

**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 Office of Public Works at**

Garinish Island (Ilnacullin), Co. Cork

Competition Reference: 2019058

Closing Date: 5:30pm on Friday, 25 October 2019

The Office of Public Works (OPW) invites applications for appointment to the position of General Operative Band 3 in the Office of Public Works at Garinish Island (Ilnacullin), Co. Cork.

The position is a Non-Established State Industrial post based on a 39-hour week (full-time). Appointment to the position will be subject to the appointee satisfactorily meeting the OPW's requirements with regard to health, references and Garda vetting, and will be subject to a probationary period of seven months which may be extended to ten months under certain circumstances. Continuation in employment in the position will be dependent on the employee meeting the requirements of the position. The actual hours of attendance are determined by local management requirements.

Persons who wish to be considered for appointment to the above position should submit a completed and signed Application Form, accompanied by copies of requested documentation. A short-listing assessment, on the basis of the information supplied in the applications, will be used by OPW to select those applicants who are to be invited to attend for competitive interview.

The competitive interview process will be used by OPW to select the candidate(s) determined by the Interview Board as being suitable for appointment to (an) approved fillable position(s) and may be used to form a reserve panel from which certain future appointments may be made.

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. The OPW is also responsible for the maintenance of Arterial Drainage Schemes and construction of Flood Defence Schemes.

Essential Eligibility Requirements

- A full, clean and current driving licence, category B & W;
- A 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 Eligibility Requirements

- Experience and qualifications in the areas of work required to be undertaken by a General Operative. The General Operative will be required to carry out duties associated with the maintenance of a public garden and training or past experience in this area is desirable.

- Knowledge of basic horticultural principles.

Requirements and Principal Duties of a General Operative Band 3 (Rural)

Note: The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a General Operative. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites / 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, etc.;
- General cleaning duties, including staff and public toilets;
- Collect and dispose of litter by hand and/or mechanically;
- Undertake general and specific gardening / grounds maintenance work as required;
- Use and maintain hand and mechanical tools and equipment;
- Operate ride-on lawnmowers, site dumpers, tractors on successful completion of training;
- Assist Craft Gardeners with the implementation of work programmes and floral and horticultural features in the parks;
- Patrol and security duties some of which are: gate duty, grounds patrol duty, event security; monitoring visitor activity on site; ensure and report to supervisor/manager on the security and protection of the site;
- Participate with Health and Safety training;
- Participate with PMDS;
- Participate on Health and Safety committees;
- Participate with upskilling by craft grades;
- Prepare and clear exhibitions;
- Move furniture and other items;
- Operate light equipment to include: leaf blowers, knap sac sprayers, hedge trimmers and other light equipment to undertake general parks/garden maintenance;
- Drive site vehicles and other site machinery as required by management including ride on and pedestrian lawn mowers and associated machinery;
- To operate chainsaws and assist with arboricultural works on successful completion of training;
- To operate an access platform on successful completion of training;
- To assist craft grades such as Gardeners and Botanists in undertaking varied works of horticulture and other works to support the mission of the Gardens/Park such as laying paths/kerbs, drainage works, mixing concrete/mortar, scaffolding as appropriate to training received, planting and painting, chemical application;
- All other duties commensurate with the post.

Special working conditions apply:

- Five-day working week (39 hours), which may be rostered over seven days and include working on weekends; the actual days and hours of attendance will be arranged according to local management requirements;
- Attendance on site at weekends, as and when required;
- Working with blades, chemicals, paints, cleaning agents, sharps;
- Manual handling, including lifting awkward / heavy loads;
- Climbing scaffolding / Working at heights / Working in confined spaces and on uneven ground;
- Daily travel by boat;
- Working in or near water / Working on an island;
- Operation of plant / equipment; driving vehicles;
- Dealing with the public (which can include disorderly members of the public);
- Working alone and as part of a team;
- Working in inclement weather;
- Environmental awareness;

A General Operative Band 3 (Rural) is required to:

- demonstrate flexibility and mobility, consistent with the needs of the service;
- co-operate with Performance Assessment and Management in line with the requirements of the supervisor/manager;
- 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 including to self, to colleagues and to the public through understanding, observance and application of Health and Safety requirements; comply with all health and safety requirements as directed by the manager/supervisor;
- 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.

Contacts with:

- staff of the Office of Public Works;
- members of the public;
- external contractors and suppliers;
- Horticulture Workplace Students.

Reporting Relationship

The General Operative Band 3 (Rural) will report to the Park Superintendent, Foreperson, Head Gardener 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, private practice or activity which would in any way conflict with the interests of the OPW, be inconsistent with their official position 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. Clarification must be sought where any doubt arises.

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 will be sought in respect of individuals who come under consideration for appointment. The proposed appointee will be required to complete and return a Garda Vetting form which will be forwarded to An Garda Síochána for security checks to be undertaken. Where applicable it will also be necessary for a proposed appointee, at his/her own expense, to obtain vetting certificates from the police force of any country in which he/she 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 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.

The successful candidate, upon appointment, will be paid at the appropriate point of the pay scale. Payment will be made weekly by Electronic Fund Transfer (EFT) into a specified bank account. 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. 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 recruitment process, 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;
- Candidates must not canvass any person with or without inducements - canvassing will disqualify and will result in the candidate's exclusion from the process;
- Candidates must not 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 or continue in employment in 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 copies of the driving licence, safe pass and any requested qualification/training documentation, which will be retained for administration purposes in the event that a candidate 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.

Application Process and Selection Process

Applications for the post are invited from persons who meet the essential eligibility requirements above. 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 reserve panel of suitable candidates, effective for a limited period, may be formed under this competition.

A short-listing process may 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.

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 appointment will be made to those placed on same. 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 evidence when requested may lead to disqualification from the competition and/or termination of contract.

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

An application form for the position is available on the OPW website www.opw.ie in the 'Latest News' section or under the 'Recruitment' tab. Applicants **must include**, with their application form:

- (a) a copy of both sides of their Driving Licence,
- (b) a copy of both sides of their Current Safe Pass Card,
- (c) a copy of their Employment Permit, if applicable.

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.

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:

Derek Raythorn
HR Management (Operational) Division
Office of Public Works
Jonathan Swift Street
Trim
Co. Meath

Please note that applications by email will not be accepted.

The closing date for receipt of completed application forms is 5:30pm on Friday, 25 October 2019. Applications received after this time in HR Management (Operational) Division 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 OPW is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.