



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

Candidate Information Notice

Open Recruitment Competition

Apprenticeship in the Craft of Carpentry & Joinery

National Monuments Service

Dromahair, Co. Leitrim

Competition Reference: 2024/1005

Closing Date: 5.30pm on Monday 29 April 2024

The Office of Public Works (OPW) is offering an Apprenticeship in the Craft of Carpentry and Joinery in the Office of Public Works, National Monuments, Dromahair, Co Leitrim F91 X8XD.

The Office of Public Works is a government body responsible for various aspects of Ireland's built heritage. Activities include the protection, conservation, presentation and management of the National Monuments. Our portfolio includes 750 National Monuments encompassing sites from prehistoric to the late medieval periods of our history e.g. Rock of Cashel, Trim Castle, Clonmacnoise and Jerpoint Abbey.

This Apprenticeship is a Fixed Term appointment only, for the duration of the apprenticeship and will be subject to a probationary period of 7 months which may be extended to 10 months under certain circumstances. Continuation in employment in the apprenticeship position, once appointed, is subject to satisfactorily meeting the requirements of the apprenticeship and performing the duties as directed.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of certificates of attainment in support of their application.

Location

There below is the location in which we are offering an apprenticeship. The successful candidate may be required to report to any work location in the area covered by the District to which they are assigned:

Dromahair National Monuments District (1 Position)

(mainly covering the Northwest region including Sligo, Mayo, Donegal, Leitrim)

Minimum Eligibility Requirements

Candidates must at the Closing Date -

- Be at least 18 years of age.
- Have access to transport in order to get to work sites in the areas covered by the District to which they are assigned.

Minimum Educational Qualifications

The minimum educational requirements are:

1. Grade D in five subjects in the Department of Education & Skills Junior Certificate Examination or an approved equivalent.
or
2. The successful completion of an approved Pre-Apprenticeship course
or
3. Three years' work experience gained over sixteen years of age in a relevant designated industrial activity as SOLAS shall deem acceptable.

Note:

These are the current approved minimum educational requirements for apprenticeship programme, however, educational experience in the following subject areas would be an advantage but not essential:

- Mathematics
- Construction Studies
- Technical Drawing/Graphics
- Materials Technology

Desirable Eligibility Requirement:

- A full, valid and current (Class B) driving licence, or *with requirement to display N plates, is desirable but not essential.

Candidates must meet all Eligibility Requirements by the Closing Date of this competition 5:30pm on Monday 29 April 2024.

Note: Individuals who have served an Apprenticeship as Craft Carpentry and Joinery and those Individuals who are currently serving an Apprenticeship in Carpentry & Joinery and who upon successful completion would receive a QQI Level 6 Advanced Certificate Craft – Carpentry & Joinery will not be considered for this apprenticeship.

Duties and Responsibilities

The Craft of Carpentry and Joinery is varied and wide. The occupation includes setting out, production and assembly of joinery, which includes stairs, doors, windows, floors and built in furniture. A carpenter has to study drawings, make calculations and select suitable materials to meet design requirements.

In the National Monuments Service, apprentice carpenters and joiners will be specifically trained on the traditional aspects of conservation carpentry and work as part of a multi-disciplinary team.

The ideal candidate must:

- Be well organised and careful with practical tasks.
- Take responsibility for their own learning including the allocation of study time.
- Have excellent communications skills and work as part of a multi-disciplinary team.

The ideal candidate should have the ability to:

- Study and interpret architectural plans and drawings.
- Make calculations and select suitable materials to meet design requirements.
- Be able to work well with his/her hands.
- Carry out tasks at heights and while working on scaffolding.

The Apprentice is required to:

- Demonstrate flexibility and mobility, consistent with the needs of the service.
- Contribute to and maintain a good team spirit and an effective team-working environment.
- Remain calm while working under pressure.
- Work on own initiative in accordance with supervisor/manager 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 all work in an efficient and safe manner, in accordance with the directions of the supervisor/manager, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements.
- Successfully undertake training as and when required.
- Be capable of meeting the full range of the requirements of the apprenticeship.
- Carry out other duties deemed by the supervisor/manager as reasonable and appropriate to the apprenticeship.
- Co-operate with the operation of and introduction of new work practices and technology.

Other Skills and Competencies

- ICT skills.
- The ability to effectively organise and prioritise.
- Excellent communication and interpersonal skills.
- Attention to detail.

Contacts with:

- Staff of the Office of Public Works.
- Landowners and property owners.
- Members of the public.
- External contractors and suppliers.

Special working conditions apply

- Working at heights;
- Environmental awareness;
- Regular lifting and manoeuvring of heavy and sharp loads;
- Operating equipment and machinery;
- Lone working and working with teams;
- Dealing with the public and contractors;
- Report for work at various work sites in the areas covered by the National Monuments District as and when directed;
- The appointee must attend and reach a satisfactory standard in training, as and when directed;
- Working outdoors, open to weather elements, and indoors in confined and restricted space.

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 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 and Character

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 for the requirements of the position, 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 Pre-Employment 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 may be sought in respect of individuals who come under consideration for appointment. Candidates may be required to complete and return Garda Vetting forms, which will be forwarded to An Garda Síochána for security checks to be undertaken. It may also be necessary for candidates to obtain vetting certificates from the police force of any country in which the candidates 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.

Curriculum:

Our apprenticeships offer an excellent opportunity to develop a unique set of skills, through a standards based system, following a modular pattern which takes four years to complete. The apprenticeship is divided between periods both on and off the job which concentrate on learning both practical skills and theory. An Advanced Certificate Craft (Level 6 on the National Framework of Qualifications) is awarded to successful apprentices. This is an internationally recognised qualification.

The duration of the apprenticeship in the Craft of Carpentry and Joinery will be approximately **4 years** and subject to change by SOLAS as follows:

Phase 1	Minimum of 12 weeks
Phase 2	21 weeks
Phase 3	Minimum of 26 weeks
Phase 4	11 weeks
Phase 5	Minimum of 26 weeks
Phase 6	10 weeks
Phase 7	Minimum of 26 weeks

The OPW provides on-the-job training in Phases 1,3,5,7. During the on-the-job training modules, the apprentice has an opportunity to work on a variety of field equipment and in our workshops. Please note that apprentices may be required to move between the different OPW depots during the course of their on-the-job training.

During phases 1,3,5,7 while Apprentices are completing on-the-job training, they will operate from their appointed OPW Depot and various OPW managed sites. Please note that apprentices may be required to move between the different OPW managed sites during the course of their on-the-job training.

Travel and Subsistence Allowances will not be paid to attend work sites unless authorised by the District Works Manager.

Training off-the-job Phases 2,4,6 takes place in SOLAS training centres and in different Institutes of Technology as follows:

- Phase 2: SOLAS Training Centre.
- Phase 4: Institute of Technology or College of Further Education.
- Phase 6: Institute of Technology or College of Further Education.

During phases 2,4,6, while completing off-the-job training, no payments in relation to salary or travel and subsistence allowances will be made by OPW. Payment during these phases will be made by Solas.

The apprenticeship appointment may be terminated due to failure by the appointee to obtain confirmation of successful achievement/satisfactory performance and attendance at the end of specified training sessions or failure to qualify from any of the on-the-job or off-the-job assessments.

At the conclusion of the apprenticeship, which has a duration of approximately four years, the employment of the appointee with the OPW will be terminated. Successful completion of the apprenticeship by any appointee will not result in or infer the availability of further employment with the OPW beyond the apprenticeship period.

Pay Scale:

Apprentice Pay recruited on or after 1st October 2023

Rank	Point	Rate of Pay
Apprentice on Recruitment	1	€267.95
After 1 Years' Service	2	€382.79
After 2 Years' Service	3	€497.62
After 3 Years' Service	4	€612.46

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.

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 familiarise themselves with this Apprenticeship programme and the costs that may be incurred as part of the Apprenticeship. For further information please visit the Generation Apprenticeship website.
- Candidates must not canvass any person with or without inducements;
- 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 the 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 photo ID, which may be used for identification purposes in the event of a candidature proceeding to appointment, and relevant training documentation which may be retained for administration 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 apprenticeship are invited from persons who meet the minimum eligibility requirements above. The selection process for the Craft Carpentry and Joinery in the Office of Public Works will comprise of a number of stages. Applicants must successfully complete each stage before being considered for advancement to the next stage.

The selection process may include one or more of the following:

1. Shortlisting of candidates on the basis of information supplied in the application form.
(N.B. When completing the application form, please take the opportunity to provide as much information as possible and demonstrate the relevant qualities and experience to support your application.)
2. Aptitude Test
3. A competitive interview to select for appointment to the apprenticeship, based on candidates performance at the interview.

Apprenticeships will be offered in order of merit, and will be subject to satisfactorily meeting the OPW's requirements with regard to health, references and Garda vetting. In the event that the candidate does not satisfactorily meet the OPW's requirements with regard to health, references and Garda vetting, the candidate will receive no further consideration under the competition and will not proceed to appointment. If a candidate does not accept an offer of appointment, when made, that person may not receive further offers of appointment.

Candidates will 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.

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

- **A clear copy of their exam results;**
- **A clear copy of their Driving Licence, back and front or Passport.** (required to verify age in respect of the age limits and to verify identification)
- **A clear copy of their Employment Permit, if applicable** (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

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.

An application form for the position is available on the OPW Website at 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.

If you are interested in being considered for this apprenticeship and are satisfied that you meet the criteria as outlined above, please complete and send an application form with the copies of the required documentation by email to:

apprentice@opw.ie

The closing date for receipt of completed application forms and the required documentation is **5:30pm on Monday 29 April 2024**. Applications received after this time will not be considered for the competition.

As all correspondence from Human Resources 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 apprentice@opw.ie as soon as possible.

The OPW will not be liable for any costs incurred by candidates in connection with this competition and the appointment process, if applicable.

The Office of Public Works is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.