

**OPW**Oifig na
nOibreacha Poiblí
Office of Public Works**Candidate Information Notice****Open Recruitment Competition for the position of****Craft Stonemason & Stonecutter****based at the OPW sub-depot, Charles Fort, Kinsale, Co. Cork****in the****National Monuments Service Mallow District of the
Office of Public Works****Competition Reference: 2019038****Closing Date: 5:30pm on Thursday, 12th September 2019**

The Office of Public Works (OPW) invites applications for appointment to the position of Craft Stonemason and Stonecutter in the area within the responsibility of the Mallow District of the OPW National Monuments Service. While the position will be based at Charles Fort, Kinsale, Co. Cork, the appointee will be required to work in any other area covered by the Mallow District. The area within the responsibility of the Mallow District comprises mainly Counties Cork, Tipperary, Waterford and Limerick.

The position will be filled by way of an open OPW recruitment competition to which applicants with the minimum eligibility requirements may apply. Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of specified required supporting documentation. The selection process may include short-listing of candidates to be invited for competitive interview on the basis of information supplied on the application form. Only those considered most suitable at interview will be invited for a practical test. Subject to satisfactorily meeting the OPW's requirements with regard to health, references and Garda vetting, the appointee will be the candidate with the highest combined marks from the interview and practical test. In the event that the candidate does not satisfactorily meet the OPW's requirements with regard to health, references and Garda vetting, the candidate will receive no further consideration under the competition and will not proceed to appointment.

The position is a permanent full-time Non-Established State Industrial post based on a standardised 39-hour week rostered over 5 days, and will be subject to a seven month probation period, which may be extended to 10 months under certain circumstances. The actual hours of attendance are determined by local management requirements.

A reserve panel of the most suitable candidates, effective for a limited period, may be formed under this competition. Placement on the panel does not guarantee nor imply that an appointment offer will be made to those placed on same.

Persons who wish to be considered for appointment to the above position should submit a completed and signed Application Form, and copies of required documentation as specified on the Application Form.

OPW's Area of Responsibility

The OPW is a State body with responsibility for the protection of Ireland's built heritage. This is achieved through the conservation, presentation and management of National Monuments, historical properties and Government buildings. Our diverse portfolio consists of 750 sites from all periods of our history encompassing sites from prehistoric to the late medieval periods of our history.

Minimum Eligibility Requirements

Candidates must, at the closing date for receipt of applications, possess the following:

- **An Advanced Certificate Craft Stonecutting and Stonemasonry**
or
An Advanced Certificate Craft Brick and Stonelaying
(or equivalent Level 6 on the National Framework of Qualifications);**

** Irish or Foreign qualification (in a similar field of study) recognised as equivalent to the above qualifications on the Irish National Framework of Qualifications.

***Note:** Apprenticeship served in the above, evidence of craft and exams completed successfully will be necessary and copies should be submitted with your application.*

- **A minimum of 3 years' relevant work experience (post qualification)**
(Specific training in stonework may be taken as fulfilling this requirement)
- **A full, clean and current driving licence, category B & W and use of own transport;**
- **A current Safepass card.**

***Note:** Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course prior to the closing date will be accepted.*

Desirable Eligibility Requirement:

- Specific training and experience in stonework would be an advantage.
- Tractor and dumper experience.

Duties and Responsibilities

The duties and responsibilities of the position of Craft Stonemason and Stonecutter in the OPW are multifaceted and varied. These include assisting in conservation and restoration on site, repairing and building stonework, stone cutting and carving, building dry stone walls and mortar walls, pointing, underpinning, flaunching/capping of walls and working with and mixing mortar, lime and cement.

Principal Duties

The following list of duties and skills is indicative of the role of Craft Stonemason and Stonecutter but does not set out the full range of duties that may be assigned to the appointee as and when required: -

- Repairing and building stonework, blockwork and brickwork;
- Building of stone walls, dry and mortar walls, sorting of stone, loading and unloading stone, pointing, underpinning, flashing of walls and any other masonry related work;
- Reading drawings and setting out works relating to masonry, brick and block;
- Working with and mixing mortar, lime and cement;
- Working alongside other skilled and non-skilled people, reporting directly to supervisor. Liaising with Foreperson regarding stone related work;
- Mentoring, monitoring and supervision of Apprentices;
- Working on scaffolding, operating equipment and machinery;
- Complying with Health & Safety Requirements;
- Keeping work areas clean, tidy and safe;
- Maintain ISO records and communications, as required;
- Carrying out other duties which are considered appropriate to the grade.
- Driving and looking after the official vehicle, loading and unloading equipment and materials;
- Ordering and collecting materials required for works;
- Carrying out activities in line with National Monuments safety systems including preparation of Job Safety Plans (JSP's), with reference to Safety Policies, Activity Risk Assessments and Safe Operating Procedures (SOP's);

A Craft Stonemason and Stonecutter is required to:

- Demonstrate flexibility and mobility, consistent with the needs of the service;
- Contribute to and maintain a good team spirit and an effective team-working environment;
- Remain calm while working under pressure when effectively dealing with incidents;
- Make sound judgements in emergency situations;
- Work on own initiative in accordance with supervisor/manager instructions whilst being an effective part of a larger team;
- Apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- Apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- Carry out all work in an efficient and safe manner, in accordance with the directions of the supervisor/manager, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements;
- Be physically capable of meeting the full range of the requirements of the position;
- Carry out other duties deemed by the supervisor/manager as reasonable and appropriate to the grade and to the position;
- Co-operate with the operation of and introduction of new work practices and technology, e.g. tablets, smart phones, vehicle tracking, electronic information circulation incl. location reporting;
- Comply with all Health & Safety procedures as directed;
- Attend and achieve the required standard in induction training, training courses in manual handling, and other courses in supervision and health & safety as required by the OPW.

Contacts with:

- Staff of the Office of Public Works;
- Landowners and property owners;
- Members of the public;
- External contractors and suppliers.

Special working conditions apply

- Working at heights;
- Working in and near watercourses, uneven ground and difficult terrain;
- Environmental awareness;
- Regular lifting and manoeuvring of heavy and sharp loads;
- Operating equipment and machinery;
- Lone working and working with teams;
- Dealing with the public and contractors;
- Report for work at various work sites in the areas covered by the Mallow National Monuments District as and when directed;
- Traffic – accessing to and from sites;
- The appointee must attend and reach a satisfactory standard in training, as and when directed;
- Working outdoors, open to weather elements, and indoors in confined and restricted space.

Reporting Relationship

The Craft Stonemason and Stonecutter reports to the District Works Manager and Foreperson and to any other person to whom authority has been assigned and/or delegated.

Age

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age;

- the minimum age requirement for potential applicants is 18;

- the appointee will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

Outside Employment

The position is whole-time and the appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

Ill-Health Retirement

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Health and Character

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health and character. The onus is on the appointee to declare their suitability for the requirements of the position, to the best of their knowledge and belief, regarding their health status and character.

The appointee will be asked to complete a health self-declaration statement and complete an on-line health questionnaire. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The proposed appointment may be required to complete and return a Garda Vetting forms, which will be forwarded to An Garda Síochána for security checks to be undertaken. It may also be necessary for candidates to obtain vetting certificates from the police force of any country in which the candidates resided. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointees.

Pay

The **Craft Stonemason and Stonecutter** pay scale, per week, as and from 1st September 2019 is as follows:

Personal Pension Contribution (PPC)

€675.63, €696.81, €748.49, €753.72, €758.92, €764.14, €769.34, €774.56, €779.78, €784.97, €790.78.

This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and **is required** to make a Personal Pension Contribution.

Non-Personal Pension Contribution (Non-PPC)

€643.52, €663.64, €712.81, €717.78, €722.73, €727.68, €732.61, €737.58, €742.54, €747.46, €752.99.

This rate will apply where the appointee **is not required** to make a Personal Pension Contribution.

Important Note: Increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Payment will be made weekly by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of Public Works. Statutory deductions from salary will be made as appropriate.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

Other important information

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works 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. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- interfere with or compromise the process in any way;
- a third party must not personate a candidate at any stage of the process;
- any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post unless they:
 - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
 - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Office of Public Works, or who do not, when requested, furnish such evidence as the Office of Public Works require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection and Confidentiality Statement

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the Driving Licence, Safe Pass Card and qualification/training documentation which will be retained for administrative purposes in the event that a candidature proceeds to appointment, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works document retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations.

Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

Application Process and Selection Process

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process will be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When completing the Application Form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application.

If a reserve panel member does not accept an offer of appointment, when made, that panel member may not receive further offers of appointment.

Candidates may be required to provide satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

Advice and information that may be of assistance to applicants and interviewees is available on the OPW website at: <https://www.opw.ie/en/recruitment/>.

Applicants **must** include, with their application form:

- **A clear copy of their Craft Certificate;**
- **A clear copy of their Driving Licence, back and front.** (required to verify the essential eligibility requirement, to verify age in respect of the age limits and to verify identification if successful in being appointed)
- **A clear copy of their Current Safe Pass Card** (required to verify the essential eligibility requirement)
- **A clear copy of their Employment Permit, if applicable** (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

Note: *Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course **prior** to the closing date will be accepted.*

An application form for the position is available on the OPW Website at www.opw.ie under 'Recruitment' or in the 'Latest News Section'.

If you are interested in being considered for the above position and are satisfied that you meet the criteria as outlined above, please complete an Application Form (which must be signed) and return to:

**Recruitment
HR Management (Operational) Division
Office of Public Works
Jonathan Swift Street
Trim
Co Meath
C15 NX36**

The closing date for receipt of completed Application Forms in HR Management (Operational) is **5:30pm on Thursday, 12th September 2019**. Applications received after this time will not be considered for the competition.

The OPW will not be liable for any costs incurred by candidates in connection with this competition and the appointment process, if applicable

The Office of Public Works is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.