

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

ASSISTANT STAFF OFFICER – PERMANENT
(COMP. I.D. 008248)

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, on the latest date for receipt of completed application forms must:-

- i. (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, and

(b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics), or
- ii. have obtained a comparable standard in an equivalent examination, or
- iii. hold a third level qualification of at least degree standard, or
- iv. 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, have satisfactory experience in a post of Clerical Officer or an analogous post within one of the Organisations mentioned above.

ASSISTANT STAFF OFFICER – PERSON PROFILE

The position of Assistant Staff Officer is a first level position in the middle management structure in the Council. An Assistant Staff Officer in the Council is required to be an effective, participative member of a team and may be required to supervise staff, manage the distribution of work and may also be required to provide one to one coaching and training for junior staff members. An Assistant Staff Officer will generally be required to act in a front line post in relation to the provision of customer service. An Assistant Staff Officer would be expected to be computer literate with a good knowledge/understanding of I.T. Systems including Microsoft Office. The person appointed will have excellent interpersonal and communication skills. Candidates attending for interview for the position of Assistant Staff Officer may be required to demonstrate ability in some or all of the following areas: -

Requirements of the post	Essential	Desirable
The ability to meet deadlines & specific targets	Y	
The ability to effectively deal with conflict		Y
The ability to be an effective team member	Y	
The ability to supervise staff		Y
Knowledge of policies in relation to staff matters		Y
The ability to communicate effectively with customers, Supervisors and team members.	Y	
Have a working knowledge/understanding of IT systems including Microsoft Office packages	Y	
To have an in depth knowledge of the Corporate Plan		Y
To have complete knowledge of the Customer Service Plan & complaints procedure	Y	
To have a satisfactory knowledge of the functions & duties of Local Authorities	Y	
To have a clear understanding of the issues facing the County Council	Y	
A knowledge of Local Government initiatives	Y	

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale: €27,567 - €29,451 - €32,285 - €34,050 - €35,595 - €37,087 - €39,102 - €40,561 -
€42,041 - €43,403 1st LSI - €44,771 2nd LSI

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community 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,.

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 Assistant Staff 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 shall be such as shall be assigned by the local authority from time to time, and shall include the duty of deputising for other officers of the local authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

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 interview will be competency based and marks will be awarded under the following skill sets identified for the position of Assistant Staff Officer as outlined on page 6.

- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. 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.
- iv. 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.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- Than National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as DLRCC required in regard to any matter relevant to his/her candidature, will have to further claim to consideration.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certified of evidence of postage from the appropriate postal authority.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than 4pm on Thursday 1st August 2019

**Dun Laoghaire Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities**

COMPETENCY FRAMEWORK

A new competency framework has been developed for the position of Assistant Staff Officer. 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 on their application form:

ASSISTANT STAFF OFFICER COMPETENCIES:

- **Delivering Results**
- **Performance through People**
- **Personal Effectiveness**

The key competencies for the role area as follows:

COMPETENCY	BEHAVIOURS
Delivering Results	<ul style="list-style-type: none"> • Contribute to delivery of high quality service and customer care standards; • Plan and organise workloads in order to meet deadlines; • Identify problems and contribute to solutions; • Co-operate with decisions and implements solutions
Performance through People	<ul style="list-style-type: none"> • Demonstrate ability to engage with staff and work as part of a team; • Demonstrate ability to resolve conflict situations; • Demonstrate ability to lead by example and show initiative; • Excellent interpersonal skills; • Excellent verbal and written communication skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrate knowledge of the role of Assistant Staff Officer; • Personal motivation • Take initiative and is open to taking on new challenges or responsibilities; • Manage time and workload effectively; • Maintain a positive and constructive and enthusiastic attitude to their role.