



CANDIDATE INFORMATION BOOKLET

An Fóram Uisce in Association with Centre for Freshwater and Environmental Studies Dundalk Institute of Technology (DkIT)

intends to hold a competition for the post of:

Post Doctorate – Policy Analyst in Water Services

This competition and appointment process is being facilitated by Dundalk Institute of Technology (DkIT) in association with An Fóram Uisce.

An Fóram Uisce & Dundalk Institute of Technology (DkIT)

are committed to a policy of equal opportunity.

PLEASE READ THE INFORMATION BOOKLET AND INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FORM CAREFULLY



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INTRODUCTION TO AN FÓRAM UISCE

An Fóram Uisce (the Water Forum) was established in June 2018 in accordance with the provisions of Part 5 of the Water Services Act 2017. An Fóram is the only statutory body representative of all stakeholders with an interest in the quality of Ireland's water bodies. An Fóram consists of 28 members including representatives from a wide range of organisations with direct connection to issues relating to water quality and also public water consumers. Approximately 50 different organisations were involved in the nomination of members.

In accordance with the requirements of the Water Services Act 2017, An Fóram has advisory roles in relation to the Minister for Housing, Planning and Local Government, Irish Water, the Commission for Regulation of Utilities and also the Water Policy Advisory Committee.

An Fóram provides an opportunity for stakeholders to debate and analyse a range of issues with regard to water quality, rural water concerns, issues affecting customers of Irish Water and the implementation of the Water Framework Directive and the River Basin Management Plan for Ireland 2018-2021.

The Water Services Act 2017 provides the statutory basis for An Fóram. The Act also provided for the dissolution of the Public Water Forum (whose remit was primarily concerned with issues pertinent to Irish Water and the Regulator) and the National Rural Water Services Committee (the committee for addressing issues regarding rural water), with their functions being incorporated into An Fóram.

An Fóram is an independent entity and has discretion to determine its own work programme and means of communicating its views and analysis. To this end, it has adopted its Strategic Plan for 2018-2021.

Dr Tom Collins, who had been the chair of the Public Water Forum and a former Chair of the National Rural Water Monitoring Committee, is the Chairperson and Mr Donal Purcell is A/Senior Executive Officer. An Fóram is headquartered in Nenagh, County Tipperary.

Further information with regard to An Fóram can be ascertained at www.thewaterforum.ie



Post-Doctoral - Analyst in Water Services

Centre for Freshwater Studies DKIT

The Water Forum-An Fóram Uisce is a statutory stakeholder body of NGO's which provides a level of thought leadership on high priority issues which impact on water quality and integrated catchment management in Ireland. The Water Services Act 2017 and section 26(1)(e) of the Act in particular assigns a number of functions to An Fóram, including to carry out research concerning water-related matters, and to advise the Minister accordingly.

In association with the Centre for Freshwater Studies in Dundalk Institute of Technology, An Fóram now proposes to offer the position of **Post Doctorate - Policy Analyst in Water Services** on an eighteen-month assignment. The successful candidate will assist the Forum in identifying priority areas and actioning research or other initiatives to advance thinking and policy development with regard to Water and Wastewater Services: Water Conservation, Water Quality Management and the interplay between environmental and commercial considerations in water management, in the context of meeting objectives under the EU Water Framework Directive, which includes the preparation of river basin management plans for Ireland.

Key Duties:

Reporting to the Principal Investigator DkIT & An Fóram Uisce's Research Lead, the successful candidate will;

1. Provide critical analysis of water and wastewater service delivery in Ireland.
2. Work with An Fóram and external stakeholders in identifying key priorities for research or action for water and wastewater services.
3. Undertake research actions as are relevant to the position
4. Compile a databank of water and wastewater service-related statistics and conduct analyses to inform An Fóram reports.

5. Ensure adherence to defined quality standards and policies on all projects undertaken.

As part of An Fóram's Team to:

1. Collaborate with colleagues on cross-functional projects, in particular in ensuring policy advice is informed by the best available knowledge and to contribute where required, to policy advice formation.
2. Engage effectively with stakeholders – internal and external – to assist in the delivery of An Fóram's Strategic Plan.
3. Represent An Fóram on working groups, interagency groups etc, as required.
4. Work as part of the team appointed by An Fóram to assist it in delivering on its statutory duties and its Strategic Plan.
5. Contribute in a positive way to the culture of An Fóram, underpinned by continuous improvement.
6. To support An Fóram in its role in relation to the Water Services Policy Statement and to identify any implementation issues arising therefrom.
7. To support An Fóram in its role in relation to Irish Water and to provide reports and recommendations to An Fóram in relation to the Water Services Strategic Plan, Irish Water's Business Plan and Irish Water's Investment Plan and to provide reviews on implementation issues arising therefrom.
8. To identify examples of best practice in Ireland and abroad in the areas of water conservation, source protection and emerging technologies (including rainwater harvesting, water reuse and deposit recovery).
9. To assist in reviewing the literature, developing briefing papers and assist in drafting of policy and discussion papers and submissions on matters relevant to water and wastewater services.
10. To support the work of An Fóram in providing input and advice on the provision and development of Rural Water Services, Rural Wastewater Services and issues pertaining to private supplies.
11. Develop strategies to effectively communicate the findings and recommendations of both in-house and outsourced analysis to a wide range of stakeholders in order to progress the aims and objectives of An Fóram.

Essential Requirements

Minimum criteria for consideration for the post are:

- Doctorate qualification with a focus on water services and/or wastewater services or within the following preferred disciplines: water resources management, civil engineering or environmental science;
- A sound knowledge of quantitative and qualitative analytical methods;
- Excellent quantitative and data analysis skills, with knowledge of appropriate software packages and strong IT skills;
- Have sound knowledge of water and wastewater services policy;
- Have sound knowledge and understanding of one or more of the following: water resources management, integrated catchment management, stakeholder engagement, environmental policy.

The following requirements should also be met:

- Experience in evaluation, research and policy development and report writing;
- Ability to analyse and evaluate information and make viable recommendations;
- Strong written and oral communication skills with the capacity to write simply and clearly, and to explain complex information to a wide range of stakeholders including non-technical audiences;
- An understanding and appreciation of the water-focussed policy environment and of the science-policy interface in Ireland and internationally;
- Capacity to respond efficiently to urgent requests for data;
- Good judgement and a practical problem-solving approach;
- Flexibility, commitment and capacity to work as a member of a team;
- Ability to work as a self-starter, ability to work on own initiative;
- A clear thinker with an aptitude for precision and attention to detail;
- Good interpersonal skills and capacity to develop partnerships;
- Good administrative and organisational ability;
- Capacity to engage with a broad range of actors and stakeholders to deliver on research projects and initiatives;
- Ability to manage multiple projects at the same time with competing priorities.

IMPORTANT NOTICE

Shortlisting may apply and will be based on the information supplied on application forms and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in this candidate information booklet and reflect your experience and abilities appropriately in the application, providing appropriate evidence.

KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application form and at interview that they possess the following competencies through the experience and skills they have gained to date and **which are relevant to the key duties and essential requirements listed above.**

Competencies Effective Performance Indicators

Specialist Knowledge, Expertise and Self Development

Note: Because of the technical nature of the role this will attract double marks

- Demonstrates that they possess the level of Research and Analysis competencies to meet the challenges of the role
- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of An Fóram Uisce
- Effectively communicates this to others
- Focuses on self-development, striving to improve performance

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Is flexible and willing to adapt, positively contributing to the implementation of change

Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing

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PRINCIPAL CONDITIONS OF SERVICE

The successful candidate will enter into a fixed term contract of employment with DkIT & will carry out their duties as assigned by An Fóram Uisce for a period of 18 months. It is intended that the post will be based on the DkIT campus in Dundalk.

SALARY

The salary scale for the position of Post Doctorate - Analyst in Water Services is based on the IUA-Researcher-Salary-Guidelines, Level 2- Post Doctorate Researcher ranging from point 3 to point 7 of that scale : €40,221- €45,041

WORKING ARRANGEMENTS

The requirements of this post include attendances at meetings of An Fóram and on behalf of An Fóram at various locations in Dublin and regional towns. Opportunities for remote working can also be considered, subject to the organisational requirements of An Fóram.

The posts require attendance for 37 hours per week and it is likely that parts of the work schedule will be outside normal office hours, so flexibility will be required.

DURATION

Current funding allows for the appointment of 18 months, fixed term contract.

APPLICATION PROCESS

12. All applications must be made on the official Application Form which is available on on DkIT's website <https://www.dkit.ie/human-resource/vacancies> and also on An Fóram Uisce's website www.thewaterforum.ie
13. Completed, signed Application Forms together with supporting documentation should be submitted by e-mail to aideen.gaynor@dkit.ie before the closing date.
14. Any claim in relation to the late receipt of Application Forms will not be entertained.
15. Before signing this form, please ensure that you have replied fully to the questions asked. All Sections/Questions in this document must be completed in full (a Curriculum Vitae will not be accepted).

16. You should satisfy yourself that you are eligible under the regulations. An Fóram DkIT cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may thus put themselves to unnecessary expense.
17. Neither An Fóram Uisce nor DkIT will be responsible for any expenses which may be incurred by the candidate in attendance for interview.
18. Short listing may apply and will be based on the information supplied on the application form and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in this candidate information booklet and reflect your qualifications, experience and abilities appropriately in the application form, providing appropriate evidence. The number of persons to be invited to interview shall be determined by DkIT and An Fóram Uisce.

CLOSING DATE - Completed application forms must be e-mailed to aideen.gaynor@dkit.ie **not later than 10.00 a.m. on Monday, 27th July 2020.**

Selection Process – shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, DkIT/An Fóram Uisce may decide that a number only will be called to interview. A short listing process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

In the event of a short listing exercise being employed, an expert board will be appointed to examine the information provided in each application form, assess it against the criteria based on the requirements of the position and decide which applicants will be shortlisted, relative to the other candidates applying for the position.

It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form.

Further information

Further information with regard to An Fóram Uisce can be ascertained at www.thewaterforum.ie

Queries or questions should be addressed to Dr Suzanne Linnane, Principal Investigator DkIT, email suzanne.linnane@dkit.ie or Dr Alec Rolston, Research Lead National Water Forum, email alec@nationalwaterforum.ie

DkIT and An Fóram Uisce thanks you for your interest in this post.