

Candidate Information Booklet

Assistant Scientist - Water Quality **Rivers, Lakes and Groundwater**

Fixed Term Contract Post **to** **31st December 2028**

Closing Date: 4pm on Thursday 21st August 2025

Roscommon County Council is committed to a policy of equal opportunity.

Roscommon County Council

Roscommon County Council's administrative headquarters is in Roscommon Town and there are three municipal districts in Athlone, Boyle and Roscommon.

Roscommon County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Roscommon with a focus on making Roscommon an attractive place to live, work and invest. Roscommon County Council provides the following services:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources

The Role

Local authorities have responsibility under the European Union (Good Agricultural Practice for the Protection of Waters) Regulations for the monitoring of waters to determine the extent and trends of pollution arising from agriculture and to carry out inspections of farm holdings for the purposes of the regulations.

Recent Environmental Protection Agency reports show water quality is declining in Ireland and that at current levels of progress, Ireland will fail to meet the EU and national goal of restoring all waters to good or better status by 2027. Agriculture is a significant contributor to this declining water quality.

Local Authorities in collaboration with the Department of Housing, Local Government and Heritage are putting in place an enhanced inspection programme of farm holdings to protect, reverse trends and improve water quality in Ireland

QUALIFICATIONS

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health to render regular and efficient service.

3. Education & Experience

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

- (a) hold an honours degree (Level 8 in the National Framework of Qualifications) in a relevant science discipline;
- (b) have at least two years' work experience in the natural water's science area;
- (c) possess a high standard of technical training and experience.
- (d) hold a current full driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.

The Assistant Scientist will be required to undertake training as provided by the local authority, and specifically in the area of Catchment Science and Management, and farm inspections skills.

Specific Knowledge Required

The role requires comprehensive knowledge and understanding of the:

- European Union (Good Agricultural Practice for the Protection of Waters) Regulations.
- Water Framework Directive.
- Local Government (Water Pollution) Act 1977-1990.
- Water Quality and agricultural impacts.

Existing knowledge and or experience in Catchment Science and Management and farm inspection skills will be an advantage.

Other Knowledge Required

It is essential that the ideal candidate has:

- Ability to develop and maintain productive relationships with colleagues, customers, and stakeholders.
- Ability to build networks and successfully influence key internal and external stakeholders.

- Effective written and verbal communication skills, with experience in the preparation of technical reports and the delivery of presentations to a varied audience in various formats
- Ability to pinpoint the critical information and address issues logically.
- An ability to prepare and present technical reports.
- Ability to deal with complex and confrontational situations.
- Effective investigational skills and the ability to respond to complaints.
- Strong information and communications technology skills
- Excellent organisational skills and possess the drive to deliver the required results.
- Good understanding of environmental policy, regulation, and legislation
- Have good knowledge and awareness of the statutory obligations of Health and Safety legislation and the implications for the organisation and the employee, and their application in the workplace.

4. **Citizenship:**

Candidates must, by the date of any job offer, be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- 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
- 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

Duties

The Assistant Scientist will perform the following duties: -

- Deliver annual water quality work plans in line with the national inspection priorities and in accordance with RMCEI requirements and to report on same to the EPA.
- Assist in the delivery of a program of risk based domestic wastewater treatment system inspections in line with the National Inspection Plan
- Assist in the delivery of a program of risk based effluent discharge licensed facility inspections to ensure compliance with Section 4 licence conditions.
- Assist in the delivery on water framework directive sampling and investigative sampling programs and schedules.
- Deliver a schedule of inspections of farm holdings as required by the European Union (Good Agricultural Practice for the Protection of Waters) Regulations
- To generate, maintain and collate data on the inspections of farm holdings.
- To complete annual returns to the EPA on the inspections of farm holdings
- Collaborate with other agencies, including LAWPRO, ASSAP, Teagasc, DAFM, Dairy Sustainability Initiative, DHLGH and EPA
- Engage with farmers/businesses to identify and manage risks to water quality arising from their operations.
- Liaise and work with the Farming community, the IFA, and DAFM, as Roscommon County Council strives to improve the status of water bodies in the County in line with the requirements of the Water Framework Directive and the National River Basin Management Plan.
- Collaborate with LAWPRO teams including the ASSAP advisors in relation to improving practices on farms including the initiation of additional enforcement measures including cross-reporting requirements as required.
- To support/organise/deliver local dissemination events to catchment farmers such as farm walks and meetings and media outputs.
- Prepare cross-compliance reports for cross-reporting of non-compliances to DAFM.
- Prepare enforcement notices and files for enforcement proceedings.
- To represent the local authority as an expert witness and deliver evidence at enforcement proceedings.
- To work under the direction of the Chief Technician - Water, Air and Noise Team Lead or any designated Officer in delivering other areas of works under the water national enforcement priority areas as required. These work areas include but are not limited to:
 - Section 4 Discharge licensing.
 - Complaint Investigations.

- Septic Tank Inspections.
- Water Framework Directive sampling

General Duties include: -

- To assist with profile-raising and awareness relating to water quality issues through media and elsewhere through radio/TV interviews, press releases/articles, electronic media, and talks.
- Co-ordinate the data requirements for the RMCEI plan and NEMIS system
- Perform Health and Safety duties including toolbox talks, risk assessments, method statements and incident reporting.
- Use technology such as drones, survey equipment, sampling equipment, water chemistry meters, data recording devices and internet data sources.
- Assist the local authority environment team in the creation of team plans, workplans and procedures.
- Perform actions to meet objectives under Ireland's River Basin Management Plan
- Respond to water pollution incidents.
- Respond to pollution queries and complaint by the public.
- Any other duties as may be assigned to the officer from time to time by the local authority and may include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

These duties are indicative rather than exhaustive and outline the main functions and responsibilities of the post of Assistant Scientist and may be subject to change in the future. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Roscommon County Council.

KEY COMPETENCIES

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management and Change	<p>Political Awareness – Has a clear understanding of the political reality and context of the local authority.</p> <p>Safety, Health, and Welfare at Work - Fully implements safe systems of working in accordance with the Corporate Safety Statement for their area of work.</p>
Delivering Results	<p>Problem Solving and decision making – can pinpoint the critical information and can address issues logically. Acts decisively and makes timely, informed, and effective decisions.</p> <p>Operational Planning – contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives, available resources. Establishes high quality service and customer care standards. Organising work programmes and implementing solutions.</p> <p>Managing Resources and achieving efficiencies - Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.</p> <p>Ensuring compliance – Abides by the laws, regulations, policies, and procedures affecting your employment and the discharge of your duties.</p> <p>Delivering Quality outcomes - Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluated the outcomes achieved against operational plans, identifies learning, and implements improvements required.</p>
Personal Effectiveness	<p>Resilience and Personal well-being – remain calm under pressure and can separate personal issues from work issues. Values the well-being of staff and others by managing stress levels and work-life balance.</p> <p>Integrity and Public Service Values – is honest and trustworthy in all dealings.</p> <p>Personal motivation and initiative – Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations, and acting to pre-empt problems.</p>
Performance through People	<p>Leading and motivating - Leads, motivates and engages others to achieve quality results.</p> <p>Managing Performance - Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively – has effective verbal and written communications skills. Has good interpersonal skills.</p>

PARTICULARS

1. The post is temporary, whole time and pensionable. The panel will be formed for an initial period of one year and this may be extended at the discretion of the Chief Executive.

2. **Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. **Salary** €46,802- € 72,609 per annum

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular EL01/2024.

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 their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with government policy.

4. **Garda Vetting / Child Protection**

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

5. **Health**

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

6. **Residence**

Roscommon County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

7. Annual Leave

Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Annual leave entitlement will be 30 days per annum (inclusive of days pre-allocated for Christmas period). The annual leave year runs from 1st January to 31st December.

8. Working Hours

The successful candidate's normal hours of work will be 35 hours per week. Flexible working arrangements may apply. The Council reserves the right to alter the hours of work from time to time. The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

9. Superannuation

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

10. Recruitment

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Any tests/exercises that are deemed appropriate;
- Preliminary interview;
- Final interview;

Please note that Roscommon County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.

Panels may be formed on the basis of such a selection process. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post at the closing date for the competition and that they are otherwise suitable for appointment may be appointed to this post.

11. Communication

Applications will not be accepted after the closing date and time. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time for your application. Applicants must ensure they retain a copy of the email submitted to recruit@roscommoncoco.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact recruit@roscommoncoco.ie to ensure the application has been received.

Roscommon County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing recruit@roscommoncoco.ie. The onus is also on

each applicant to ensure that s/he is in receipt of all communication from Roscommon County Council. Roscommon County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Roscommon County Council's privacy statement which can be found [here](#).

12. Acceptance of offer of Employment

Roscommon County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, Roscommon County Council shall not appoint them.

13. Candidates Obligations

Candidates must not:

- knowingly or recklessly provide false information on their application form
- canvass any member of the staff of the County Council or person(s) nominated by the County Council to interview or examine applicants with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

If a person is found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process.
- if already appointed to a post following the recruitment process, they will be removed from that post.

14. Sick Leave

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

15. References/Documentary Evidence

Each candidate may be required to submit as references, the names, and addresses of two responsible persons to whom they are well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Roscommon County Council 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 for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position, Roscommon County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

16. Criminal Convictions

A candidate who is in receipt of any convictions/prosecutions is responsible for bringing it to the attention of the Human Resources.

17. Your right to information and to appeal

The Council is committed to offering feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. The Council will consider an appeal in relation to eligibility, shortlisting and final decisions of interview boards. Such appeals must be made by candidates in writing within **5 working days** of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of the review.

18. Outside Employment

The position is whole-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.

19. Policies & Procedures

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Roscommon County Council.

20. Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

21. Travel

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Roscommon County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Roscommon County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

22. Safety & Welfare

The holder of the post shall co-operate with the terms of Roscommon County Council's Safety Statement and Major Emergency Plan. They shall familiarise themselves with the safety rules and procedures and make proper use of all safety clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on their person at all times a valid Safe Pass card. Should they not hold a valid Safe Pass card, a course shall be undertaken to attain the card.

23. Roscommon County Council is an equal opportunities employer.

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 signed by the successful candidate

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July 2025