

**OPW**Oifig na  
nOibreacha Poiblí  
Office of Public Works

## Candidate Information Notice

### Open Recruitment Competition for the position of

### General Operative Band 3

in the Kilkenny District of the Office of Public Works,  
National Monuments Service

**Competition Reference: 2019044**

**Closing Date: 5:30pm on Thursday, 19<sup>th</sup> September 2019**

The Office of Public Works (OPW) invites applications for appointment to the position of **General Operative Band 3 (Rural)** in the area covered by the Kilkenny National Monuments District.

The position, which may, subject to local requirements, be fixed-term or permanent, is a Non-Established State Industrial post based on a 39-hour week (full-time) and the appointment will be subject to a probationary period of 7 months which may be extended to 10 months under certain circumstances. The actual hours of attendance are determined by local management requirements.

### OPW Areas of Responsibility

The OPW's areas of responsibility include **Heritage Services** and **Flood Risk Management**. The OPW's Heritage Services has responsibility for the protection, care and maintenance of 780 heritage sites, nationwide, including national monuments, historical parks, gardens and buildings.

### Essential Eligibility Requirements (at the closing date)

- **A full, clean and current driving licence, category B & W;**
- **Current Safe Pass 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 Requirements

- Drivers Licence Category C, CE, C1, or C1E
- Experience in stores i.e. checking invoices and receipts, updating stores software and stock records;

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.

### Principal Duties

The following list of duties and skills is not exhaustive but indicative of the role and requirements of the General Operative Band 3. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

- Undertaking landscape and general maintenance duties as required e.g. grass cutting, mowing lawns, strimming, weeding, weed-killing, scuffling/hoeing, sweeping, cutting hedges, removing graffiti and weeds from building facade, etc.;
- Operate light equipment to include: Leaf blowers, knap sac sprayers, hedge trimmers, and other light equipment to undertake general parks/garden maintenance;
- Drive vehicles and operate site machinery as required by management including ride on and pedestrian lawn mowers, tractors and associated machinery, small hydraulic excavators and dumpers;
- To operate chainsaws and assist with arboricultural works;
- To operate an access platform;
- To assist craft grades such as Stonemasons, Stonecutters, Carpenters, Gardeners and Fitters in undertaking works such as laying paths/kerbs, mixing concrete/mortar, scaffolding, planting and painting;
- To assist Gardeners with the implementation of floral and horticultural features in the Gardens/Park;
- Undertake Site Inspections and Security duties, to include opening and closing site, gate duty, grounds patrol duty and event security; monitoring visitor activity on site; ensure and report to supervisor/manager on the security and protection of the site and monument;
- Cleaning of monuments, walk-ways and site area/buildings (including visitor centre/offices/canteen) as directed in accordance with requirements; window cleaning and gutter cleaning; cleaning of toilets, as and when required; open and close toilets as directed; keep supplies stocked up;
- To assist with keeping parks/gardens litter free. Work will involve hand-picking and automated litter collection, emptying bins, etc., Collecting and disposing of litter from both inside and outside the site, Recycling.
- Carrying out other duties which are considered appropriate to the grade.

**A General Operative 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 manager/supervisor 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 the energy, enthusiasm and the willingness to contribute effectively to a positive visitor experience for the public and to keep abreast of OPW activities;
- apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence
- carry out all work in a safe manner both to colleagues and to the public through understanding, observance and application of Health and Safety regulations;
- successfully undertake training as and when required;
- carry out other duties/works deemed by management as appropriate to the grade and to the position;
- Co-operate with the introduction of new work practices and technology;
- Comply with all Health & Safety procedures as directed;

- Attend and achieve the required standard in inductions training, training courses in manual handling, and any other courses in supervision and health & safety as required by the OPW.

**Contacts with:**

- staff of the Office of Public Works;
- members of the public;
- external contractors and suppliers;
- land/property owners.

**Special working conditions apply:**

- The appointee may be required to attend for work at any of the sites within the area of responsibility of the Kilkenny National Monuments Service District i.e. Counties Kilkenny, Carlow, Wexford, Laois, Tipperary, Kildare, Wicklow and Waterford as and when directed;
- Working alone;
- Working in inclement weather;
- Working with blades, chemicals, paints, cleaning agents;
- Lifting awkward / heavy loads; Climbing scaffolding / Working at heights;
- Operation of plant / equipment; Driving Vehicles;
- Hazards, sharps including syringes, traffic, wildlife, disorderly members of the public;
- Environmental awareness;
- Traffic – assisting with plant mobilisation to and from sites;
- Working in or near water, working in confined spaces and on uneven ground.

**Reporting Relationship**

The General Operative Band 3 (Rural) will report to the District Works Manager and Foreman and any other person to whom authority has been 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**

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard, the appointee will be asked to complete a health self-declaration statement. 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 appointee may be required to complete and return a Garda Vetting form, which will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee 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 General Operative Band 3 (Rural) pay scale for the position, as and from 1<sup>st</sup> September 2019, is as follows:

#### **Personal Pension Contribution (PPC)**

€545.81, €578.16, €598.24, €608.40, €618.58, €628.74, €638.91, €642.86, €652.90.

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

#### **Non-Personal Pension Contribution (Non-PPC)**

€519.67, €550.87, €575.16, €585.17, €589.31, €599.05, €608.71, €618.38, €628.02.

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 should note that canvassing will disqualify and will result in their exclusion from the process.

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 and Safe Pass Card 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 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. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, may be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same.

Appointments by the OPW to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to:

- Receipt of satisfactory references for the candidate;
- The candidate meeting the health requirements for the position;

If a 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 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;**
- **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.*

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

An application form for the position is available on the OPW Website at [www.opw.ie](http://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 is **5:30pm on Thursday, 19<sup>th</sup> September 2019**. Applications received after this time will not be considered for the competition.

**The OPW will not be liable for any costs incurred in applying for the position and/or attending an interview.**

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

**Please note that canvassing will disqualify.**