

COMPETITION NOTICE and JOB DESCRIPTION

Open Recruitment Competition for the position of

Seasonal General Operative/Bus Driver Band 2 (Rural)

at

Brú na Bóinne Visitor Centre, Donore, Co Meath

Competition Reference: 2019008

Closing Date: 5:30pm on Wednesday, 13th February 2019

Applications are invited to fill seasonal positions for General Operative/Bus Driver Band 2 (Rural) at Brú Na Bóinne Visitor Centre, Donore, Co Meath. It is currently expected that the season will commence at the end of **March 2019** and conclude in **October 2019**.

Applicants may be short-listed for invitation to competitive interview on the basis of information supplied on the application form. Following competitive interview, a panel will be established from which appointments to approved Seasonal General Operative/Bus Driver Band 2 positions, may be made. The position is a Non-Established State Industrial post and will be subject to a probation period. The panel will remain in place for a limited period. It is not possible to currently indicate the number of appointments that may be made from the panel.

It will be a condition of appointment that the appointee successfully undertakes both a medical and a driving assessment.

Essential Eligibility Requirements (at closing date for applications):

- Have a full clean and current D Licence;
- Have a Driver Certificate of Professional Competency (CPC) Card;
- Have a Digital Tachograph Driver Card.

Desirable Eligibility Requirement:

- A minimum of one-year's experience driving a 25 seat bus.

Role Description

A Seasonal Bus Driver/General Operative Band 2 (Rural) will be required to carry out duties associated with the transport of people between Brú na Bóinne Visitor Centre and related historic sites which are under the general direction of the Brú na Bóinne Visitor Services' Manager. These sites include Newgrange Monument and Knowth.

The employee will also be required to carry out duties associated with the maintenance of the buildings and grounds of the Visitor Centre and those locations under the management of the Visitor Services' Manager.

The successful applicant will be required to work a 39-hour week rostered over 7 days. The rostered work-week includes weekends and Bank Holidays. In general terms, employees will be required to work three out of every four weekends.

Reports to:

1. Visitor Services Manager;
2. The Foreman;
3. Anybody to whom authority has been delegated and/or assigned.

Based at:

- Knowth and Brú na Bóinne when on driving duties;
- Brú na Bóinne Visitor Centre when on maintenance duties.

Requirements, Skills and Duties:

S/he may be required, under the general direction of the Visitor Services' Manager, to perform some or all of the following duties:

- drive a 25-seater bus;
- drive other vehicles, as requested by Management;
- operate a bus wheelchair lift and passenger restraints;
- interact with the public in a professional and courteous manner;
- carry out daily safety checks on the bus s/he drives each day;
- complete a daily check sheet re the bus s/he drives each day;
- ensure the cleanliness of the bus which s/he drives each day;
- assist in the maintenance of vehicles;
- assist in the safe and efficient running of the Visitor Centre;
- open and close the Visitor Centre, car and bus parks;
- assist in the maintenance of the Visitor Centre and grounds;
- carry out other general maintenance;
- carry out manual handling tasks, as required;
- assist in the monitoring/unblocking of drains and sewage pipes;
- use hand and mechanical tools;
- assist in any development works, as required;
- co-operate fully with all waste management and recycling procedures;
- produce written reports, when required by Management;
- carry out other duties appropriate to the grade and position.

A Bus Driver/ General Operative Band 2 (Rural) is required to:

- undergo an annual driving test assessment as arranged by Brú na Bóinne Visitor Services' Manager or his/her representative with an external OPW assessor;
- submit immediate written notification to the Brú na Bóinne Visitor Services' Manager or his/her representative of any driving licence endorsement, disqualification, or any documented infringement of the licensing laws;
- submit immediate written notification to the Brú na Bóinne Visitor Services' Manager or his/her representative of any penalty points incurred, either during work or in a private driving capacity, during the course of employment as a Bus Driver/General Operative;
- once a year, produce his/her driving licence to the Brú na Bóinne Visitor Services' Manager or his/her representative for inspection, copying and checking;
- adhere to Irish and EU legislation which requires that a driver should advise their Driving Licensing Authority of any long-term or permanent injury or illness that may affect their safe driving ability;

- immediately contact OPW HR Management (Operational) Division if any change should occur in his/her health from that declared in the context of acceptance of the contract of employment;
- adhere to Drivers' Hours and Tachograph Regulations as required by the Road Safety Authority of Ireland;
- the maximum weekly hours worked by drivers must be in compliance with EU Rules on Drivers' hours and the Organisation of Working Time Act requirements. In that regard, Drivers must provide evidence of any time worked for a third party;
- adhere fully to the Brú na Bóinne General Operative/Bus Driver Safe Operating Procedures and Safety Statement (copy available upon request);
- demonstrate flexibility and mobility, consistent with the needs of the Brú na Bóinne Visitor Centre service;
- maintain an acceptable standard of personal appearance and adhere to a Brú na Bóinne dress code;
- carry out all duties in an efficient and safe manner in consideration of both self, colleagues and the general public;
- be a good time keeper;
- have good people skills and work as part of a team;
- adhere to all Health & Safety legislation and cooperate fully with all Health & Safety initiatives;
- co-operate fully with any training required.

Special working conditions apply:

- transporting children, and wheelchair users;
- working at heights, in confined spaces and on uneven ground;
- outdoor work in inclement weather;
- lifting awkward/heavy loads;
- road traffic;
- dealing with visitors/members of the public who have encountered service-related difficulties;
- A neat appearance is essential;
- some wildlife management skills.

Contacts with:

- staff of the Office of Public Works;
- members of the public;
- external contractors and suppliers;
- other road users.

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, if a new entrant or an existing State Industrial Employee appointed on or after 1 January 2013, 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 officer may not engage in private practice or be connected with any outside business, which would interfere or conflict with the performance of official duties. Clarification must be sought from line management 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, 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.

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 that 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 GO Band 2 (Rural) pay scale for the position is as follows:

Personal Pension Contribution Rate (PPC)

€576.67, €604.96, €626.16, €636.87, €647.52, €658.24, €668.93, €679.61, €690.29

This rate will apply where the appointee is 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)

€549.50, €576.37, €602.34, €612.61, €622.84, €627.03, €637.20, €647.34, €657.49

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

The successful candidate will be paid at the appropriate point of the pay scale.

Application Process

Applications for the post are invited from persons who meet the essential eligibility requirements above.

The selection process for interview may include short-listing of candidates, to be invited for competitive interview, based on information supplied on the Application Form. In 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.

Candidates may be required to produce 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.

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 the Driver Certificate of Professional Competency (CPC) Card;
- A clear copy of their Digital Tachograph Driver Card;
- A clear copy of their Employment Permit, if applicable.

Applicants invited for interview may be required to produce relevant original documentation at interview. 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 in the 'Latest News Section' or under the 'Recruitment' tab.

If you are interested in being considered for the above position and you are satisfied that you meet the essential eligibility requirements as outlined above, please complete an application form (which must be signed) and returned to:

Anna O'Rorke
HR Management (Operational)
Office of Public Works
Jonathan Swift Street
Trim
Co Meath

The closing time and date for receipt of completed application forms is **5:30pm on Wednesday, 13th February 2019.**

Applications received after this time in HR Management (Operational) will **not** be considered for the competition. **Email applications will not be accepted for this competition.**

The Office of Public Works 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

Canvassing will disqualify