



Comhairle Contae Lú
Louth County Council

**Louth County Council
Candidate Information Booklet
(Please read carefully)**

Craftworker Carpenter (Open Competition)

Closing Date

Completed application forms should be submitted via the Louth County Council online recruitment portal no later than

4.30 pm on Tuesday 25th February 2025

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Louth County Council

County Hall, Millennium Centre, Dundalk, Co. Louth A91 KFW6

Tel: 1890 202 303

Web: www.louthcoco.ie

Email: info@louthcoco.ie

General Information

Louth County Council is the authority responsible for local government in Louth. The county of Louth is divided into the three municipal districts of Drogheda, Ardee and Dundalk. There are five electoral areas in Louth: Ardee, Drogheda Rural, Drogheda Urban, Dundalk-Carlingford and Dundalk South. There are 29 elected county councillors and an annual operating budget of €171.7 million in 2024.

The Council provides a diverse range of services across a large geographic area. Key services areas include housing delivery, planning and development, emergency services, infrastructural upgrades and projects (road improvements, public realm), community services and facilities (community/leisure centres, libraries and parks), encouraging economic development through FDI (foreign direct investment), and supporting existing and new business.

Context:

Local Government has undergone a very significant reform process in line with the proposals in “Putting People First”. The programme sets out a wide range of actions to deliver reform in order to address weaknesses, enhance effectiveness and accountability and improve performance across the entire system. The Local Government Act 2014 provided the necessary legislative basis to give effect to many of the reform measures set out in the Action Programme.

The Act, together with the Action Programme provide the broad policy context within which the successful candidate will work and a focussed agenda which he or she will be required to lead and deliver on, as directed by the Chief Executive.

Louth County Library Service is headquartered in Dundalk. It manages and supports a network of five branch libraries, strategically located across the county along with a schools library service. As part of the Social Development Directorate, the library service works collaboratively with Archives, Museum, and Arts services. The library service is evolving, innovating and diversifying in a dynamic and changing environment, taking advantage of technological advancement to deliver a wide and varied range of front line services to customers.

The Role of the Craftworker Carpenter

Louth County Council is seeking to put in place a panel for the post of Craftworker Carpenter.

Duties and Responsibilities

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Housing Services

The Carpenter will be primarily responsible for the maintenance and upkeep of the Housing Stock owned by Louth County Council. He/she will be responsible for carrying out tasks assigned appropriate to his or her trade, and other types of minor repairs and inspections, to a high standard and on time.

The employed person may be called on at any time, in case of emergency or urgent need, to deal with breakdowns and will also be required to participate on an on-call rota.

The holder of the post will be required to have a good knowledge and awareness of Health & Safety Legislation Regulations, their implications for the organisation and the employee and their application in the workplace.

Essential Criteria

1. **Character**

Each candidate must be of good character.

2. **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.

3. **Education, Experience etc.**

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

- (a) Have a good standard of general education.
- (b) Hold a National Craft Certificate or equivalent and have extensive experience in Carpentry.
- (c) Possess good organisational and communication skills.
- (d) Be the holder of a full current Class B driving licence, a copy of which must be submitted with the application form.
- (e) Have access to a vehicle for work purposes.
- (f) Hold a valid Safe Pass card, a copy of which must be submitted with the application form.
- (g) Have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace

Desirable Criteria

Candidates should be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post. In particular candidates should have satisfactory knowledge and experience of the following matters or the necessary aptitude to acquire this knowledge within a reasonable period.

- 1. Ability Skills: Communication, customer service, interpersonal skills, skilled trade skills.
- 2. Competency skills: Flexibility, problem solving, teamwork, working on own initiative.
- 3. Hold a current Safe Pass card, a copy of which must be submitted with the application form.
- 4. A current safe pass is required at time of application.
- 5. Manual handling knowledge is required.

Candidates may be shortlisted on the basis of information supplied on their application form.

Particulars of Post

Louth County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for the position of Craftworker Carpenter shall be drawn.

Duties and Responsibilities:

The Craftworker Carpenter shall arrange, under the direction of his/her line manager, the efficient execution of all works in his/her area of charge and discharge all other duties related to his/her work including those set out hereunder.

The successful candidate will be expected to:

- Play an important role in the Housing Section of Louth County Council.
- Work with minimal supervision as part of a larger team throughout County Louth.
- Be flexible in terms of location, nature of role and working within the County as required by line management.
- Benefit from ongoing training and development which will form a core part of the post.
- Perform such duties and carry out such instructions as may be given from time to time by the Senior Engineer or other nominated persons.
- Be capable of carrying out such duties as may be assigned or altered from time to time.

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The employed person may be called on at any time, in case of emergency or urgent need, to deal with breakdowns and will also be required to participate on an on-call rota.

Wages

Wages 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 his/her 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. The Wages scale for the position of Craftworker Carpenter is currently €769.47 - €889.14 gross per week.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. In accordance with Departmental Circular Letter EL.02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Probation

Where a person, who is not already a permanent officer of Louth County Council, is appointed, the following provisions shall apply:

- There will be a probationary period of 9 months from date of employment,
- The Chief Executive may at his or her discretion extend this period,
- You shall cease to hold office at end of the period of probation unless during this period the Chief Executive has certified that your service is satisfactory.

Location of post

Louth County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Superannuation

A. Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.

OR

B. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.

OR

C. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

Retirement

Retirement is dependent on the superannuation scheme you become a member of, and details will be made available to you upon appointment.

Health

For the purpose of satisfying the requirements as to health, it may be necessary for the 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.

Residence

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Louth County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Hours of work

You will be required to work a 39-hour week at such specific times as will be notified by the Council from time to time. Starting and finishing times will be as notified to you by your Supervisor.

All hours worked will be subject to the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Sick Leave

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

Annual Leave

Annual leave entitlement for the position will be 25 days per annum (pro rata for the fixed term). Louth County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

Start Date

The successful candidate will commence on direction from Directors of Service and/or Chief Executive. Should they fail to take up the appointment on direction, the council at its discretion may not appoint them.

Recruitment Process

All applications must be typed and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process.

Short-listing

Where the volume of applications received exceeds that required to fill existing and future vacancies, and / or where it would not be practical to interview all applicants, Louth County Council reserves the right to arrange short listing of applications on the basis of information provided in the application form.

It is in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency where competencies are listed.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing or a Preliminary Interview.

External persons may be requested to carry out short-listing on behalf of Louth County Council, e.g. an Interview Board or recruitment agency. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

Vetting

Garda vetting is required for certain roles within Louth County Council. Failure to complete a Garda vetting form on request may prevent your employment with Louth County Council. In the event of an unsatisfactory Garda declaration being received Louth County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Louth County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

The Interview

Candidates will be invited to interview by email, it is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice.

Where possible, candidates will be informed of names of Interview Board Members in advance, however board members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process.

Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

Panel

A panel may be formed on the basis of an interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

After the Interview

Louth County Council will automatically advise you of the result of the interview. This may be done by email, phone, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be forwarded directly to you thereafter.

All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

Period for acceptance of offer

Successful applicants will be allowed a maximum of one week following the written offer of employment to indicate whether they will/will not take up the position. If interested they will be required to take up duty at the latest within four weeks of the date of offer or a mutually agreed later date.

If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

Appeals Process

If a candidate wishes to appeal either a short-listing decision or a Selection Board decision, they must do so within **three working days** of the date upon which written notification to the unsuccessful candidate is issued.

The appeal must clearly state the alleged process and/or procedural flaw and should be emailed to recruitment@louthcoco.ie. The candidate is responsible for ensuring that the submission of the appeal is within the prescribed time limit. Within **2 working days** of its receipt, HR will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR Management will notify the candidate in writing and no further action will be taken.

If it appears that there may be grounds for an appeal relating to the short-listing process, then HR Management will investigate the complaint further with the Chair of the Selection Board. If having reviewed the candidate's application, the Chair together with the other members of the Selection Board, may recommend a reversal of the original decision and determine that the candidate should be included in the shortlist. HR Management will notify the candidate and invite the candidate to interview and the recruitment process will continue.

Having reassessed the candidate's application, the Chair together with the other members of the Selection Board may decide that the original decision was valid. In these circumstances, HR Management will notify the candidate of the outcome of the review and the recruitment process will continue. There is no further right of appeal to a short-listing decision.

If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes.

NOTES

CLOSING DATE FOR RECEIPT OF APPLICATIONS is 4.30 pm on Tuesday 25th February 2025.

Late applications will not be accepted.

Have you:

- Completed your application form in full?
- Supplied correct and factual information?

DO NOT:

- Forward any certificates, references or CVs with the application form.
- Post hard copies of your application.
- Canvass any persons connected with Louth County Council or the Interview Board in relation to this post.
- Submit false or misleading information. This may lead to later termination of employment.

DO:

- Submit your application via the Louth County Council online recruitment portal & ensure you apply before the deadline of **4.30 pm on Tuesday 25th February 2025.**
- Check for automated response to emailed application and keep as proof of date and time of application.
- In the event of no response to your email application please contact the HR Section the next day.

Louth County Council is an equal opportunities employer.

Canvassing will automatically disqualify.