

Principal Adviser (Water)

Title of Position: Principal Adviser, Water

Department; Housing, Local Government and Heritage

Division: Water Division

Location: Custom House, Dublin 1

Background Information and Role

The Department of Housing, Local Government and Heritage's mission is to support the sustainable and efficient delivery of well-planned homes and effective local government.

The Department has overall responsibility for policy in the areas of housing, local government, planning, water and natural and built heritage and the provision of high quality meteorological information through Met Eireann.

Brief Description of position:

The role of the Principal Adviser (Water) is act as Head of Unit for the Water Advisory Business Unit, to take lead responsibility for assigned areas of work and to provide professional advice and lead on the technical and scientific aspects of the Department's water policy agenda. This involves leadership of the *Water Advisory Unit* as well as interaction with other colleagues across the Division and Department to support the delivery of the relevant strategies and objectives of the Division and the Department.

Principal Duties:

The Principal Adviser (Water) will report to the Assistant Secretary, Water Division. The Principal Adviser (Water) is a leadership role within the Water Division tasked with providing professional, strategic policy and legislative advice to ensure that Ireland's water policy framework delivers safe and secure water and wastewater services; and protects, enhances and restores water quality. This includes implementation and delivery of EU Directives on water and key policy

objectives both directly and through other Departments, agencies and public authorities.

The key responsibilities are:

- 1) provide and oversee provision of professional scientific and technical analysis, support and advise on the formulation, co-ordination and implementation of national, EU and international policies, programmes and legislation in relation to the promotion, protection and management of the water environment and the provision of water and wastewater services including the implementation of the Water Framework Directive, the Urban Waste Water Treatment Directive, the Drinking Water Directive, the Nitrates Directive and the Bathing Water Directive;
- 2) directly lead a multi-disciplinary team involving both technical and administrative policy staff, providing leadership, co-ordination, management and supervision of the work of the team members assigned to the Unit;
- 3) providing advice on new and developing EU and international water policy and legislation including directly engaging with the EU Commission and EU institutions on matters of Water Policy;
- 4) managing and developing the national response to European Commission infringement proceedings and supporting the implementation of action plans which may arise as a result;
- 5) provision of strategic advice in relation to Uisce Éireann strategic and investment plans;
- 6) preparing and overseeing the implementation of River Basin Management Plans;
- 7) overseeing the Waters of LIFE EU LIFE Integrated Project;
- 8) providing advice on rural water policy matters;

- 9) collaboration with Business Units across Water Division in managing the Division's water agenda;
- 10) close liaison with key stakeholders notably An Foram Úisce, the Water Policy Advisory Committee, LAWPRO (Local Authorities Water Programme), Environmental Protection Agency etc.;
- 11) advising on the development, and implementation, of national, regional and/or sectoral strategies/ programmes in areas such as: sustainable water management; climate change adaptation; nature-based solutions for water management; water abstraction; the prevention and control of water pollution from point and diffuse sources and economic analysis of programmes of measures;
- 12) representing the Department through engagement at a senior level, with other Departments, public bodies and stakeholders;
- 13) the role will also involve significant engagement with the European Commission and representative roles at EU working groups and other international intergovernmental bodies; and
- 14) undertaking such other duties as may be assigned from time to time.

Working Environment:

The Principal Adviser will be based in Dublin, but may expect to be away from the office attending meetings, including in Departmental locations in Wexford, Cork and Ballina.

CONTACTS required in the performance of the work:

(a) Within the Organisation

Daily contacts with levels, usually at or above the level of responsibility of the post, on both technical and administration sides, providing support and advice to the Minister and the business units of the Water Division

(b) Outside the Organisation

Frequent contacts will be involved with senior officials of other Government Departments, Local Authorities, the Environmental Protection Agency, Semi-State Bodies (particularly Irish Water), other agencies (e.g. Teagasc), organisations and interest groups, nationally and internationally, connected with environmental policy and water policy matters.

Training, other than on-the-job training, which is provided/encouraged:

Facilities are provided for attendance at courses, conferences, etc., relating to the work.

Educational, professional or technical qualifications, knowledge, skills, aptitudes, experience, training:

Essential requirements:

(a) ESSENTIAL for the Job:

- (i) Hold a recognized University primary degree in a scientific or engineering discipline, or equivalent qualification, **and**
- (ii) Have had, since qualifying, at least seven years' satisfactory practical experience in significant scientific or engineering work in a responsible position; **and**

- (iii) Possess a high standard of training and experience in water sector with a high standard of relevant administrative experience;
- (iv) Otherwise, possess the requisite knowledge and ability (including ability to communicate effectively) and be suitable to efficiently discharge the duties of the position.

(b) Key Competencies for effective performance at this level:

- Leadership and Strategic Direction
- Judgement and Decision Making
- Management and the Delivery of Results
- Building Relationships and Communication
- Drive and Commitment
- Specialist Knowledge, Expertise and Self-Development

SPECIAL PERSONAL ATTRIBUTES required for performance on-the-job

Essential: The successful candidate should have:-

- the ability to work under pressure to tight deadlines and to take a strategic approach in the delivery of key policy objectives, to foster a positive working relationship with colleagues and external stakeholders and to lead and work in multi-disciplinary teams, including cross-stream reporting.
- the confidence to liaise with senior personnel, legal and other professionals and the ability to represent national positions in international negotiating fora.

- a strong organisational awareness, including an awareness of the broader operating environment (or an ability to quickly develop same).

ELIGIBILITY TO APPLY AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who has a stamp 4 visa; **or**
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

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.

Employer of Choice

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis), etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Principal Conditions of Service

General:

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Pay

The salary scale for the position (rates effective from 1 October 2023) is as follows:

Personal Pension Contribution (PPC) Salary Scale

€115,389 €120,253 €125,135 €129,336

LSI 1 - €133,480

LSI 2 - €137,613

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

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

Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance increments may be payable in line with current Government Policy.

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Different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a BIC code and IBAN number and bank sort code has been supplied to the Personnel Section of the relevant Department or Office. Statutory deductions from salary will be made as appropriate by the Department/Office.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and probation:

The appointment is to an established position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date of appointment.

During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and

(iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department/Office. A copy of Department of Public Expenditure and Reform guidelines on probation will also be made available to the officer.

Where an officer is an existing civil servant and is not considered as suitable to the position having been assessed against stated criteria, the officer will be notified in writing of the action to be taken prior to the expiry of the probationary contract and any extensions thereof

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carer's Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Unfair Dismissals Act 1977 - 2015:

The Unfair Dismissals Acts 1977-2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Duties:

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The position is full time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Headquarters:

The officer's headquarters will be such as may be designated from time to time by the Minister. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations and the guidelines of Department of Housing, Local Government and Heritage.

Hours of attendance:

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41 hours and 15 minutes gross or 35 hours net of lunch breaks. Flexibility will be required with regard to extra attendance, which may be required from time to time. The rate of remuneration payable covers any exceptional extra attendance liability that may arise and no additional payment will be made for extra attendance (over and above 43 hours and 15 minutes gross or 35 hours net per week).

Annual Leave:

Annual leave will be 30 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

The Organisation of Working Time Act:

The terms of the organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.

Sick Leave:

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars as amended from time to time.

Officers, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Environment, Community and Local Government. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Secrecy, confidentiality and standards of behaviours:**Official Secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Prior approval of publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Secretary General of the Department.

Political activity:

During the term of employment the officer will be subject to the rules governing civil servants and politics.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
 - Post retirement pension increases are linked to CPI.

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a

Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual 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.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Competition Process

The Department of Housing, Local Government and Heritage is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA's Code of Practice.

How to Apply

Applicants should submit a completed application form to recruitment@housing.gov.ie.

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted on the official application form will be considered. The application form is available on the Department's website at the following link www.gov.ie/housing/recruitment.

Closing Date

The closing date for receipt of applications is **12 noon on 3rd November 2023**.

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying please email recruitment@housing.gov.ie.

Essential Requirements and Personal Attributes

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview.

Health

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

Selection Process

The selection process may include the shortlisting of candidates on the basis of the application form and will include an interview.

Shortlisting

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.

Interview

Candidates who are shortlisted will be called for interview by an expert panel. The interview will focus how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date.

Note: It is expected that interviews will be held in November 2023. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised. The interview will take place most likely by Webex.

Panel

A panel may be established from which appointments may be made which will expire on 30th November 2025 or when it has been exhausted, whichever is sooner. Candidates will be advised of the outcome of the competition as soon as possible after the interview process.

Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the Department requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback

Feedback will be provided on written request.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the codes of practice published by the published by the Commission for Public Service Appointments. The Codes can be accessed at www.cpsa-online.ie.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and the provisions of the EU General Data Protection Regulation.

Special Accommodations:

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the Department of Housing, Local Government and Heritage at recruitment@housing.gov.ie