



Waters of LIFE Project Office
Heffernan House, Rossmore Village
Tipperary Town, Co. Tipperary
E34 DK74

T: 085 854 9035
E: watersoflife@housing.gov.ie

Candidates Information Booklet

Please read carefully

Open competition for the appointment to the position of:

**Project Administrator (Maternity Leave) – Waters of LIFE Integrated Project
Department of Housing, Planning and Local Government**

Closing Date: Friday May 23rd 5pm.



Project Administrator for the EU LIFE Integrated Project “Waters of Life” at Department of Housing Planning and Local Government

Title of Position: Project Administrator

Employer: Department of Housing, Planning and Local Government

Type: Specified Purpose Contract - Temporary

Location: Heffernan House, Rossmore Village, Tipperary Town Co. Tipperary

The Department of Housing, Planning and Local Government (DHPLG) is the Government Department responsible for housing and water, for physical and spatial planning, for local government and for weather forecasting.

The European Union’s EU LIFE programme is part of the EU’s funding for environment and climate action. Information about the LIFE programme is available at ec.europa.eu/easme/en/life.

Waters of Life Integrated Project

The Waters of LIFE Project aims to help reverse the loss of Ireland’s most pristine waters. The ongoing loss of high status waters is among the most concerning, protracted and persistent water quality trend in Ireland. Other water quality trends have well-understood cause and effect, with detailed plans in place to mitigate impacts. More actions are necessary to protect pristine waters. Many of these waters are small, upland streams.

The Waters of LIFE project will establish a demonstration project to develop, test and validate effective integrated catchment management measures to reverse this declining trend.

A total of six project catchments will be selected, five test catchments and one control catchment. Part of selecting suitable catchments and measures will be encouraging multiple benefits for climate action and biodiversity. The project will include a ‘Results Based Agri-environmental Payment Scheme’ (RBAPS) for participating landowners.

Overview

The successful candidate will be engaged on a contract basis as the temporary Waters of LIFE Project Administrator. The purpose of the role is to successfully manage the financial and administrative operations of the EU LIFE Waters of Life Project, to support the delivery of the project’s objectives within the anticipated timescale and allocated budget. The contract amount will be €37,554 per annum ex. VAT.



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine



Co-funded by
the European Union

The successful candidate will report to the Project Manager.

Principal Duties

- Co-ordination of all project purchasing and adherence to green procurement procedures.
- Preparation of progress, monthly, quarterly and annual reports in accordance with the relevant guidelines.
- Undertaking general office management duties and the provision of administration support to the project team.
- Financial monitoring and application of all necessary financial system controls, including maintenance of accurate and up to date financial records for the project.
- Maintain books of account and record management for income, expenditure and revenue.
- Establishing and maintaining a detailed record keeping system, particularly in relation to procurement activities.
- Carrying out any such other duties as may be assigned from time to time.

Office location and working environment

Heffernan House, Rossmore Village, Tipperary Town Co. Tipperary. However remote working will be facilitated to the best possible extent. Travel to other project offices and locations may also be required from time to time. As a result a valid driving licence and own transport is required.

ENTRY REQUIREMENTS

Essential

Candidates must on or before the closing date for the competition:

- Relevant qualification which is acceptable to DHPLG, and
- Relevant experience to this post (including office management, procurement and financial management), and
- Experience of financial management systems and audit practice
- Have a full clean driving licence and access to their own transport.

Desirable:

Experience of financial management systems is desirable.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on grounds of character;
- Be suitable in all other relevant respects for the appointment to the post concerned; and if successful, they will not be appointed to 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;
- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position;

PRINCIPAL CONDITIONS OF SERVICE

Pay

€37,554 per annum ex VAT, invoiced per month.

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time.

Headquarters

The person appointed will be located in an office to be established in Tipperary Town – although due to the dispersed nature of the project catchments the Project Administrator may be expected to be available to travel to the six project catchments or to associated sites/offices from time to time. Project requirements may necessitate work outside of normal hours on occasion. This may include weekdays and/or weekends. The co-ordinating section of the Department of Housing, Planning and Local Government's Water Division is located in Ballina and Custom House, Dublin and the successful candidate may be required to attend meetings in both locations from time to time.

Hours of attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 35 hours gross.

Flexibility will be required with regard to extra attendance, which may be required from time to time, including occasional evenings and weekends. 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 35 hours gross per week).

Annual Leave

Annual leave will be 18 days. 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 SELECTION PROCESS

How to Apply

Applicants should submit a C.V info@watersoflife.ie

The C.V allows applicants to detail their qualifications, skills and experience and provide a personal statement outlining why they should be considered for the post and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted will be considered.

Closing Date

The closing date for receipt of applications is 5pm Friday 23rd May.

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

Essential Requirements and Personal Competencies

Candidates will be required to possess all the essential requirements and personal competencies required for the position. They will be requested to demonstrate this both in the C.V 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 C.V, 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 C.V and assessed against the essential requirements and personal competencies required, appear to be the most suitable for the position.

Interview

Candidates who are shortlisted will be called for interview by an expert panel.

Note: It is expected that interviews will be held in May 2025. 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.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the requirements of GDPR.

Candidates should note canvassing will disqualify.