



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government

COMHAIRLE CHONTAE LIATROMA LEITRIM COUNTY COUNCIL

Candidate Information Booklet (Please read carefully)

Post of:
PEACEPLUS Senior Executive Project Engineer
Fixed Term Temporary Contract (to 31/12/2027)

Closing Date: 4:00pm Thursday 20th March 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 '**PEACEPLUS Senior Executive Project Engineer 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.

Background:

PEACEPLUS is a new €1.14bn European Union funding programme designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes. The design reflects the importance of peace-building activity, but also the importance of actions that will contribute positively to the economy, building prosperity and adjusting to the new environment and challenges we face. The PEACEPLUS Programme represents investment in the social, economic and environmental development of Northern Ireland and the border counties of Ireland.

The PEACEPLUS programme comprises six themes, which include 21 individual investment areas as outlined in **Fig 1** and is managed by the Special EU Programmes Body (SEUPB).

Figure 1: PEACEPLUS Themes



Local Councils will develop and deliver PEACEPLUS co-designed Action Plans under **Theme 1 – Building Peaceful and Thriving Communities** – Investment Area 1.1 - **Co-designed Local Community PEACEPLUS Action Plans** against which €110m has been allocated across the 17 council areas in Northern Ireland and the six border counties.

The Co-designed Leitrim PEACEPLUS Action Plan has been approved by the Special EU Programmes Body (SEUPB) for a total amount of €3,344,009 under the following themes:

Theme 1: Community Regeneration & Transformation (CRT) - 5 capital projects totalling €836,987

Theme 2: Thriving & Peaceful Communities (TPC) - 7 Programmes totalling €893,935

Theme 3: Celebrating Cultural Diversity (CCD) - 4 programmes totalling €504,913

Leitrim County Council has also been successful in securing funding under **Theme 1 – Building Peaceful and Thriving Communities** – Investment Area 1.4 – **Reimaging Communities**. Re-imaging Communities is a programme of transformative re-imaging projects, which will create new shared spaces for use by all communities, or increase the shared usage of existing facilities. It will result in an increased number of individuals and groups utilising shared spaces and accessing shared services. Funding of over €15m has been approved for the development of the Shannonside Peace Arena (SPA), a multi sports pavilion contained within the [Shannonside Recreational Campus \(SRC\)](#)

The Role:

The **PEACEPLUS Senior Executive Project Engineer** will have responsibility for the management and successful delivery of a range of capital projects under Leitrim's PEACEPLUS Programme within a specific timeframe. The role will include responsibility for the management and supervision of assigned staff, collaboration with the Leitrim County Council Community Development & PEACE Team and a Project Implementation Committee. The person appointed will work under the direction of the Senior Engineer or other officer designated by the Director of Services or the Chief Executive.

The Qualifications:

1. Character

Each candidate must be of good character.

2. Health

Each candidate must 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 **Engineering** (relevant discipline);
- (b)** have at least **seven** years satisfactory experience of engineering work;
- (c)** possess a high standard of technical training and experience;
- (d)** Possess a high standard of administrative and management experience and
- (e)** Have satisfactory knowledge of public service organisation.

Note:

- **Candidates must submit a copy of Level 8 qualification in Engineering from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Foreign language qualification certificates must also be accompanied by a translation document of educational qualifications as outlined above.**

Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

- **Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.**

The Ideal Candidate Shall:

- Have at least seven years relevant post-graduate engineering work experience, including experience of site-based supervision of major public realm/regeneration/roads/construction projects.
- Have experience of managing and scheduling a multiannual portfolio of projects within budget and on time.
- Be experienced and aware in terms of environmental, planning and health and safety requirements in relation to major construction projects.
- Be able to demonstrate a strong level of contractual and financial awareness, have experience in public sector procurement, including the eTenders portal and in the capital works management framework.
- Have experience of managing finance and budgets and ensuring value for money.
- Have excellent project management, communication, interpersonal and influencing skills and be capable of dealing with public relations issues.
- Be computer literate and proficient in the use of surveying equipment.

Competencies for the Post:

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

Strategic Management & Change:	<p>Strategic Ability: Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing: Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change: Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results:	<p>Problem Solving and Decision Making: Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives.</p> <p>Operational Planning: Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Managing Resources: Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste</p> <p>Delivering Quality Outcomes: Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>

Performance through People:	<p>Leading and Motivating: Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance: Effectively manages performance including managing underperformance or conflict. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Communicating Effectively: Recognises the value of communicating effectively and actively listens to others and shares information with relevant stakeholders. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>
Personal Effectiveness:	<p>Relevant Knowledge: Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being: Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity: Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement: Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.</p>

Principal Terms and Conditions:

The position is wholetime, **temporary** and pensionable. The appointment will be on a **Fixed Term Contract basis for a period until 31 December 2027**, subject to a probationary period of 6 months, for the implementation of the Leitrim's PEACEPLUS Capital Programme.

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 direction and supervision of the Chief Executive or of such other Officer, as appropriate, of the local authority as the Chief Executive may from time to time determine, such engineering services of an advisory, supervisory or executive nature as are required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The **PEACEPLUS Senior Executive Project Engineer** will report to the Director of Services/Senior Engineer or such other officer as may be designated by the Chief Executive.

The key duties and responsibilities of the post of PEACEPLUS Senior Executive Project Engineer may include but are not limited to the following:

- Overseeing the design and delivery of infrastructural projects under the Leitrim PEACEPLUS Action Plan and the Shannonside Peace Arena Project including the procurement and management of consultants and contractors using current best practice project management, contract management and financial management procedures.
- Carrying out the functions and powers delegated under the Contract.
- Responsibility to the Employer's Representative for ensuring that works are carried out in accordance with the Contract Documents and recording, assessing and processing any compensation / delay claims submitted by the Contractor.
- Managing and monitoring the progress and performance of the PEACEPLUS capital projects under Programmes 1.1 and 1.4.
- Ensuring that contracts are carried out in accordance with the relevant Project Appraisal Guidelines, Project Management Guidelines, PEACEPLUS requirements and any other relevant standards.
- Ensuring that Project works comply with any relevant planning, environmental or health and safety standards.
- Promoting and ensuring safe work practices in line with health safety and welfare legislation and regulation and maintaining and proactively developing a culture of Health & Safety in the workplace
- Keeping comprehensive records of work in progress and ensuring that events and parameters having contractual implications are properly recorded.
- Planning, developing and prioritising work programmes with senior management for the section/department as required by Leitrim's PEACEPLUS Action Plan and the SPA PEACEPLUS Project.
- Supervising and administering construction / operations / maintenance works.
- Responsibility for the management of the day-to-day operations of the work unit / section / department.
- Managing staff performance and development through the Council's Performance Management and Development System (PMDS).
- Designing and preparing tender and contract documentation, assessing tenders and making recommendations on same.
- Identifying opportunities for improvements or achievements of efficiencies in project delivery.

- Dealing efficiently, effectively and professionally with stakeholders including local authority staff, SEUPB, government departments and statutory agencies, elected members, community groups, businesses and residents.
- Representing the County Council at meetings with SEUPB and the SPA Project Board.
- Ensuring that the General Public are kept informed of the works and of any associated disruption.
- Drafting minutes of official site meetings and submitting same to the Employer's Representative for approval and circulation.
- Preparing valuation of, and making recommendation on, interim and final payment applications, as well as Change Orders.
- Undertaking any other relevant and related duties that may be required / assigned.

2. Salary:

The Salary scale for the post of PEACEPLUS Senior Executive Project Engineer, applicable from 1st March 2025, is as follows (aligned to the Senior Executive Engineer Scale):

€78,307; €80,708; €81,857; €84,274; €86,711; €89,142; €91,589; €94,664 (LSI 1); €97,731 (LSI 2)

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.

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. Probation:

All contracts will be subject to a probationary period of 6 months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council

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

4. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. However the position of Senior Executive Project Engineer may involve additional hours in excess of the standard working week, without additional remuneration. The role will 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 of work 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.

5. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

6. Superannuation:

All new entrants to pensionable public service employment on or after 1st 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 dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Children's 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.

7. 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, is 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.

8. 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.

9. Driving Licence

Holders of the post may from time to time 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 in the course of their duties and for this purpose provide 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.

10. 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.

11. 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.

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. 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 on a panel and who satisfy the local authority that they possess the qualifications declared for the position 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 circulated with this notice or alternatively contact the HR Department on jobs@leirimcoco.ie.

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

CLOSING DATE:

Completed Application Forms must be submitted by **4:00 p.m. on Thursday 20th March 2025 via email only to jobs@leirimcoco.ie. Applications received after this **date and time** will not be considered.**

Please quote ‘PEACEPLUS Senior Executive Project Engineer**’ 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.

Candidates must submit copy of relevant educational qualifications with their application. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.

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.