



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Assistant Scientist

Closing Time and Date: 5.00 pm Thursday 8th October 2026

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

The Competition

The purpose of this recruitment campaign is to form a panel for the post of Assistant Scientist for Cavan County Council from which permanent or temporary posts may be filled.

Cavan County Council

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland. Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

The Role

The Assistant Scientist will work as part of a multi-disciplinary team within the Environmental Services Section of Cavan County Council. The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

Education, training and experience

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

- Hold an honours degree (Level 8 in the National Framework of Qualifications) in a relevant science discipline.
- Have at least two years work experience in the drinking water and/or environmental science area;
- Possess a high standard of technical training and experience.
- Hold a current full driving license in respect of category B vehicles or equivalent in the EU Model Driving License on the latest date for the receipt of completed applications.

Specific Knowledge Required

The role requires comprehensive knowledge and understanding of the:

- European Union (Drinking Water) Regulations 2023 (S.I. No. 99 of 2023).
- EPA guidance and supervision arrangements for private drinking water supplies and Group Water Schemes.
- European Union (Good Agricultural Practice for the Protection of Waters) Regulations.
- Water Framework Directive.
- Waste Management Act
- Local Government (Water Pollution) Act 1977-1990.

Other required Knowledge

It is essential that the ideal candidates have:

- 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.
- Excellent organisation skills and possess the drive to deliver the required results.
- Strong information and communications technology skills.
- 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.

Key Duties

Regulation and Compliance Monitoring

Implement and oversee regulatory programmes relating to private drinking water supplies and domestic wastewater treatment systems, including inspections, audits, compliance assessments, reporting, and follow-up actions.

Group Water Scheme and Small Private Supply Audit Programme

Plan, coordinate, conduct and report on audits of private water supplies, including liaison with schemes, operators, the National Federation of Group Water Schemes (NFGWS), and internal stakeholders to ensure implementation of recommendations.

Stakeholder Engagement and Technical Support

Liaise with private water suppliers, government departments, contractors, laboratories, elected members, regulatory agencies and Council staff to support the effective delivery of Rural Water Services and compliance with legislative requirements.

Implementation and Enforcement of EU and National Environmental Legislation

Including:

- European Union (Drinking Water) Regulations 2023 (S.I. No. 99 of 2023).
- Water Framework Directive
- Water Pollution Acts, 1976 & 1990
- EU Water Standards Regulations
- Air Pollution Act, 1987

- Solvent Regulations
- Effluent/Sewage Discharge Licences
- Waste Management Acts
- EPA guidance and supervision arrangements for private drinking water supplies and Group Water Schemes.
- Any other duties which may be assigned from time to time.

General duties include:

- Undertake scientific, technical and regulatory assessments in relation to drinking water quality, wastewater treatment systems and rural water infrastructure.
- Analyse environmental, operational and laboratory data to support drinking water compliance, enforcement and policy implementation objectives.
- Develop, implement and review drinking water inspection, monitoring and audit programmes in accordance with national legislation, EPA guidance and Departmental requirements.
- Prepare technical reports, recommendations and statutory returns, and provide specialist advice to management, stakeholders and elected members on matters relating to water quality and environmental compliance.
- Co-ordinate the data requirements for the RMCEI plan and NEMIS system.
- Carry out Health and Safety duties including toolbox talks, risk assessments, method statements and incident reporting.
- Assist the local authority environment team in the creation of team plans, workplans and procedures.
- Perform actions to meet objectives under Ireland's Water Action Plan.
- Respond to water pollution incidents.
- Respond to pollution queries and complaints 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.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

Line Management

The Assistant Scientist will work as part of a multi-disciplinary team within the Environmental Services Department.

The Assistant Scientist shall report to the Director of Service of the section to which they are assigned and/or any other person designated by the Director of Service.

Garda Vetting/Child Protection

The successful candidate may be subject to the Garda Vetting Procedures.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration will be at the Assistant Scientist Scale of the national wage scales. The present minimum scale is €48,248 increasing to €74,809 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post will be based on a 35 hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

Driver's Licence

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

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 postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Thursday 8th October 2026**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Assistant Scientist. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Management and change	Political Awareness • Has a clear understanding of the political reality and context of the local authority. Safety, Health & Welfare at Work • Fully implements safe systems of working in accordance with the Corporate Safety Statement for their area of work.
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Delivering results	Problem solving and decision-making • Can pinpoint critical information and can address issues logically Acts decisively and makes timely, informed and effective decisions. 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. 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. Ensuring Compliance • Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties. 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 • Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.
Performance through people	Leading and Motivating • Leads, motivates and engages others to achieve quality results. Managing Performance • Empowers and encourages people to deliver their part of the operational plan. Communicating Effectively • Has effective verbal and written communication skills • Has good interpersonal skills.
Personal effectiveness	Resilience and Personal Well-Being • Remains 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. Integrity & Public Service Values • Is honest and trustworthy in all dealings. 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.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

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.

Information provided by a candidate in their application form will be used for the purpose of Assistant Scientist Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

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 of the successful candidate.