COMHAIRLE CHONTAE LAOISE
LAOIS COUNTY COUNCIL

POSITION OF TEMPORARY CIVIL TECHNICIAN GRADE II (GIS)
(Two year Fixed Term Contract)

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must on the latest date for receipt of completed application form must:

(a) Have passed the N.C.E.A./H.E.T.A.C. National Certificate Final Examination in Civil Engineering or in Geosurveying,

or

(b) Hold an equivalent qualification,

or

(c) Have satisfactory service, immediately preceding the latest date for receipt of completed application forms, in a technician post at Grade II level, or in an analogous post under a Local Authority or Health Board in the State.

In addition, following would be desirable:-

- Proficient in the use of Autodesk AutoCAD.
- Previous experience in the use of Geographic Information Systems or other mapping software.
- Experience of ‘data capture’ projects.
- Knowledge of Microsoft SQL Server.
- Proficient in the use of Microsoft Office suite especially Excel/Access.
- Understanding of property conveyancing.
- Experience in developing and managing a Property Interest Register
- Ability to operate/collaborate as part of a team to liaise with various departments around the organisation including externally to collate datasets relating to property.
- Knowledge of the principles of GIS and how GIS is used with a LA including software’s used such as MapInfo/Arc-Gis/FME.
- Ability to work with the minimum of supervision and demonstrative ability to complete tasks with tight deadlines and the proven ability to lead a project to conclusion.
- Strong understanding of principles/methodologies relating to property transfers and ownerships. Ability to follow a complicated paper trail to a high standard.
The Role:

The Property Management Section provides a wide range of services to Laois County Council and its customers. The post is based in the Property Management Section and the successful candidate will work as part of a team, and will carry out all necessary data capture and management duties associated with Laois County Council’s Property Interest Register (PIR) system and other duties of a property management nature.

The Ideal Candidate:
Candidates will demonstrate through their application form and at the interview that he/she is:

- Proficient in the use of Autodesk AutoCAD, Geographic Information Systems or other mapping software, ‘data capture’ projects and knowledge of Microsoft SQL Server.
- Dedication to providing quality and excellent service.
- Excellent problem solving and troubleshooting skills.
- Ability to work under pressure.
- Excellent customer facing skills and an ability to clearly communicate to all levels.
- Ability to take ownership of issues / tasks and work on own initiative.
- Ability to work as part of a team with strong customer service focus.
- Excellent time keeping skills and ability to meet day-to-day and project targets.
- Excellent communication and interpersonal skills, with a positive and professional attitude.
- Must be committed to self-development and be enthusiastic about acquiring new skills and embracing new technologies.
1. The post is wholetime, temporary and pensionable (on a contract basis) under the terms of either the Single Public Services Pension Scheme or the Local Government (Superannuation)(Consolidation) Scheme 1998 (whichever is applicable) and for the duration of the contract as determined by Laois County Council.

2. **PROBATION:**

   Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

   (a) there shall be a period after such appointments take effect, during which such person shall hold such post on probation,

   (b) such period shall be six months but the Chief Executive may, at his/her discretion, extend such period,

   (c) such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

3. **SALARY:**

   The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

   Current Salary Scale: €25,986 - €41,132 LSI 2

   Starting pay of existing Public Servants will be in accordance with Circular Letter EL 05/2016. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply, otherwise employees must be placed on the minimum of the scale.

   The rate of remuneration may be adjusted from time to time in line with government policy.
DUTIES:

The duties of the office are to give the local authority and

(a) such other local authorities or bodies for which the Manager, for the purposes of the City and County Management Acts, is Manager and

(b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the Chief Executive or other appropriate officer of the local authority such engineering services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Chief Executive or other appropriate officer in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies, and, when required to do so, to perform the duty of acting for the appropriate officer of higher rank during that officer’s absence.

The GIS technician duties will primarily relate to the Council’s Property Interest Register and he/she will report to the Staff Officer in that Section. Specific duties will be as follows:

- Development and maintenance of the Council’s property Interest Register
- Capture of relevant boundary and metadata for the Council’s property interests.
- Analysis of both hardcopy and digital records to identify Council property assets.
- Preparation of reports on the Council’s property interests.
- Assistance with property acquisitions and disposals.
- Any other relevant duties.

RECRUITMENT

Selection of candidates for appointment shall be by means of a competitive interview.

a. Competitive Interview

The competitive interview shall be conducted by or on behalf of the local authority.

The merits of candidates shall, be assessed by reference to their suitability for appointment, general knowledge and intelligence, educational qualifications and experience of value, if any.

b. Shortlisting

The local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview, shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form.

c. Panels
Panels may be formed on the basis of the interviews from which Temporary Environmental Technician Grade II will be employed in a full-time temporary capacity within the life of the panel. Short-term contracts will be offered in order of merit from the panel.

d. **References/Documentary Evidence**
   Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

   Candidates may be required to submit documentary evidence to the local authority in support of their application.

6. **HEALTH:**
   For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

7. **RESIDENCE:**
   The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

8. **SUPERANNUATION**
   The superannuation contributions of relevant scheme will apply.

9. **COMMENCEMENT:**
   The local authority shall require persons 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 such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her