



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET (Please read carefully)

Post of:

ASSISTANT SCIENTIST

Closing Date: 4:00 p.m. on Thursday 24th April 2025

Important Notes

Completed Application Form (***inclusive of all other required documentation***) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Assistant Scientist Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

Leitrim County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent and/or temporary vacancies for Assistant Scientist may be filled.

Assistant Scientist roles primarily arise in the Environment Department of the Council and the initial vacancy is for a permanent post in Waste Enforcement, within our Environment Department (Waste Enforcement Officer). The Waste Enforcement role requires comprehensive knowledge and understanding of the Waste Management Act 1996, as amended, the Local Government (Water Pollution) Act 1977-1990, as amended, and the associated enforcement obligations of a Local Authority.

Under the direction and supervision of the appropriate line manager, the Assistant Scientist will work as part of a multidisciplinary team. The role will involve delivering environmental and technical services, including advisory, supervisory, and executive functions, implementing National Enforcement Priorities through various programmes and projects, leading enforcement activities and ensuring effective service delivery, and may include responsibility for the management of staff.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. 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.

3. Citizenship

Candidates must, by the date of any job offer, 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.

4. Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Hold an honours degree (Level 8 in the National Framework of Qualifications) in a relevant Science discipline;
- (b) have at least two years satisfactory relevant experience of scientific work;
- (c) possess a high standard of technical training and experience;
- (d) Hold a current full driving license in respect of category B vehicles or equivalent in the EU Model Driving License.

- **Please ensure that confirmation of Level 8 qualification in a relevant Science discipline from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further**
- **A copy of your Driving Licence must also be submitted with your application.**

The Ideal Candidate shall have:

- Relevant technical experience in line with the requirements of the position - experience in the area of waste management/enforcement would be an advantage
- Experience of interpreting and implementing environmental policy, and legislation as it relates to the, waste legislation and waste management principles, Water Framework Directive, pollution control etc.
- Experience of liaising and engaging with relevant external stakeholders.
- Experience of working as part of a multi-disciplinary team.
- Experience of supervising staff and an ability to lead and develop a team and manage performance.
- Ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
- Ability to translate the team plan into clear priorities and actions for their area of responsibility
- 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.
- 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 interpersonal and communication skills.
- Knowledge and experience of operating ICT systems.
- 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.

Competencies for the Post:

Key Competencies for the post of Assistant Scientist include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Specialist Knowledge and Expertise	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the relevant environmental legislation and associated policies in the areas of waste management and water pollution etc. • Demonstrates knowledge of current related issues and good practice in environmental management and/or good agricultural practice in the protection of the environment. • Has experience in enforcing legislation and implementing obligations under environmental regulations, such as carrying out investigations, audits and preparing reports. • Demonstrates knowledge and understanding of the role of the Local Authority and other agencies in encouraging good practice and behaviours and enforcing environmental legislation.
Delivering Results:	<ul style="list-style-type: none"> • Contributes to the development of operational plans to support the development of the team. • Plans and prioritises work and resources effectively. • Establishes high quality service and customer care standards. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations. • Creates opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures. • Abides by the relevant laws, regulations and policies and procedures in the discharge of duties.
Performance Through People:	<ul style="list-style-type: none"> • Leads, motivates and encourages others to achieve quality results. • Demonstrates motivation and positivity as part of a team. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Develops and maintains positive, productive and beneficial working relationships with a range of stakeholders. • Has effective verbal and written communication skills. • Has good interpersonal skills.
Personal Effectiveness:	<ul style="list-style-type: none"> • Demonstrates the range and depth of technical experience, specialist knowledge and training relevant to the role. • Keeps up to date with current developments, trends and best practice in their area of responsibility. • Takes initiative and is proactive when he or she sees the opportunity to make a contribution. • Manages time and workload effectively. • Maintains a positive, constructive and enthusiastic attitude to their role. • Has a clear understanding of the political reality and context of the local authority • Demonstrates flexibility and openness to change. • Is self-motivated and persistent when faced with difficulties. • Responds positively to the challenges of the role.

The Principal Terms and Conditions:

The Office is wholetime, permanent and pensionable. A panel will be formed from which permanent Assistant Planner vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties:

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, 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 mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of a scientific, technical, administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The **Assistant Scientist** will report to the Senior Executive Engineer or such other officer as may be designated by the Chief Executive.

The duties will depend on the particular assignment, but in terms of the **Assistant Scientist** role the key duties and responsibilities of the post may include but are not limited to the following:

- Working to enforce EU and national environmental legislation and policy with reference to the Waste Management Act and the Local Government (Water Pollution) Act, as amended, and related legislation.
- Carrying out investigations, audits and preparing reports on complaints received in respect of Illegal Waste or Water Pollution Activities, Air and Noise Complaints, Waste Management (Prohibition of Waste Disposal by Burning) Regulations, Air Pollution Act 1987, Solid Fuel Regulations 2022 and the EPA Act 1992 which may be in breach of EU and national legislation.
- Appointing and managing environmental consultants and contractors carrying out Risk Assessment, Intrusive Site investigations and Environmental Sampling.
- Preparing summary and indictable files for submitting to Legal Advisors and the DPP for the prosecution of offences in breach of environmental legislation and attending Court and representing Leitrim County Council as expert witness in relation to legal proceedings.
- Participating in National Working Groups relating to waste, air, noise, water quality, wastewater treatment systems, as appropriate.
- Assisting with profile-raising and awareness relating to waste prevention, recycling, illegal dumping, water quality issues through media and elsewhere through radio/TV interviews, press releases/articles, electronic media and talks, in line with the communications plan.
- Co-ordinating the data requirements for the RMCEI plan and NEMIS system.
- Preparing and updating RASOPs, conducting toolbox talks, risk assessments, method statements, and incident reporting.
- Supervising staff and ensuring compliance with health and safety protocols through regular audits, inspections, and adherence to legislation and the Council's Safety Management System.
- Promoting and maintaining a strong culture of health and safety in the workplace.

- Preparing tender requests for services and purchase of instruments and materials.
- Using Technology such as Drones, Survey Equipment, and CCTV to detect environmental breaches, including preparing DPIAs.
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- Providing assistance to work colleagues as required.

In terms of **Waste Enforcement** duties may also include:

- Assisting the Waste Enforcement Team in the creation of team plans, workplans and procedures including the Recommended Minimum Criteria for Environmental Inspections (RMCEI) Plan and directions from the Regional WERLA Office.
- Line Management responsibility for Waste Enforcement Team/Community Wardens and associated work programmes.
- Carrying out and assessing Environmental Risk Assessments and monitoring of Closed and Historic Landfills.
- Conducting site monitoring, inspection and audits of Waste Facility Permit/Certificate of Registration Sites and preparation of reports.
- Reviewing and validating Annual Return data submitted by Waste Collection Permit Holders to the National Waste Permit Office.
- Liaising with the EPA, NWCPO, WERLA on priority waste collectors.
- Reviewing and validating the data provided by the Waste Facility Permit/ Certificate of Registration holders against the National Waste Permit Office returns.
- Assessing, examining, reviewing and enforcing Waste Facility Permit /Certificate of Registration applications under the Waste Management (Facility Permit and Registration) Regulations 2007.
- Liaising with the National Waste Collection Permit Office in relation to permit queries and ensuring waste collectors are compliant with their returns.
- Contributing to Anti-Dumping Initiative implementation.
- Monitoring and inspecting Development Sites to assess Construction Environmental Management Plans and Waste Management Plans.
- Implementing Environment legislation relating to Producer Responsibility Initiatives.
- Overseeing the management of Leitrim County Council Civic Amenity Sites and Bring Banks.
- Carrying out investigations, audits and preparing reports on the Waste Regulations (non-exhaustive list) Commercial Food Waste Regulations, Household Food Waste Regulations, Household and Hazardous Waste, Mercury Regulations, Waste Planning, Assessment of Historic landfills.
- Assisting in joint road checkpoints and reports.

In terms of **Water Quality** duties may also include:

- Assisting the Water Quality Team in the creation of team plans, workplans and procedures including the Recommended Minimum Criteria for Environmental Inspections (RMCEI) Plan.
- Carrying out Statutory Septic Tank inspections under the EPA's National Inspection Plan and using EPA Apps for uploading of Septic Tank and incident inspections.
- Performing Farm inspections and cross compliance reporting of offending farms as required by the GAP Regulations.
- Engaging with farmers to identify and manage risks to water quality arising from their farming operations.
- Reviewing planning applications regarding water quality issues and compliance.
- Assisting with the Statutory Water Framework Directive sampling programme and ensuring that it is completed to a high standard.

- Performing moderate to complex sampling investigations for river assessment work and water pollution incidents.

Any other duties as may be assigned to the officer from time to time by the local authority and may include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

2. Salary:

The salary scale for the post of Assistant Scientist (analogous to Assistant Engineer) - applicable from 1st March 2025 - is within the range:

€46,802, €49,444, €51,392. €53,414, €55,485, €57,590, €59,715, €61,840
€63,964, €66,092, €68,232, €70,419 (LSI1), €72,609 (LSI2)

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. The rate of remuneration may be adjusted from time to time in line with Government Policy.

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The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof, and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation:

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

6. Health

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

7. Working Hours:

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

8. Superannuation:

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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 dependent or qualified children). You will also 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 pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. Anyone who is “**not a new entrant**” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post will be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and shall drive a motor car and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

13. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.

- (iv) A panel may be formed on the basis of such interview. Candidates whose names are a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a 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 the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrimcoco.ie or alternatively, contact the Human Resources Department (Email: jobs@leitrimcoco.ie)

Completed Application Forms (inclusive of all required documentation) must be submitted in PDF Format only as One Single Document (not individual scanned documents) and will be accepted **via email only**.

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday 24th April 2025 via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Assistant Scientist Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER