**Pest Control Officer**

**Pest Control Service, Dublin City & County**

**National Environmental Health Service**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Pest Control Officer**  (Grade Code: 5606) |
| **Remuneration** | The salary scale for the post is:  €41,153 €42,299 €45,106 €45,388 €45,670 €45,951 €46,235 €46,517 €46,800 €47,082 €47,395 (01/03/2025)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | NRS14776 |
| **Closing Date** | **Wednesday 18th June 2025 at 12:00PM** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Pest Control Service, Dublin City & County, National Environmental Health Service**  There is currently one permanent whole-time vacancy available.  The post holder will be based in Cherry Orchard Hospital ,Ballyfermot, Dublin 10 and Blanchardstown Corporate Park, Ballycoolin, Dublin 15  A panel may be formed as a result of this campaign for **Pest Control Officer, Pest Control Service, Dublin City & County within The National Environmental Health Service** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Caitriona Stack, Principal Environmental Health Officer, Pest Control Service, Dublin Specialist Section  **Email** [caitriona.stack@hse.ie](mailto:caitriona.stack@hse.ie)  **Tel no.:** 0871397720 |
| **Details of Service** | The National Environmental Health Pest Control Service carries out a range of statutory and non-statutory functions related to the protection of public health by.   * carrying out reactive pest control treatments at specific HSE facilities, other public premises and domestic dwellings by official request * carrying out pest control treatments as a result of complaints received * providing advice and information in relation to pest control, as required. |
| **Reporting Relationship** | The Pest Control Officer will report to the Pest Control Supervisor or other nominated manager.  The service is managed by the Principal Environmental Health Officer |
| **Key Working Relationships** | The Pest Control Officer works as part of a Pest Control team dedicated to providing primarily a rodent treatment service to the public, HSE and other statutory partners on foot of complaints, referrals or requests. |
| **Purpose of the Post** | To support and assist the Pest Control team in carrying out rodent and insect control and treatment services. |
| **Principal Duties and Responsibilities** | The principal duties of this role include:   * Drive and operate a designated Pest Control vehicle as required * Operate appropriate apparatus and equipment for Pest Control treatments * Carry out such treatments in a safe manner following recognised Health and Safety procedures * Carry out investigations/treatment and use rodenticide in accordance with the stipulations on the approved product label and to an approved code of best practice, and as part of an Integrated Pest Management approach. * Record relevant information on each treatment. * Participate in any training course as required, * Maintain registration as a Pest Management Trained Professional User (PMU) on the relevant register with the Department of Agriculture, Food and the Marine (DAFM). * Undertake and maintain DAFM approved Continuous Professional Education to maintain the status of Pest Management Trained Professional User * Report to and be guided by the Pest Control Supervisor. * Actively participate in innovation and change management in the approach to best practice within the service * Work on own initiative in carrying out the duties of the role under the direction of the Pest Control Supervisor * Deputise for Supervisor as required. * Support and assist in the training of new employees in pest control duties as required * Carry out such pest control duties as are required to meet work demands. * Operate vehicles safely and perform/record checks prior to start of shift e.g. tyre pressure, battery charging levels, lights, wipers and report any defects to Pest Control supervisor * Adhere to all relevant HSE, National and EU regulations in relation to work practices. * Co-operate with developments and use of information technology. * Use protective clothing and equipment as necessary during the course of duty in accordance with the Health, Safety and Welfare at Work Act 2005 and observe all other safety procedures currently in force. * Participate in mandatory training courses relevant to the role * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of Health Service Executive policies and procedures and infection control practices relevant to the role of Pest Control Officer * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Professional Qualifications & Experience etc.** 2. At least 1 year experience working in a pest control service.   AND   1. Be registered with the Department of Agriculture Food and the Marine as a Pest Management Trained Professional User (PMU).   AND   1. Have completed Lantra Award Level 3 Award in Pest Management Services - Trained Professional User (includes CRRU Wildlife Aware course), and have up to date Continuous Professional Education,   AND   1. A full clean, current Class B driver’s licence to include driving of work vehicles.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience as a Pest Control Officer including experience of carrying out functions on your own initiative and under direction and supervision * Demonstrate depth and breadth of experience working with internal and external stakeholders as relevant to the role |
| **Other requirements specific to the post** |  |
| **Skills, competencies and/or knowledge** | **Professional Knowledge / Experience**   * Demonstrates knowledge and experience of Pest Control as relevant to the role * Demonstrates the ability to work effectively within guidelines and procedures * Demonstrates sufficient knowledge to effectively carry out the duties and responsibilities of the role * Demonstrates the ability to work effectively within guidelines and procedures including [Campaign for Responsible Rodenticide Use (CRRU)](http://www.crru.ie/)   **Planning and Organising Skills**   * Demonstrates evidence of effective planning and organising skills * Demonstrates an organised, methodical and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks * Demonstrates experience in working effectively under pressure * Demonstrates an understanding of the importance of value for money in the performance of work   **Team Skills**   * Demonstrates an understanding of one’s own role and the roles of others within the team * Demonstrates the ability to work in partnership working towards service development and improvement * Demonstrates the ability to work independently as well as part of a team and make a positive contribution to that team   **Problem Solving & Decision Making**   * Demonstrates the ability to evaluate information, solve problems and make decisions in a timely manner. * Demonstrates the ability to work within a multi-disciplinary team to resolve problems and implement solutions.   **Commitment to Providing a Quality Service**   * Demonstrates a commitment to providing a quality service; including an awareness and appreciation of the service user, the general public, and staff * Demonstrates motivation and an innovative approach to the job and service developments * Demonstrates a commitment to continuing education and skills development   **Communication/ Interpersonal skills**   * Demonstrates effective communication skills including the ability to present information in a clear and concise manner, written and verbal * Demonstrates an ability to receive and implement instructions in an effective and efficient manner * Demonstrates a high level of interpersonal and communication skills including the ability to build and maintain relationships |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Pest Control Officer**

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**Dublin City & County**

**National Environmental Health Service**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: 01/03/2025  €41,153 €42,299 €45,106 €45,388 €45,670 €45,951 €46,235 €46,517 €46,800 €47,082 €47,395 (01/03/2025)  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Undertake training relevant to the role in line with HSE policies and procedures. Follow all infection control practices relevant to the role of a Pest Control Officer~~.~~ |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |