

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

ADMINISTRATIVE OFFICER – PERMANENT
(COMP. I.D. 007828)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must:

- (a)** Be a serving employee in a Local Authority, Health Board or Vocational Education Committee in the State, an Institute of Technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais and the Local Government Computer Services Board, the Border, Midland and Western Regional Assembly or the Southern and Eastern regional Assembly **and** have, on the latest date for receiving completed applications satisfactory experience at a level not lower than that of Assistant Staff Officer.
- (b)** Have not less than two years satisfactory experience either in that post or at a level not lower than that of Clerical Officer in one of the organisations set out in paragraph (a) above;
- (c)** Have a good standard of administrative experience, including adequate practical experience in work of an executive nature, office organisation and control of staff.

ADMINISTRATIVE OFFICER – PERSON PROFILE

The position of Administrative Officer is a management grade within the County Council. An Administrative Officer is responsible for organisation and management of all aspects of a section or sections including staff. Duties may also include representing the Department or Council on various committees and contributing through the business planning process to the formulation of policy. The person selected will possess an in-depth knowledge and experience in the policy and strategic issues and responsibilities of a Local Authority. Knowledge of the strategic direction and initiatives of the Council will also be required. The person appointed will have excellent interpersonal /communication, negotiating and decision making skills. The post holder will be directly accountable for the work of the staff reporting to them. The Administrative Officer will be expected to work closely with colleagues to ensure that the activities of the Council are effectively coordinated and delivered. The positions are in various sections of the organisation, the duties will vary depending on assignment.

The ideal candidate shall have:

- The ability to be an effective manager of teams
- The ability to lead, manage performance and motivate staff
- The ability to demonstrate analytical, report writing and presentation skills
- The ability to be an effective negotiator
- The ability to communicate effectively with customers, senior management, councillors and staff
- The ability to meet deadlines and specific targets
- The ability to prepare and manage budgets
- The ability to effectively deal with conflict
- A clear understanding of policies in relation to staff
- The ability to deputise at a senior level
- A satisfactory knowledge of the functions and duties of Local Authorities
- A clear understanding of Local Government policy issues and initiatives
- Opinions on current and future Local Government policy and strategic issues
- A working knowledge/understanding of IT systems including Microsoft Office packages
- The ability to develop and maintain productive relationships with all customers and stakeholders
- The ability to demonstrate flexibility and openness to deal with a changing local government environment
- The ability to initiate and implement change
- Organisational and planning skills
- The ability to analyse and identify key issues/demands
- Experience of putting in place efficient and effective working structures and meeting objectives
- The ability to demonstrate relevant administrative experience at a sufficiently high level
- Satisfactory understanding of the Council's purpose and priorities and knowledge of public service organisation in Ireland
- The ability to work in close co-operation with the Strategic Policy and Area Committees and other Council Departments while being able to seek co-operation and consensus from a wide range of bodies and representative groups.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates:

Management & Change	<ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies • Clear understanding of political reality and context of the local authority • Embeds good governance practices into day to day activities, practices and processes • Develops and maintains positive and productive professional relationships both internally and externally to the local authority • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change
Delivering Results	<ul style="list-style-type: none"> • Acts decisively and makes timely, informed and effective decisions • Pinpoints critical information and addresses issues logically • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources • Establishes high quality service and customer care standards • Allocates resources effectively to deliver on operational plans • Identifies and achieves efficiencies • Ensures compliance with legislation, regulation and procedures
Performance Through People	<ul style="list-style-type: none"> • Effectively manages performance of individuals and teams to achieve operational plan targets and objectives • Leads by example to motivate staff in the delivery of high quality outcomes and customer service • Develops staff potential • Manages underperformance or conflict • Understands effective communications at all levels within the organisation • Actively listen to others • Demonstrates high level of verbal and written communication skills • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness	<ul style="list-style-type: none"> • Initiative and creativity • Enthusiasm and positivity about the role • Resilience and Personal Well-Being • Personal Motivation • Understands the importance of corporate governance • Commitment to integrity & good public service values • Understanding the structures and environment within which the local authority sector operates and the role of an Administrative Officer in this context • Political awareness

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
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ADMINISTRATIVE OFFICER – PERMANENT (OPEN)
(COMP. I.D. 007828)

PARTICULARS OF THE POSITION

1. The office is permanent, whole-time and pensionable.

2. **SALARY:**

Salary Scale: €48,493- €49,679- €51,065- €52,454- €53,846- €55,086- €56,358- €57,590- €58,817- €60,925
1st LSI - €63,042 2nd LSI

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning and Local Government.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Administrative Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such engineering services of an advisory, administrative, supervisory or executive nature as may be required by any Local Authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

8. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.

- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority 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 appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

Applications on the official form should reach the Human Resources Section, Dun Laoghaire Rathdown County Council, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Thursday 5th July 2018.**

An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

The successful candidate(s) may be subject to Garda Vetting prior to appointment.

Note Re Canvassing:

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

<p>Dun Laoghaire Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities</p>
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