Senior Environmental Health Officer

Closing Date: 5.00 PM on Thursday, 9th March 2017
Position No. 12

Dublin City Council is committed to a policy of equal opportunity

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Human Resources Department, Dublin City Council,  
Civic Offices, Wood Quay, Dublin 8.

Telephone Number: (+353) 1 222 3041  
Email: human.resources@dublincity.ie  
URL: www.dublincity.ie
Dublin City Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for Senior Environmental Health Officer, Housing and Community Services, may be filled.

Please note that successful candidates will be subject to Garda Vetting prior to any appointment being confirmed.

Background:

The private rented market is an important form of housing tenure, providing opportunities and choice for households seeking a home.

Dublin has a multitude of housing accommodation options throughout the city. These include owner occupied properties, social and affordable housing options and private rented housing. Within these accommodation options there is a range of property types varying from semi-detached housing, period buildings to modern apartments.

For many, a viable alternative to home ownership and social housing, is renting in the private rented sector. In Dublin City there are in excess of 70,000 registered tenancies in private rented properties. Housing standards in the private rented sector is regulated by several pieces of legislation. Dublin City Council is the statutory authority to enforce this legislation in Dublin City. The City Council enforces this legislation through the Environmental Health Section, Housing & Community Services.

The Housing Assistance Scheme Scheme is being introduced in Dublin City Council in 2017.

The Housing Assistance Payment (HAP) is a form of social housing support for people who have a long-term housing need. Housing Assistance Payment will eventually replace long-term rent supplement. It is being introduced under the Housing (Miscellaneous Provisions) Act 2014.

The HAP scheme aims to allow all social housing supports to be accessed through the local authority and to enable people to take up full-time employment and keep their housing support.

Housing Assistance Payments will help to regulate the private rental sector and improve standards of accommodation. Properties will be inspected to make sure that they meet the required private rented housing standards.

The Role:

The Senior Environmental Health Officer will report to the Principal Environmental Health Officer, Housing & Community Services. The holder of the post will be required to play a significant role in developing and implementing standard operation procedures, managing Information Technology systems and providing support and advice to Environmental Health Officers.

The Senior Environmental Health Officer will undertake inspections of private rented housing, evaluate their condition and take appropriate enforcement action where required. He/she will work as part of a team of Environmental Health Officers in Housing and Community Services and will interact with other departments and sections within the City Council and with external agencies. He/she will be required to meet specific inspection targets on a monthly, quarterly and annual basis and performance will be subject to audit and review.
The Senior Environmental Health Officer will be required to undertake his/her duties in a competent and professional manner and at all times in compliance with all applicable health and safety requirements.

The ideal candidate shall:

- have the ability to lead and support staff;
- have the ability to take the lead on inspection programmes and ensure targets are met;
- have the ability to motivate, challenge and encourage themselves and colleagues to achieve maximum performance;
- have the ability to work on his/her own initiative;
- have strong interpersonal and communication skills;
- have well developed organisational and IT skills;
- have experience in undertaking statutory inspections in private rented housing;
- have experience in enforcing housing standards legislation and public health legislation;
- have experience in taking enforcement action including the servicing of notices and initiating prosecutions;
- have experience in presenting evidence in court;
- have a good knowledge of relevant housing legislation;
- have the ability to take accurate notes and the appropriate enforcement action;
- be aware of good practice in enforcing standards in the private rented housing sector;
- have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal and regulatory framework for private rented housing standards.

QUALIFICATIONS

The declared qualifications for the position of Senior Environmental Health Officer Housing and Community Services, Dublin City Council, are as set out hereunder:-

Character:

Each candidate must be of good character.

Health:

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

Education, Experience, etc.: :

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

(a)  (i) hold a BSc. (Environmental Health) Level 8 – Dublin Institute of Technology Or

(ii) hold a BSc. Degree Level 8 – University of Dublin and a Diploma in Environmental Health – Dublin Institute of Technology Or

(iii) hold a Diploma in Health Inspection awarded prior to 10th December 1982, and recognised by the Minister for Health Or

(iv) hold a non-Irish professional qualification in Environmental Health, recognised by the Minister for Health and
(v) Have at least five years’ satisfactory experience in carrying out the duties of Environmental Health Officer

(b) have a good knowledge of the legislation governing standards in the private rented housing sector;

(c) have the requisite professional and technical knowledge and ability (including a high standard of suitability and professional ability), for the proper discharge of the office.

(d) 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;

(e) have excellent IT skills.

*Possession of a current unendorsed full driving licence (Category B) would be desirable but is not essential.*

**PRINCIPAL CONDITIONS OF SERVICE**

**Duties:**

The duties of the post are to give to the local authority and to

(a) the local authorities or bodies for which the Chief Executive is Chief Executive, and

(b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate environmental health, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

**The duties of the Senior Environmental Health Officer shall include:**

- management of staff;
- regular review of Standard Operating Procedures;
- management of IT System and completion of statistical returns and performance indicators;
- assisting and supporting Environmental Health Officers;
- monitoring work performance through periodic file and inspection target reviews;
- developing and monitoring work programmes;
- advising and communicating with section management on relevant matters;
- assisting in the preparation of the section budget;
- deputising for the Principal Environmental Health Officer when required;
- undertaking inspections of private rented houses, evaluating their condition and taking the appropriate enforcement action;
ensuring the target number of inspections are completed on a monthly, quarterly and annual basis;
monitoring, evaluating and acting upon environmental health conditions injurious to health in their area and promoting improvement by advice, education and enforcement of appropriate legislation;
co-operating with the formulation and implementation of environmental health objectives and work programmes, including scheduling workloads;
ensuring the quality and output of work is of the highest standard and co-operating with performance assessments and efficiency and effectiveness audits;
preparing and drafting reports;
maintaining up to date records and furnishing such reports as required by the Principal Environmental Health Officer or such delegated officer;
utilising as required appropriate technological aids to perform duties;
participating in and developing staff training programmes as required;
undertaking duties in accordance with the Standard Operating Procedures operating in the Environmental Health Section;
undertaking such other duties as may be assigned from time to time.

Salary:
The salary scale for the position of Senior Environmental Health Officer is:

€46,732; €48,467; €50,204; €51,944; €53,684; €55,422; €57,162; €58,893; €60,639; €62,372; €64,371 (1st LSI) (after 3 years satisfactory service on the Maximum); €65,000 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

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

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 salary scale for the position of Senior Environmental Health Officer at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

Particulars of Position:

(a) The post is permanent, whole time and pensionable.
(b) The holder of the post will report to the Principal Environmental Health Officer, Housing & Community Services.
(c) The working week consists of 37 hours over 5 days. The holder of the post will be required to work such hours as may be assigned from time to time and will be required, where necessary, to work outside normal hours, including evenings etc.
(d) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future or to any premises in use by the City Council now or in the future.
(e) The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

Probation:

Where a person is permanently appointed to Dublin City Council, the following provisions shall apply:

(a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
(b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
(c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
(d) the period at (a) above may be terminated on giving one weeks notice as per the Minimum Notice and Terms of Employment Acts;
(e) there will be assessments during the probationary period.

Superannuation Contribution:

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

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

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

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

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

**Retirement:**

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.

Effective from 1st January 2013, the **Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age is set initially at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

**SELECTION PROCESS**

**Application Form**

All applications must be made on the official application form. This form is available on Dublin City Council's website [http://bit.ly/DCCVacancies](http://bit.ly/DCCVacancies). Alternatively, it may be obtained by emailing human.resources@dublincity.ie or by contacting the Human Resources Department, Block 4, Floor 4, Wood Quay, Dublin 8, telephone number (+353) 1 **2223041**. Internal applicants may download the form from Dubnet, HR Info, Recruitment, Job Application Forms.

**Recruitment**

Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

Dublin City Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.**

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning, Community and Local Government sanction, be appointed as appropriate vacancies arise. The life of the panel shall be for a period of one year from the date of its formation.

The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

For the purpose of satisfying the requirement as to health, it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner nominated by the local authority.
Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

Canvassing

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Closing date

Completed application forms must be submitted in sufficient time to arrive in the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, not later than 5.00 p.m. on Thursday, 9th March 2017.

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

EXECUTIVE MANAGER
Dated this day of February 2017

This document is also available in Large Print, High Contrast Print and Braille on request.