# Candidate Information Booklet

Please read carefully

The Environmental Protection Agency (EPA) intends to hold an open recruitment competition for the purpose of recommending suitably qualified persons for the position of:

**Competition Name: Scientific Officer II (Level 4) Hydrometrics & Groundwater**

**Post Number: 000617**

**Location: EPA Regional Inspectorate in Athlone, Castlebar, Cork or Kilkenny**

**Closing Date: 4.00pm on Thursday 19th November 2026**

**The Environmental Protection Agency is an equal opportunities employer and is committed to principles of good recruiting practice.**

Engaging
Enabling
Empowering

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| **Employing Authority:** | Environmental Protection Agency (EPA) |
| **Position Title:** | Scientific Officer II (Level 4) Hydrometrics and Groundwater |
| **Post Number:** | 000617 |
| **Salary Scale:** | €60,029 to €76,546 (PPC Rate) per annum includes provision for two Long Service Increments after three and six years respectively on the maximum of the scale for permanent staff. (A modified scale may apply to existing public/civil servants) |
| **Annual Leave:** | 29 days rising to 30 days after 5 years' service |
| **Location:** | EPA Regional Inspectorate in Athlone, Castlebar, Cork or Kilkenny. |
| **Panel Information:** | A panel will be formed from which future Scientific Officer II (Level 4) Hydrometrics and Groundwater vacancies may be filled in the EPA Regional Inspectorate in Athlone, Castlebar, Cork, Kilkenny, Monaghan or Dublin. |

# Our Organisation

## Who We Are:

The EPA is an independent regulatory body established in 1992. Its purpose is "to protect, improve and restore our environment through regulation, scientific knowledge and working with others". The EPA has a broad environmental remit and plays a key role in environmental regulation, provision of knowledge and advocacy for the environment.

Further information in relation to the EPA is available on our website www.epa.ie

## Some of our staff at work:





## Key Benefits of Working at the EPA:

You will have the opportunity to carry out purposeful work that makes a difference and impacts on our society and people. Not only do we have exciting career opportunities in many

disciplines, there are also great benefits to working in the EPA. Check out some of these benefits:

### Benefits package

A comprehensive benefits package is available for all staff. This includes excellent career progression opportunities with public sector pay rates, pension benefits and annual leave entitlements. We also offer a 35-hour work week which includes flexible working hours and flexi leave for most grades. Check out the specific benefits for this role.

### Blended working

The blended working model adopted by the EPA provides us with an opportunity to direct and shape the future of our work in a way that takes full advantage of this new way of working. It is one of our flexible working options and will reduce commutes, contribute to improving well-being and work-life balance.

### Health and Wellbeing

The health and wellbeing of our staff is a priority for the EPA. Now more than ever we recognise the importance of caring for our mental and physical health and general wellbeing. We have an active Wellbeing Group who organise events and positive initiatives to help us stay well and create an open and supportive culture for everyone.

### Continuous Professional Development

Our staff can avail of excellent learning and development opportunities, and we are fully committed to continued professional development. We offer many opportunities to develop through on the job learning, by engaging with multi-disciplinary teams across the organisation and through generous formal internal and external training. Our further education schemes include financial assistance for degrees, diplomas and masters to help you develop your career.

### Equality, Diversity and Inclusion (EDI)

We are committed to creating an environment that promotes equality, diversity and inclusion. Our workforce is made up of a wide range of employees with diverse backgrounds, circumstances and skills, they are our greatest asset. Through our EDI policy and our core values and behaviours we continue to demonstrate high standards in how we attract, develop and retain staff to ensure the commitment, engagement, wellbeing and performance of our workforce.

# The role and how to apply

## Overview of the Role:

The successful candidate will fulfil the role of Scientific Officer II (level 4) Hydrometric & Groundwater (field officer).

Initial assignment will be to the Hydrometric & Groundwater team, within the Water Programme of the EPA's Office of Evidence and Assessment, with the initial vacancy to be filled in the EPA Regional Inspectorate in Athlone, Castlebar, Cork or Kilkenny.

A panel will be formed from which future Scientific Officer II (Level 4) Hydrometrics and Groundwater vacancies may be filled in EPA Regional Inspectorates in Athlone, Castlebar, Cork, Kilkenny, Monaghan or Dublin.

The successful candidate will be part of the hydrometric field monitoring team, measuring river flows, lake and groundwater levels in their hydrometric region. They will work with, and may be required to manage, colleagues within their wider regional team or nationally to ensure delivery of the hydrometric field work programme.

The successful candidate will be required to assess, interpret and validate the hydrometric data gathered in their region and provide technical advice to the regional team lead on the hydrometric stations in their area.

Reporting Arrangements: The appointee will be assigned a technical role reporting to the Senior Scientific Officer or another designated officer.

## Specialist duties will include:

- Assisting in the preparation and implementation of hydrometric monitoring programmes, including engagement with stakeholders on hydrometric infrastructure maintenance;
- Processing and carrying out statistical analysis of hydrometric data;
- Providing scientific / technical assessments and support on the hydrometric elements of the Water Framework Directive;
- Collecting and providing specific hydrometric data and input to national reports and for international bodies;
- Providing assessment and expert advice in related environmental areas, including serving on national and international committees as required;
- Assessing and reporting on hydrometric and groundwater data in a timely manner;
- Dissemination of hydrometric data to stakeholders.

## General duties may include:

- Participating in and working with multi-disciplinary teams engaged in water management.
- Contributing to the delivery of the work programme of the EPA's Office of Evidence and Assessment.
- Creating a personal development plan (PDP) and completing essential training to support work programme delivery;
- Supervising, leading, motivating & developing staff through their personal development plan (PDP);
- Managing resources, including equipment procurement;
- Managing and presenting environmental and/or management information.
- Acquiring a clear and detailed understanding of relevant legislation.
- Developing and implementing field work programmes in their hydrometric area;
- Engaging with the public, and various external organisations and stakeholders;
- Adhering to health and safety protocols and supporting the development of health and safety management systems; and
- Such other duties/activities as may be assigned from time to time.

## Essential Requirements:

Candidates must have on or before **4:00pm on Thursday 19th November 2026:**

1. An appropriate degree (NFQ Level 8) or postgraduate qualification (NFQ Level 9/10) in geography, hydrology, hydrogeology, water resource management or a related degree in environmental science or engineering.
2. A minimum of 3 years' relevant technical work experience and knowledge in the following:
    a. Measuring river flows and water levels; and
    b. Assessing, interpreting and using hydrometric monitoring data and hydrological information.
3. Demonstrated excellent written and verbal communication skills with the ability to communicate complex issues clearly and effectively to a range of audiences.
4. Demonstrated excellent interpersonal skills with a proven track record in building effective working relationships with stakeholders.
5. Driving Licence - Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence.

( https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences )

## Desirable Requirements:

1. Experience using different types of hydrometric monitoring equipment.
2. Experience in the management of staff and resources to achieve team and organisational goals.

### Eligibility to Compete and Certain Restrictions on Eligibility

Eligible candidates must be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

(b) A citizen of the United Kingdom (UK); or

(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

(d) A non-EEA citizen who has a stamp 4 or stamp 5 visa.

Applicants must satisfy all eligibility criteria for the role by the closing date of the competition.

In addition to the specific requirements set out above, candidates must be able to demonstrate that they possess the competencies identified for effective performance at Level 4.

The EPA will use the essential criteria and may use the desirable criteria to shortlist candidates and scoring will be based on the information contained in the application form for the role of **Scientific Officer II (Level 4) Hydrometrics and Groundwater.**

Applicants must demonstrate, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of **Scientific Officer II (Level 4) Hydrometrics and Groundwater** as identified in the 'Essential requirements'.

The EPA will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice.

In addition to the specific requirements set out above, candidates **at interview** must be able to demonstrate that they possess the required competencies identified for effective performance as set out in Appendix A:

### Required Competencies

- Team Player and Leadership
- Customer and Stakeholder Focus
- Interpersonal and Communication Skills
- Management and Delivery of Results
- Analysis and Decision Making
- Specialist Knowledge/Expertise and Self-development

Further information regarding competencies is available in **Appendix A**.

## How to apply:

Application Forms and Candidate Information Booklets are available from the careers section on the EPA website www.epa.ie.

Please note that cover letters and CVs are not required and should not be submitted. Only applications submitted by email on the official EPA application form for this competition will be accepted. Applications will not be accepted after the closing date and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed adequate transmission time for receipt of your application. Applicants must ensure they retain a copy of the email submitted to including the date and time in case of any queries. Canvassing is prohibited.

**Important Note:** Closing Date for Applications is **4.00pm on Thursday 19th November 2026.**

## Email Instructions for Submitting your Application Form:

The following naming convention should be used as your **email subject heading**:

- Post Number and Post name: e.g. 000617 Scientific Officer II (Level 4) Hydrometrics and Groundwater.

Your application form should be **attached** to your email using the following naming convention:

- Post number and applicant name: e.g. 000617 Mary Smith
- A typed signature may be used.

**Important Note:** Application forms must be completed and sent to **recruitment@epa.ie**.

Electronic applications will be accepted in Microsoft Word or a readable PDF file format. A readable PDF file format is when a Microsoft Word document is converted to a PDF document, using the 'Saved as' function in Word and selecting the file type as '.pdf'. The PDF text should appear on the screen in the correct orientation.

## Candidates with Disabilities

The EPA are an equal opportunity employer and welcomes applications from candidate with disabilities. Any candidate requiring any accommodation for interview or other elements of the selection process should notify us at recruitment@epa.ie so that appropriate arrangements can be made. All information disclosed will be kept confidential.

## Selection Information

The EPA will use the information in the application form to shortlist candidates and scoring will be based on the information contained in the application form for the role of **Scientific Officer II (Level 4) Hydrometrics and Groundwater.** Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role.

The EPA will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice**. Interviews are likely to be held either virtually or in person, in early December 2026**.

For more information in relation to the selection process please see **Appendix B.**

## 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 agreed with the successful candidate.

## Confidentiality and Freedom of Information

Subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Personal information supplied by applicants may be stored by electronic means e.g., in a database, for use solely for the purposes of processing your candidature and should you be successful, retained by the EPA's HR Team for employment purposes. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes. The provisions of the Data Protection Act, 1988 - 2018 will be fully complied with. Candidate records are retained electronically for a period of one year.

# Salary and Benefits

## Remuneration:

**Salary Scale:** *€60,029 to €76,546 (PPC Rate) per annum includes provision for two Long Service Increments after three and six years respectively on the maximum of the scale for permanent staff.
*(A modified scale may apply to existing public/civil servants)

Candidates should note that new appointments will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Long service increments may be payable after three (LSI-1) and six (LSI-2) years of satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Important Note:** Candidates should note that different salary terms and conditions may apply if, immediately prior to appointment, the appointee is/was a serving civil or public servant.

### Annual Leave

29 days rising to 30 days after 5 years per annum.

### Tenure

The term of appointment for the role will be permanent and pensionable. The appointee will be required to serve a twelve-month probationary period. If at any time during this probation it appears that the appointee would not be suitable for final appointment, the probation will be terminated.

### Hours of Attendance

Hours of attendance at work will be arranged from time to time by the EPA and will amount to 35 hours net per week. Normal working hours will be 9.00 a.m. to 5.00 p.m. with a minimum of 30 minutes for lunch. The EPA operates a flexible working hours scheme for all staff. Flexi leave will apply to all grades up to and including Level 3.

### Blended Working Policy

Blended working is part of the EPA commitment to be an employer of choice and it supports the organisation's ability to retain and attract high quality talent. The EPA has a blended working model. Entitlement to blended working varies depending on the staff member's role.

Further information on the EPA's blended working model is available upon request.

### Business Travel

When absent from place of work on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Department of Public Expenditure and Reform regulations.

## Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Public Service Sick Leave Scheme.

## Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the scheme are at www.singlepensionscheme.gov.ie.

Where the appointee has worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

## Declaration

Applicants will be required to declare whether they have previously availed of a Public Service Scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## Pension Abatement

If an appointee has previously been employed in the Civil or Public service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Body will support an application for an abatement waiver in respect of appointments to this position.

# Appendix A

## Level 4 Competencies — Effective Performance Indicators



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| **Team Player & Leadership** | Works with the Team to achieve high performance and addresses any performance issues that may arise. |
| | Deals with tensions/conflict within the team in a constructive manner. |
| | Acknowledges the contribution of others and ensures that the recognition for achievements is shared. |
| | Encourages a supportive and collaborative approach in dealing with work. |
| | Respects diversity and encourages the contributions of all team members. |



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| **Customer & Stakeholder Focus** | Provides timely and individually tailored information to meet the needs of our customers and stakeholders. |
| | Proactively meets the needs of individual customers and stakeholders and looks for ways to add value beyond the immediate request/s. |
| | Continually strives to improve customer's and stakeholders' experience and considers alternate solutions including researching best practice. |
| | Deals with difficult customer's and stakeholders' issues and is committed to finding an appropriate solution. |
| | Demonstrates sensitivity and understands the customer's perspective. |
| | Represents the organisation at relevant customers and stakeholders events and forums. |



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| **Interpersonal & Communication Skills** | Communicates using appropriate styles, methods and timing, to maximise understanding and impact. |
| | Communicates clearly, confidently and effectively to colleagues and customers/stakeholders in a way that is readily understood. |
| | Acts as an effective link between staff and management. |
| | Influences and gains buy in by outlining the relevant information and evidence to achieve good outcomes. |
| | Produces clear and concise, high quality written reports, documents and correspondence. |
| | Collaborates and supports colleagues to achieve EPA goals. |

## Level 4 Competencies — Effective Performance Indicators



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| **Management & Delivery of Results** | Takes responsibility for delivering expected outcomes on time and to standard (own and team). |
| | Puts plans in place and re-assesses workloads and priorities if situations change or people are facing conflicting demands. |
| | Monitors and develops quality of service delivery within team. |
| | Applies relevant risk management processes. |
| | Adopts an innovative approach to delivering our work programme. |
| | Understands the impact of change on self and team and acts positively to implement change initiatives. |
| | Works collaboratively to achieve results. |



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| **Analysis & Decision Making** | Gathers, analyses and interprets information/ data to make decisions. |
| | Uses trends/patterns across different sources of information to make sound decisions. |
| | Can absorb and consider large amounts of information in order to make decisions. |
| | Finds a balance between being thorough and making a timely decision. |
| | Recognises scope of own authority for decision making and empowers team members to make decisions. |



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| **Specialist Knowledge/ Expertise & Self Development** | Develops the expertise necessary to carry out the role to a high standard and shares this with others. |
| | Keeps up to date with current developments that may directly impact their work. |
| | Proactively manage own career and identify learning needs including engaging with and applying learning opportunities. |
| | Sets challenging performance goals for self and others to support development. |

**Appendix B**

# Further Information on the EPA's Selection Process:

## Application:

Application Forms and Candidate Information Booklets are available from the careers section on the EPA website www.epa.ie. Application forms must be completed and sent to recruitment@epa.ie.

Only applications submitted by email on the official EPA application form for this competition will be accepted. Applications sent to other email addresses will not be considered. Please note that cover letters and CVs are not required and should not be submitted. Canvassing is prohibited.

## Please Note:

Applications will not be accepted after the closing date and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed adequate transmission time for receipt of your application. Applicants must ensure they retain a copy of the email submitted including the date and time in case of any queries.

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

The EPA accepts no responsibility for communication not accessed or received by an Applicant. Notification to attend interview will issue at least one week in advance. Candidates who do not attend for interview when and where required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

The EPA will not be responsible for any expenses, including travelling expenses, candidates may incur in connection with this competition.

Candidates must produce satisfactory documentary evidence of all qualifications and visa (if applicable) claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the EPA may, at its discretion, select and recommend another person for appointment on the results of this selection process.

## Shortlisting

Normally the number of applicants exceeds the numbers required to fill existing and future vacancies to that position. This means that while you may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, the EPA may decide to invite a smaller number to interview. The EPA will conduct a shortlisting process to select a group that based upon examination of the application forms, appear to be the most suitable for the role. 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.

An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application and to fully demonstrate your ability to carry out the role outlined.

## Interviews

A competency interview will be the final stage of the selection process. An Interview Board will be appointed by the EPA to conduct the interviews. The interview will be based upon the EPA core competencies and the technical requirements for the role. Candidates invited for interview should familiarise themselves with the EPA competency framework for the **Level 4**. A description of the competencies is set out in Appendix A.

## Appointment from Panel

Through this competition, the EPA will establish a panel of the successful candidates in order of merit. The panel will expire after a set period from its establishment (usually twelve months), or when it has been exhausted, whichever is sooner. Qualification and placement on a panel is not a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

## References

Prior to confirming an appointment, the EPA will make all such enquires deemed necessary, to determine the suitability of the candidate. The EPA will only contact the referees provided in your application should you come under consideration after the interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to confirming appointment. Successful candidates will be required to complete a number of clearance processes such as health declaration or medical and any other relevant checks required for the particular role. Records are retained electronically for a period of one year.

## Candidates Obligations

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for 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;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- interfere with or compromise the process in any way;
- record the interview or any feedback conversations

Candidates who are found in breach of any of the above, will be disqualified from the campaign and any offer of employment may be revoked/terminated.
A third party must not impersonate a candidate at any stage of the process.
It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

## Feedback

Feedback in relation to the selection process is available on request.

## Canvassing

Canvassing is prohibited and will result in disqualification from the competition.

## Candidate review procedures in respect of the selection process

A request for review may be made by a candidate against a decision of the Agency. The review process is split into informal and formal stages. All requests for a review will be addressed using the informal process in the first instance. If, following the informal process, a candidate is subsequently not satisfied with the outcome, they can request a formal review process.

## Informal Review

A request for an informal review at shortlisting stage in the process must be made within two days of notification of the decision. This request much be submitted by email to recruitment@epa.ie. On request of a request, an informal reviewer will be appointed. The role of the informal reviewer is to determine whether, in their opinion, the original decision was made appropriately, on the basis of the correct information and in line with documented procedure.

On foot of a preliminary examination of the available evidence the reviewer will establish whether, in their opinion, the original decision should be upheld.

As per best practice, the role of the informal reviewer is not to reassess or remark the candidate, but rather to establish, on foot of the available information, whether they consider:

- The procedures set out for the selection process were followed correctly
- The original decision was made on the basis of correct and full information
- The original decision was made appropriately.

If the candidate is not satisfied with the outcome of the informal process, they can request a formal review. The candidate must invoke the formal process within two working days of the notification of the outcome of the informal process.

## Formal Review of the Selection Process

A request for a formal review must be submitted by email to recruitment@epa.ie. When making a request for a formal review, a candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The HR unit will appoint two formal reviewers. These will be independent people who have an understanding of the recruitment and selection process. The formal review will be a more thorough examination of all relevant available information.

Following an examination of all relevant information the reviewers will issue a decision on the formal review. The reviewers will decide if the original decision was made on the basis of correct information and if documented procedure was followed. The outcome will be notified to the candidate within ten working days or within 5 days where the decision relates to a shortlisting decision.