



CANDIDATE INFORMATION BOOKLET

Health and Safety Officer (2-year fixed term)

Open Call: November – December 2024

Submit your CV and Cover Letter to:

recruit@meathcoco.ie

Human Resources Department
Meath County Council

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The Competition

The Position

Meath County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel for fixed-term contract posts for the position of Health and Safety Officer.

Purpose, Duties and Responsibilities

The purpose of the position of Health and Safety Officer is to maintain a robust safety management system in accordance with legal and other requirements and ISO 45001:2018 to enable a safe place of work for employees, contractors and visitors. This will include providing service of an executive; supervisory and advisory nature, as required, in relation to safety, health and welfare at work.

The Health and Safety Officer is responsible for the planning and management of the Health and Safety Section of the Council, which currently has a total staff complement of five people.

The successful candidate will be responsible for the maintenance and further development of its safety management system in accordance with legal and other requirements to enable a safe place of work for employees, contractors and visitors or those who may be affected by our work activities.

They will be responsible for the introduction of new initiatives, policies and procedures and working with teams across the organisation. The successful candidate will work in a dynamic and progressive Council which operates various buildings and facilities and provides a multiplicity of services across the county.

The Health and Safety Officer has a very important leadership role within the Council and has responsibility for maintaining the Safety Management System in accordance with local and national requirements including ISO 45001:2018.

This will include responsibility for:

- Strategic and Change Management
- Policy Development
- Planning
- Organisational Support
- Operational Control
- Performance Monitoring and Evaluation
- Continuous Improvement
- Employee Welfare and Well-being

As a key member of the Corporate Affairs and Governance Section, the Health and Safety Officer will be required to make a valuable contribution to the progression and management of the Health and Safety function and the delivery of key corporate objectives.

This is an opportunity for an experienced Health and Safety professional to fully utilise their professional, technical and management skills in an environment that promotes a high-performance culture.

Main Duties and Responsibilities:

The duties and responsibilities of the Health and Safety Officer will include, but are not limited to, the following:

- Keep up to date and advise the Council on legislation, codes of practice, standards, changes and new information, communicate on legal obligations and potential implications and impacts. Make relevant changes and updates as required to the safety management system.
- Manage and progress the Council's safety management system to comply with legal and other requirements and maintain certification to ISO45001:2018.
- Proactively promote a positive health and safety culture of continuous improvement across all Council stakeholders.
- Manage and progress the delivery of the corporate health and safety objectives.
- Develop and maintain an annual programme of works for health and safety that takes account of organisational risks and needs.
- Support the organisation in effective health and safety management of day-to-day operations to assist and create a safe working environment for employees, contractors and visitors.
- Assist employees in carrying out their health and safety responsibilities by making them aware of their obligations.
- Provide, as a competent person, advice and assistance to all sections on all matters relating to safety, health and welfare at work.
- Review and develop safety statements, policies, procedures, risk assessments, training and awareness programmes; safety, health and welfare management programmes of works and implement identified requirements.
- Manage and progress a risk management programme of work for completion, review, update and communication of risk assessments of organisational activities including hazardous substances, well-being and occupational diseases.
- Manage communication and consultation processes with internal and external stakeholders including officials from regulatory authorities.
- Manage and progress a programme of works for health and safety inspections and audits (compliant to ISO45001:2018) including monitoring compliance of preventative and corrective actions.
- Manage and progress the management of preventative and corrective actions.
- Manage and progress health and safety requirements on construction activities and projects.
- Manage and progress the management for emergency preparedness and response.

- Manage and progress incident reporting, including the investigation of incidents and the identification and management of preventative and corrective actions.
- Report all appropriate incidents to the Health and Safety Authority and/or other bodies as required.
- Develop and maintain a process for the management of change.
- In conjunction with the Learning and Development section of the Human Resources Department and other relevant sections, assist with the identification of training needs and the development and delivery of the Health and Safety training and awareness programme.
- Regularly report to senior management on the suitability, adequacy and effectiveness of the safety management system including advising on opportunities for improvement and update.
- Line manage the Council's Health and Safety Section employees and undertake relevant administration tasks, including the management of the procurement of services / materials, as relevant.
- Prepare, manage and monitor the budget for the Health and Safety Section.
- Participate and take part in the duties as required as part of the organizational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- Undertake any other duties as may be required or assigned from time to time.

Qualifications for the Post

Character

Each candidate must be of good character.

Health

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

Education and Experience

On the latest date for receipt of completed applications candidates must:

- (a) hold a recognised qualification at Level 8 in the National Framework of Qualifications in:
 - i. Occupational Health and Safety, or
 - ii. Engineering, Architecture, and/or Science with at a minimum a Level 7 National Framework of Qualifications in Occupational Health and Safety

- (b) have at least 5 years satisfactory relevant experience in a Health and Safety role including a period of not less than two years satisfactory experience working in a line management capacity.
- (c) Demonstrate satisfactory experience and knowledge of the following:
- Health and Safety legislation, statutory requirements, their implications for the workplace, and an appreciation of their legal obligations and impacts;
 - Operating a safety management system compliant to ISO45001:2018;
 - The preparation and regular revision of safety statements, policies, procedures, risk assessments, training and awareness programmes; safety, health and welfare management programme of works and implement identified requirements;
 - Risk management of organisational activities including hazardous substances, well-being and occupational diseases;
 - Ability to undertake effective communications and consultations, both with internal and external stakeholders;
 - Effective communications and liaison with officials from the regulatory authorities;
 - Health and safety management of construction activities;
 - Health and safety related training and awareness programmes;
 - Develop and implement emergency procedures across all Council sections;
 - Plan practical and effective work methods / practices, both preventative and remedial that comply with health and safety requirements;
 - Management of appropriate inspection and audit processes;
 - Strategic and Change Management;
 - Working with committees and working groups;
 - Undertaking and maintaining accurate records, particularly of inspecting findings, of incidents and accidents, and the preparation of reports, and statistical data required by Council management and the Health and Safety Authority.
 - Regular review of work methods and processes, which identify and take account of all relevant hazards
 - Staff supervision, and relevant administration;
 - Procurement of services;
 - Budgetary and resource management;
 - Understanding of Local Government management.
- (d) Possess a full, clean driving licence.

It is desirable that the candidate also has:

- Strong IT experience, particularly the use of Microsoft Office;
- Ability to achieve targets as an individual and as part of a team;
- Ability to build relationships with external and internal stakeholders;
- highly effective verbal and written communication skills;
- Good organisational, negotiation and problem resolution skills;
- Detailed understanding and working knowledge of ISO 45001.

Candidates must also have the knowledge and ability to carry out the full duties of the post concerned.

Miscellaneous Provisions

Salary

Salary scale: €76,772 per annum rising to €92,808 in LSI 1 and to €95,815 in LSI 2 (EL 03/24) (analogous to Senior Executive Engineer). Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Planning, Community and Local Government.

Hours of Work

The normal working hours will be 35 hours per week. Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended.

Start Date

Meath County Council shall require a person to whom an offer of employment is made to take up an appointment within a reasonable period of time, usually two months from date of offer, to meet the organisational requirements of the Council. Meath County Council reserves the right to withdraw its offer in the event that an appointment is not taken up within such a period.

Leave

30 days per annum

Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

Probation

The following provisions will apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be 9 months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

Travel

It is essential that holders of the post should hold a full driving licence for class B vehicles and shall be required to drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Meath County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

Residence

The person holding the office must reside in, or at an address convenient to performing the role/function as approved by the Chief Executive.

Safety and Welfare

The holder of the post shall co-operate with the terms of Meath County Council's Safety Statement and Major Emergency Plan. They shall familiarise themselves with the safety rules and procedures and make proper use of all safety, clothing and equipment.

Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Garda Vetting

Successful candidates may be subject to Garda Vetting in advance of appointment to the position.

Outside Employment

The officer may not engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

Superannuation Contribution

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). A person paying Class A rate of PRSI who becomes a pensionable officer of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Communications

Meath County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing recruit@meathcoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council does not accept responsibility for communications not accessed or received by an applicant.

Employee Benefits

Examples of some of the current Employee Benefits include:

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- The Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- Meath County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Meath County Council's Social Club
- State of the Art Office Accommodation in the new Civic Headquarters
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

Application Process

To be considered for the position of Health and Safety Officer, simply submit your Curriculum Vitae and a Cover Letter to recruit@meathcoco.ie and we will contact you soon after.

This is a Rolling Recruitment process, over the months of **November and December 2024**. The Council will close the process before the end of the year, the exact date will be notified on the Council's social media channels. As soon as you submit your interest, we will follow-up with you to arrange an interview, should you meet the qualifications set out above.

Selection Process

The Selection Process may include the following:

- An eligibility check on your CV to ensure that you meet the minimum qualifications and requirements for the post.
- Invite for Interview

** Please note that Meath County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Before you Proceed

Before submitting your application you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above (see section: 'Qualifications for the Post').

Meath County Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than two months and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

Submission of Curriculum Vitae

The information submitted in your CV and Cover Letter will determine whether you are invited for an interview. There is no requirement to submit evidence of education / experience at this point.

The initial step of the process will be to determine that you meet the required minimum criteria for the position. If you do not meet the criteria, you will not be invited for an interview.

Interview Stage

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated but alternative dates and times will be facilitated, where practical. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role.

The invitation to attend an interview, is not to be taken as implying that Meath County Council is satisfied that you fulfil the requirements of the Regulations 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, the onus is on you to ensure that you meet the eligibility requirements for the post before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Meath County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Meath County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Meath County Council considers satisfactory in the interview shall be considered for selection.

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

Key Competencies

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

Strategic Management and Change

Strategic Ability

Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing

Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

Bringing about Change

Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change.

Demonstrates flexibility and an openness to change.

Delivering Results

Problem Solving and Decision Making

Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.

Operational Planning

Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.

Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services. Organizes the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.

Performance Through People

Leading and Motivating

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.

Managing Performance

Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

Communicating Effectively

Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.

Personal Effectiveness

Relevant Knowledge

Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

Resilience and Personal Well Being

Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

Integrity

Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.

Personal Motivation, Initiative and Achievement

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.

Pre-Employment Checks

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

Fine Print

General Information

1. Meath County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Meath County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality:** Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Meath County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2004.
6. **Deeming of candidature to be withdrawn:** Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
7. **Data Protection:** The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>
8. **Candidates should note that canvassing will disqualify.**

Terms and Conditions

Your attention is drawn to this important information. By submitting an application or attempting any assessment you are agreeing to be bound by the terms set out below:

1. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
2. Candidates in the recruitment process must not:
 - Knowingly or recklessly provide false information
 - Canvass any person, with or without inducements
 - Interfere with or compromise the process in any way.
3. A third party must not impersonate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
 - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
 - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
4. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the essential requirements.

Frequently Asked Questions

1. Who can I contact if I have a query in relation the Recruitment Campaign?

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Meath County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to recruit@meathcoco.ie.

2. What happens if I cannot attend a particular stage of the competition?

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Meath County Council cannot change dates and times of any particular stage of the process.

3. I have submitted my application form. What happens next?

Meath County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a short listing process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

4. What happens on completion of the shortlisting process?

Meath County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

5. What happens after undertaking the final interview?

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

6. How will Meath County Council communicate with me throughout the Recruitment and Selection Campaign?

Meath County Council will contact you when necessary at each stage of the competition by email.

It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing recruit@meathcoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council accepts no responsibility for communication not accessed or received by an applicant. General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[Meath County Council Website](#)



[Meath County Council Facebook](#)



[Meath County Council Twitter](#)



recruit@meathcoco.ie