

**OPW**Oifig na  
nOibreacha Poiblí  
Office of Public Works**Candidate Information Notice****Open Recruitment Competition for position of****Safety Officer****(Fixed Term & Permanent Positions)****in East Region Drainage Maintenance and Construction Division****Competition Reference: 2024/027****Closing Date: 5:30pm on Thursday, 18<sup>th</sup> April 2024**

The Office of Public Works (OPW) invites applications for appointment to one position of **Safety Officer** in the OPW East Region Drainage Maintenance and Construction Division based in Trim, Co. Meath.

The position of a Safety Officer is a permanent Non-Established State Industrial post based on a 39-hour week (full-time) Monday to Friday, and the appointment will be subject to a probationary period of 7 months, which may be extended to 10 months under certain circumstances. The actual hours of attendance are determined by local management requirements. Continuation in employment in the position, once appointed, is subject to satisfactorily meeting the requirements of the position and performing the duties as directed.

This is an OPW recruitment competition to which applicants with the minimum eligibility requirements may apply. Persons who wish to be considered for appointment to the above position should submit a completed application form, and copies of specified required documentation. Selection for appointment to the position will be determined by the Interview Board through a competitive interview process. The Interview Board will make its decisions based on the interview with each candidate who is invited to the interview and a reserve panel, effective for a limited period, may be formed.

Any offer of a position will be subject to the candidate satisfactorily meeting the OPW's requirements with regard to references, health and Garda vetting. In the event that the candidate does not satisfactorily meet the OPW's requirements in these regards, the candidate will receive no further consideration under the competition and will not proceed to appointment.

**OPW Areas of Responsibility**

The OPW's areas of responsibility include Heritage Services and Flood Risk Management. As the lead agency for flood risk management in Ireland, the OPW is responsible for the maintenance of schemes completed under the Arterial Drainage Acts 1945 & 1995, and the Coast Protection Act 1963; and the construction of flood relief schemes under the Arterial Drainage Acts 1945 & 1995, and the Planning Acts in partnership with the relevant Local Authorities.

**East Region Drainage Maintenance and Construction**

Operations within the East Region Drainage Maintenance and Construction Division are carried out using the "Direct Managed Works Model" consisting of a large direct labour workforce, supplemented as necessary by private sector suppliers and sub-contractors.

The appointee will be based at Newtown, Trim, Co. Meath and will be required to work in any location within the area covered by the East Region Drainage Maintenance and Construction Division. The area of operation of the East Region Arterial Drainage Maintenance and Construction Division

comprises all of Leinster, Waterford, Tipperary, Monaghan and Cavan. The Regional headquarters is located in Newtown, Trim, Co. Meath, with additional depots in Mullingar, Co. Westmeath; Ardee, Co. Louth; and Castlebridge, Co. Wexford.

**Essential Eligibility Requirements (at the closing date):**

Candidates must have, on the closing date for receipt of applications the following minimum requirements:

- **A Level 7 Qualification (National Framework of Qualifications), in Occupational Health and Safety, (or equivalent) \***

**OR**

- A Level 8 Qualification (National Framework of Qualifications), in Occupational Health and Safety (or equivalent) \***

*\* Irish or Foreign qualification (deemed in a similar field of study) recognised as equivalent to the above qualification on the Irish National Framework of Qualifications.*

- **Satisfactory post-graduate experience of Occupational Health & Safety, construction work, knowledge of construction methods, site management and construction design process;**
  - **no less than one year post-graduate experience for applicants with a Level 8 Qualification;**
  - **no less than three years' post-graduate experience for applicants with a Level 7 Qualification.**

- **A full, clean and current driving licence, minimum category B & W and use of own transport;\*\*<sup>1,2</sup>**

**Note:** \*\*<sup>(1)</sup> If your Irish driving licence is restricted to driving cars with an automatic transmission only (denoted by the code 78 appearing on the licence), you are not eligible. <sup>(2)</sup>From 1 January 2021 if you are resident in Ireland and hold a UK/NI driving licence it is no longer valid to drive on here in Ireland. It is not legal for driving purposes and must therefore be exchanged. It is vital that you have a valid driving licence and that you are legally allowed to drive in Ireland by exchanging a UK/NI licence for an Irish driving licence. Further information available on: [www.ndls.ie](http://www.ndls.ie)

**In addition to the minimum eligibility requirements, ideally candidates should:**

- Have a current Safe Pass card;
- Have a comprehensive knowledge of hazards associated with this work and knowledge of how to control same;
- Have a comprehensive knowledge of construction and general health and safety management systems;
- Have first-hand experience of carrying out hazard identification and risk assessment associated with construction work and knowledge of risk avoidance and mitigation measures
- Be computer literate and have the necessary IT skills to carry out duties;
- Possess a high level of interpersonal and communication skills;
- Have comprehensive knowledge of systems management including records management and reporting. Have experience of working with occupational health and safety management systems such as ISO45001

## **Safety Officer - General Role and Responsibilities**

To fulfil the duties of Safety Officer as set out in the Safety Health and Welfare at Work (Construction) Regulations 2013.

The successful candidate will operate within OPW Drainage Maintenance and Construction Services Division with the primary duty to assist Line Managers and Supervisory Staff in complying with health and safety legislation and any ancillary legislation that apply to their operations.

### **The Safety Officer will:**

- Be familiar with the relevant Health and Safety Legislation, which affects the types of construction work being carried out;
- Carry out regular safety audits on East Region Drainage Maintenance Construction Division projects including audits of site files/records/documentation;
- Identify hazards and assess risks on construction site; Advise the OPW supervisors on the most appropriate control measures and systems of work to minimise risk;
- Communicate the Health and Safety requirements to managers, supervisors and workers on sites;
- Make recommendations on Health and Safety and request changes to practices on site through the site supervisor;
- Take corrective action on site up to and including suspension of work where there is a serious risk of accident or injury. (The Engineer in charge must be informed of the action).

### **Principal Duties and Responsibilities**

The following list of duties is not exhaustive but indicative of the role of Safety Officer in the East Drainage Maintenance and Construction Services Division:

- Assist in the implementation, management and upkeep of the Integrated Management System (IMS) presently in place. The IMS is accredited to ISO 9001:2015 (Quality) and ISO 45001:2018 (Health & Safety). This includes updating of Safety Statement (in consultation with Safety Officers from across all OPW Regions), auditing of systems, implementing of corrective and preventative actions;
- Develop inspection programme to ensure all sites are visited and inspected on a regular basis, and conduct these inspections;
- Liaise at all times with Engineering Team onsite and report findings as required at Section Meetings, Regional Safety Committee meetings and Safety Management Meetings;
- Identifying changes in existing relevant Health & Safety Legislation;
- Maintain the Register of Health & Safety Legislation as part of the Integrated Management System in conjunction with the IMS Co-ordinator.
- Undertake risk assessments;
- Carry out and co-ordinate emergency procedures in conjunction with the Engineering Teams;
- Provide health & safety induction training for new staff;
- Control, supervise, and instruct staff as directed by the Engineer Grade I;
- Develop, prepare and organise the annual Health and Safety Training Programme in consultation with the Head of Section and Engineering Team;
- Assess/evaluate training courses;
- Ensure Training Database is maintained and up to date;
- Develop and implement staff health & safety promotion policies and initiatives;
- Control and manage the Project Risk Assessment and Safety Plan Database;
- Ensure that all relevant registers e.g. chemical register, fire register, etc., are in place and maintained in all offices, depots and sites within the East Region;
- Communicate Health & Safety matters to all employees (Training, Safety Statement, Inspections, toolbox talks, etc.);
- Attend and contribute to Monthly Section Meetings, quarterly Regional Safety Committee Meetings, quarterly Safety Officer Network Meetings, and bi-annual Safety Management Meetings as required;
- Organise and minute quarterly Regional Safety Committee Meetings in conjunction with other Regional Safety Officers;
- Organise the election of Safety Representatives as required;
- Provide assistance, advice and arrange training for Safety Representatives;

- Be available to discuss local safety issues with safety representatives as they arise
- Report, record and investigate incidents, accidents, near misses and dangerous in accordance with OPW's documented procedures, and identify trends;
- Identify root cause of incidents and required follow-up actions;
- Compile Health & Safety Statistics/Reports as required;
- Audit Health & Safety documents from contractors as required;
- Carry out all other reasonable duties as may be directed by the Head of Section from time to time;
- Provide a level of service to other Sections within OPW on request, in consultation with the Head of Section.

#### **Duties on Site**

- Conduct site inspections weekly onsite;
- Monitor contractors onsite from appointment through to training and continual supervision onsite;
- Risk assessments for all aspects of work which will require constant monitoring, supervision, updating and implementation;
- Review systems onsite for all elements of project including Traffic Management, lifting operations, working in the vicinity of overhead/underground services, working adjacent to water, working in close proximity to members of the public. Ensure all hazards are continually addressed and systems updated accordingly;

#### **A Safety Officer is required to:**

- demonstrate flexibility and mobility, consistent with the needs of the service;
- Carry out all work in a safe manner both to colleagues and to the public through understanding, observance and application of Health and Safety regulations;
- Successfully undertake training as and when required;
- Co-operate with the introduction of new work practices and technology;
- Contribute to and maintain a good team spirit and an effective team-working environment;
- Remain calm while working under pressure when effectively dealing with incidents;
- Make sound judgements in emergency situations;
- Work on own initiative in accordance with manager/supervisor instructions whilst being an effective part of a larger team;
- Apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- Apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- carry out other duties/works deemed by management as appropriate to the grade and to the position;

#### **Reporting Relationship**

The Safety Officer reports to the Head of Section (Engineer Grade I), and to any other person to whom authority has been delegate and/or assigned.

#### **Contacts with:**

- staff of the Office of Public Works;
- members of the public;
- external contractors and suppliers;
- land owners,
- other government agencies as appropriate,
- various safety bodies.

#### **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 appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

### 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

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.

### Security Clearance

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 weekly pay scale for the Safety Officer position, as and from the 1<sup>st</sup> October, 2023 is as follows:

<b>Incremental Progression</b>	<b>Point</b>	<b>Non – PPC</b> (This rate will apply where the appointee <b>is not required</b> to make a Personal Pension Contribution)	<b>PPC</b> (This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and <b>is required</b> to make a Personal Pension Contribution.)
On commencement	1	€1,077.19	€1,131.85
After 2 Years	2	€1,194.41	€1,255.13

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

**Important Note:** Increments may be awarded subject to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Payment will be made weekly by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of Public Works. Statutory deductions from salary will be made as appropriate.

### Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). 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 the UK or Switzerland and has a Stamp 4 visa.

To qualify candidates must be eligible by the date of any job offer.

### **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.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

### **Other important information**

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works is satisfied that such person fulfils the requirements of the competition 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 that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

### **Candidates' Obligations**

- Candidates must not knowingly or recklessly provide false information;
- Candidates must not canvass any person with or without inducements;
- Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
- Candidates must not interfere with or compromise the process in any way;
- a third party must not personate a candidate at any stage of the process;
- any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## **Specific candidate criteria**

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post, or, if appointed, continue in employment in the post unless they:
  - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
  - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

## **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by Office of Public Works, or who do not, when requested, furnish such evidence as the Office of Public Works require in regard to any matter relevant to their candidature, will have no further claim to consideration.

## **Data Protection and Confidentiality Statement**

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the driving licence, which will be retained for identification purposes in the event that a candidature proceeds to appointment and the qualification/training certificates which will be retained for administrative purposes, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations.

Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

## **Application Process and Selection Process**

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process will be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When 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. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being the most suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, may be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same.

Appointments by the OPW to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to:

- Receipt of satisfactory references for the candidate;
- The candidate meeting the health requirements for the position;
- The candidate passing Garda Vetting Requirements.

If a candidate does not accept an offer of appointment, when made, that candidate may not receive further offers of appointment.

Candidates may be required to provide 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.

An application form for the position is available on the OPW Website [www.gov.ie/opw](http://www.gov.ie/opw) under 'Jobs at the OPW'. Advice and information that may be of assistance to applicants and interviewees is available on the OPW website [www.gov.ie/opw](http://www.gov.ie/opw).

Applicants **must** include, with their application form:

- A **clear copy** of the applicant's certificates of relevant qualifications in occupational health and safety;\*\* (or equivalent);  
*\*\* Irish or Foreign qualification (deemed in a similar field of study) recognised as equivalent to the above qualification on the Irish National Framework of Qualifications.*
- A **clear copy** of the applicant's Driving Licence, back and front.  
**Note:** A copy of your Drivers Licence will be used to verify your eligibility for the position and your identification, should you be offered an appointment to the advertised position.
- A **clear copy** of their Employment Permit, if applicable (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

If you are interested in being considered for the above position and you are satisfied that you meet the criteria as outlined above, please complete an Application Form and send with copies of the requested documentation by email to:

**Recruitment@opw.ie**

The closing date for receipt of completed Application Forms and the required documentation is **5:30pm on Thursday, 18<sup>th</sup> April 2024**. Applications received after this time will not be considered for the competition.

**As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to [recruitment@opw.ie](mailto:recruitment@opw.ie) as soon as possible.**

**The OPW will not be liable for any costs incurred in applying for the positions and/or attending an interview.**

**The OPW is committed to a policy of equal opportunity.**

**Please note that canvassing will disqualify.**