



**COMHAIRLE CHONTAE LIATROMA
LEITRIM COUNTY COUNCIL**

Candidate Information Booklet
(Please read carefully)

**Post of:
Project Liaison Officer
N4 Carrick on Shannon Bypass and Traffic
Management Project (Phases 3 and 4)**

Specified Purpose Contract

Closing Date: 4pm on Thursday 15th October 2026

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 'Project Liaison Officer 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

The Carrick on Shannon Bypass and Traffic Management Project is a major Infrastructural project. This will be a €300m+ project and will be a very significant development, not only for the local area of Leitrim / Roscommon, but for the whole Northwest region of the country, and will have significant benefits, including economic benefits, to the local area. Further details in relation to the project are available on Leitrim County Council's website at the following link: [N4 Carrick On Shannon Bypass](#)

Following the publication of the Preferred Transportation Solution, interaction with local property owners, interested stakeholders and contractors carrying out surveys etc. is intensifying significantly.

The Project Liaison Officer (PLO), at Senior Executive Engineer Grade, will play a central role in delivering this major project. The PLO will be the key person to act as a conduit between the public and the project team, they will control the stakeholder interaction management system, have an input into the design and will be the key person to assist the Local Authority at the oral hearing with landowners as they will have full history of the project and understand the limitations within which the Local Authority can work regarding additional commitments.

Part of their duties will include supervision and management of contractors. They will also be directly involved in all negotiations with Landowners right through the CPO process. Thus, the PLO will be central in ensuring no cost over runs and that best value for money is attained at all times.

The post is funded by Transport Infrastructure Ireland (TII) and the appointment will be on the basis of a Specific Purpose Contract for a period up to the completion of Phase 3 (Design and Environmental Evaluation) and Phase 4 (Statutory Processes). The project, and this associated PLO post, is subject to ongoing approval and associated funding provision by TII.

The PLO will be primarily based at Leitrim County Council Offices in Carrick on Shannon, in close proximity to the Project location, and will report directly to the Leitrim County Council Roads Senior Engineer. The post holder will be fully integrated into the Design Team and will establish a strong working relationship with the Roscommon NRO Project Manager. The PLO will be required to work closely with the Design Team (ARUP), including the requirement for attendance at their offices as deemed necessary.

The Main Duties & Responsibilities:

The general requirements for the PLO are detailed in TII *Project Management Guidelines* – PE-PMG-02041 (May 2025) and associated documentation and **Appendix A1.2** of TII Publications PE-PMG-02042 (May 2025) - *Project Manager's Manual for National Road Projects* sets out the outline duties of the PLO.

The key duties and responsibilities of the post of the Project Liaison Officer shall include but will not be limited to the following:

- Primary point of contact with the public and key stakeholders including landowners for the project.
- Maintenance of records of all interactions (i.e. meetings, written submissions, emails, telephone calls etc.) with the public, landowners etc for the duration of Phases 3 to 4 of the Project, using the Stakeholder/Interaction Management System and ProjectWise.
- Ensuring that the project website is kept up to date and correct.
- Managing the project email address and responding promptly to enquires therein.
- Dealing with confidential and sensitive information within the limits of GDPR.
- Processing all submissions received during public consultations and at any other stages of the project and responding as necessary.
- Notifying the project manager where conflicts of interest may occur, or other circumstances which might influence or appear to influence the design process arise, as it is imperative that the design which best serves the interests of the public without compromising the environment or economy is provided.
- Agreeing access to privately owned lands for contractors and consultants carrying out enabling works and surveys (both intrusive and non-intrusive) as part of the Project. Adequate written notice (typically 14 days) shall be given to affected stakeholders.
- Making the necessary provisions, in instances where access to lands cannot be obtained by agreement, to exercise the Local Authority's legal entitlement to access lands pursuant to Section 78 of the Roads Act, 1993, as amended.
- Confirming, in writing where necessary, to affected stakeholders that Contractors acting on behalf of the Local Authority to carry out the above works have the necessary insurance in place to indemnify the stakeholders in the event of personal injury or material damage.
- In the case of intrusive surveys (eg ground investigation, archaeological test trenching etc), determining the extent and quantum of compensation due to each affected stakeholder and recommending and arranging payments to be made by the Local Authority.
- Inputting to the Schedules for the Compulsory Purchase documentation.
- Attending all environmental workshops.
- Advising on land take requirements and attending workshops with TII's land and property team to explain potential impacts and justification of land take.
- Key person guiding and assisting the local authority in the negotiations at the oral hearing with objectors.
- Agreeing, as soon as possible, the nature and extent of accommodation works required for each affected stakeholder for inclusion in the project design and/or environmental evaluation.
- Assessing the accuracy of land ownership records held by the Local Authority and confirming these records with individual stakeholders. Particular attention should be given to determining private rights-of-way and other burdens which may be affected by the Project and may require inclusion in the compulsory acquisition of land schedule.
- Making all reasonable enquiries to establish the identity of landowners where no reliable records exist (e.g., unregistered land).
- Keeping the relevant local authorities informed of progress on the project and providing such information necessary for them to make informed decisions.
- Coordinating arrangements between Local Authorities as appropriate.

The duties may include but are not limited to all of the above and the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time, and to contribute to the development of the post while in office.

The Qualifications:

1. Character:

Candidates must be of good character.

2. Health:

Candidates 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:

Candidates shall on the latest date for receipt of completed applications:

- (a) (i) hold an honours bachelors degree (level 8 on the National Framework of Qualifications (NFQ)) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland*;

OR

- (ii) hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) in Engineering **AND** a post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering;

OR

- (iii) hold a masters degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;

OR

- (iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status.

- (b) have at least seven years satisfactory relevant experience of engineering work;
- (c) possess a high standard of technical training and experience;
- (d) possess a high standard of administrative and management experience;
- (e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

*** Criteria for evaluating Qualifications for Senior Executive Engineer and above:**

When determining if a candidate's qualifications can be deemed equivalent to a Level 8 degree in Engineering, the following criteria will be considered:

- How has your degree been accredited by Engineers Ireland, or an equivalent accreditation body internationally? Degrees accredited at CEng or CEng with FL level by Engineers Ireland will be understood as a Level 8 Qualification. For International qualifications, consideration will be given to the NARIC Framework and Washington Accord, as appropriate.
- Is the degree at Level 8 on the NFQ scale? Where candidates have achieved their degree in other jurisdictions, the level of the qualification will be determined using the NARIC Ireland Foreign Qualification database.
- Does the degree contain the level and volume of Engineering modules as would be expected in a Level 8 degree in Engineering? At least 80% of the modules covered in the degree should be focused on Engineering and the degree should be underpinned by mathematics and the core science subjects.

Notes:

- **Candidates must submit a copy of educational qualifications meeting the requirements of 4(a) above with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Foreign Language qualifications must also be accompanied by a translation document.**

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

The Ideal Candidate Shall:

- Have experience of participating in and managing and leading multi-disciplinary and cross functional teams and have the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/ her control.
- Have experience of maintaining sound employee relations and conflict resolution.
- Have experience of managing and scheduling a multiannual portfolio of projects within budget and on time.
- Have a track record of delivering results.
- Have an understanding of Local Authority services and structures in Ireland or the ability to quickly acquire same.
- Be capable of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups.

- Have knowledge of road design and the various applicable standards.
- Have experience of major national road projects and be capable of negotiating with objectors (including CPO listed land and property owners) in the run up to and during oral hearing (An Coimisiún Pleanála) process on behalf of the employer with full authority, most particularly in relation to accommodation works.
- Be experienced in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation.
- Be experienced in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same,
- Have excellent interpersonal, communication and influencing skills.
- Have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace.
- Have experience of managing finance and budgets and ensuring value for money.
- Have experience of providing information on the pattern of demand and activity and the skills to schedule/programme the carrying out of work.
- Have an understanding of the role and duties of managers in safety management in the workplace.
- Have good general ICT skills.
- Have a focus on the customer and on service improvement including taking ownership and resolving issues arising.

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 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. Evidence/examples should be aligned, in so far as possible, with the Ideal Candidate requirements and Main Duties & Responsibilities of the post as set out above:

Strategic Management and Change	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. Political Awareness • Has a clear understanding of the political reality and context of the organisation. 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. 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.
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Delivering Results:	Problem Solving and Decision Making - Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. 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 operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. 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 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
Performance Through People:	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. Managing Performance - Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan. Communicating Effectively - Recognises the value of communicating effectively with all employees. - Actively listens to others. Has highly effective verbal and written communication skills. - Presents ideas clearly and effectively to individuals and groups.
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, 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. 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. Integrity - Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others 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. Engages in regular critical reflection in order to identify how own performance can be improved

The Principal Terms & Conditions:

1. Particulars of the Position

The position is wholetime, **temporary** and pensionable and the appointment will be on the basis of a Specified Purpose Contract of Employment for a period up to the completion of Phases 3 and 4 of the N4 Carrick on Shannon Bypass and Traffic Management Project. The project is approved and funded by Transport Infrastructure Ireland (TII) and it, and the associated PLO post, is subject to ongoing approval and associated funding provision by TII.

2. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. However the position of Project Liaison Officer may involve additional hours in excess of the standard working week, including evening and weekend work, without additional remuneration.

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.

3. Duties

The principal duties and areas of responsibility of the Project Liaison Officer (PLO) are as set out under 'The Main Duties and Responsibilities' section above.

4. Salary:

The salary scale for the position of Project Liaison Officer (PLO), analogous to Senior Executive Engineer, will be within the range (Scale effective from 1st June 2026):

€80,680, €83,153, €84,338, €86,828, €89,339, €91,842, €94,364, €97,533 LSI1, €100,692 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. 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. The holder of the post shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he / she is required by or under any enactment to perform.

5. 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.

6. Probation:

All contracts will be subject to a probationary period of six 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.

7. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum, on a pro-rata basis depending on duration of any temporary contract.

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 dependant 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, 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.

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 shall be required to possess a current unendorsed full driving license (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.

12. 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.

13. 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.

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 on 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 twelve months 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).

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday 15th October 2026 via email only to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Project Liaison Officer 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.

NOTE:

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