* Establishes high quality service and customer care standards
* Organising work programmes and implementing solutions.

Managing Resources and achieving efficiencies

* Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans
* Drives and promotes reduction in costs and minimisation of waste.

Ensuring Compliance

* Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.

Delivering Quality Outcomes

* Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement
* Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

1. **Performance Through People**

Leading and Motivating

* Leads, motivates and engages others to achieve quality results.

Managing Performance

* Empowers and encourages people to deliver their part of the operational plan.

Communicating Effectively

* Has effective verbal and written communication skills
* Has good interpersonal skills.

1. **Personal Effectiveness**

Relevant Knowledge

* Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge and understanding required for the role.

Resilience and Personal Well-Being

* Demonstrates appropriate and positive self–confidence.
* Remains calm under pressure and can separate personal issues from work issues
* Values the well-being of staff and others by managing stress levels and work-life balance.

Integrity & Public Service Values

* Is honest and trustworthy in all dealings.

Personal Motivation and Initiative

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.

Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance and can be improved.

QUALIFICATIONS

**ESSENTIAL REQUIREMENTS**

**Character**

Each candidate must be of good character.

**Health**

Each candidate 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 application forms for the office:

(a) Hold an honours degree (Level 8 in the National Framework of Qualifications) in a

relevant science discipline.

(b) have at least five years work experience of scientific work;

(c) possess a high standard of technical training and experience in areas such as landfills, waste enforcement, air and noise pollution control, water quality and pollution management, environmental planning, environmental legislation.

(d) Hold a current full driving license in respect of category B vehicles or equivalent in

the EU Model Driving License on the latest date for the receipt of completed

applications.

The Executive Scientist will be required to undertake training as provided by the local authority, and specifically in the area of waste, air and noise at the outset.

**PARTICULARS OF OFFICE**

1. **The Post:**

The post is whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate positions that may arise for its duration. Positions will be offered in order of merit as per the panel

1. **Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

**The current salary scale applicable to the post of Executive Scientist is**: €57,909 - €80,498 (LSI 2)

**General Duties:**

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

Specific duties and areas of responsibility attached to this post include the following although the list is not exhaustive and may be reviewed from time to time:

* Responsibility for the management and administration of a section or business unit with the local authority to include the management and supervision of staff;
* Ensure work programmes implemented to deliver on corporate objectives and service delivery plans, to include allocation of resources and prioritising of tasks;
* Develop and maintain productive working relationships both internally and externally to the organisation to include the provision of information and assistance where required;
* Act as key point of contact and liaison in relation to all operational matters for the section or unit for which responsible;
* Research, analyse and communicate information on specific issues and policies as appropriate including compiling and presenting reports and findings;
* Represent the local authority on committees and inter-agency working groups and provide updates and progress reports as appropriate;
* Provide support and administration assistance to deliver projects and work programmes;
* Responsibility for financial management of capital and revenue expenditure and ensure prompt collection or recoupment of monies due to the local authority;
* Identify opportunities for improvements in service delivery within the relevant section or business unit;
* Implement and manage change within relevant area of responsibility;
* Support and mentor staff to carry out their duties to include identification of training needs;
* Ensure compliance with organisational policies and procedures and legislation and regulation governing the services for which responsibility has been assigned;
* Implement and comply with safe systems of work and Health, Safety and Welfare at work legislation;
* To undertake any other duties as may be required from time to time

**Work Base:**

Offaly County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Working Hours:**

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remunertation will be paid in respect of such activities.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time. A flexible working hours system is in operation subject to the terms and conditions of the Time and Attendance Policy.

**Annual Leave:**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

**Probation:**

Appointees will be on probation for the first year of employment. The terms of the Offaly County Council Probation Policy will apply.

**Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***:

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% 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). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay, pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees 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 (ie. 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 dependent or qualified children).

Persons who become pensionable employees 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 employees of a local authority will be required in respect of the Local Government (Spouses and Childrens 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:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory

retirement age for new entrants as defined by the Public Service Pensions (Single Scheme

and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67

years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**Travel:**

Holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Offaly County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**Taking Up Appointment:**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**Recruitment & Selection Processes:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same. In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position **based on the specific competencies identified in the job description**. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other 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. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form. On occasions a short listing interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. In light of COVID-19, **interviews may be held via MS Teams** rather than a traditional face-to-face interview. Candidates will be notified of the means through which the interview will be conducted prior to their interview date.

Candidates will be required to pay any expenses incurred by them in attending the interview. A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

**Right to Review**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department on the HR page of iPortal or on our website at [www.offaly.ie/careers](http://www.offaly.ie/careers) . This document includes details of the review procedure available to applicants for each stage of the recruitment process.

**Health:**

For the purpose satisfying the requirements as to health, it may be necessary for the successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to candidates. The successful candidate must comply, at his/her own expense with such remedial requirements as the Council considers necessary.

**Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on his/her person at all times a valid SafePass card. Should he/she not hold a valid SafePass card, a course shall be undertaken to attain the card.

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**Reference/Documentary Evidence:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Offaly County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Offaly County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**Garda Vetting/Child Protection:**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

**Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought**

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer**

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**Application for the Post of: Executive Scientist**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4:00pm on Thursday 13th March 2025**

* **IMPORTANT CHECKLIST AND NOTES:**
* **One copy of this application form with supporting qualifications** should be emailed in PDF format only to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) not later than **4:00pm on Thursday 13th March 2025**

with the subject line as: Executive Scientist – “First Name, Surname”

* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Please provide evidence of the level of your qualifications on the National Framework of Qualifications and copy of certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Original certificates will be required prior to any appointment.
* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**Note:** Please return **only** the Application Form Section and Retain the Information Booklet for your own records.

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**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800 Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie)

**APPLICATION FOR THE POST OF: EXECUTIVE SCIENTIST**

**Closing Date for receipt of applications: 4:00pm on Thursday 13th March 2025**

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| **SECTION A – PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Surname:** BLOCK CAPITALS | **Forename (s):** BLOCK CAPITALS  **KNOWN AS:** |
| **Address for correspondence purposes:**  BLOCK CAPITALS | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Mobile Tel Number:** |
| **Eircode:** | **E-mail Address:** |

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| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

**Please provide copy of qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained eg: 1, 2.1, 2.2, Pass etc** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained eg: 1, 2.1, 2.2, Pass etc** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

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| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained eg: 1, 2.1, 2.2, Pass etc** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

**Training Courses Undertaken:**

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| --- |
|  |

**membership of professional institutions:**

|  |
| --- |
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| --- |
| **SECTION C – EMPLOYMENT RECORD** |

*Please give below, in date order* ***(starting with your current employer)*** *full particulars of all employment, including any periods of unemployment, between the date of leaving school or college and the present date. Please do not leave any period between these dates unaccounted for.* ***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

**SECTION D – SUPPLEMENTARY INFORMATION**

1. Please provide a **brief example** of where you had to **implement and manage change within the workplace** and how you **overcame any obstacles** encountered.

***(Please limit your answer to 250 – 300 words.)***

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1. Please provide a **brief** example of where you had to **manage conflict or poor performance** within a team and the approach you took to resolving the issues involved.

***(Please limit your answer to 250 – 300 words.)***

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1. Please provide a **brief example** of your ability to **deliver results** and **communicate effectively.**

***(Please limit your answer to 250 – 300 words.)***

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1. Please provide a **brief** summary of particular experience or aspects of your career which demonstrates your **personal effectiveness and suitability for this role.**

***(Please limit your answer to 250 – 300 words.)***

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***ACHEIVEMENTS / SUPPORTING INFORMATION:***

Please outline any particular achievements or supporting information you consider relevant to your application:

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| --- |
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| **SECTION E – ADDITIONAL INFORMATION** |

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number:*** |  |
| ***Nature of Relationship:*** |  |
|  |  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number:*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No**  If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state where you heard about this job vacancy?

Newspapers (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**