

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire – Rath An Dúin

SENIOR COMMUNITY OFFICER (OPEN)
(COMP. I.D. 008408)

<u>QUALIFICATIONS</u>

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) hold a background of considerable experience in educational, social or community work or in other fields where social relationships are of utmost importance.
- b) have a good standard of administrative experience, including adequate practical experience in work of an executive nature, office organisation and control of staff.
- c) have a strategic approach to the development and implementation of community development and social inclusion.
- d) have an ability to be innovative, creative and solution focused with regard to project development and project management from concept to delivery.
- e) have the ability to communicate effectively with community groups, senior management, elected members and staff and have the ability to handle difficult situations with tact and good judgement while dealing effectively with any issues that may arise.
- f) have a full clean driving licence, Class B, free from endorsements and have use of personal transport for work as required.

It would be desirable for a candidate to have:

- g) a third level qualification in Community Development, Social Science or related discipline.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale: €49,835 - €51,054 - €52,479 - €53,906 - €55,336 - €56,611 -
€57,918 - €59,184 - €60,445 - 1st LSI €62,611 - 2nd LSI €64,786

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 or temporary 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 Senior Community Officer is **30** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

7. DUTIES

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

- a) the local authorities or bodies for which the Chief Executive is Chief Executive, and
- b) 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

These duties include the following:

- a. Providing leadership and management supervisory support to staff in Area Community Teams to assist them with delivery of their programmes to engage in the formation, development, guidance and co-ordination of community organisations in the county, in keeping with overall policy and the special needs of the area to which they are assigned.
- b. Supporting the development of community policy, also encouraging and personally assisting in the formulation and operation of programmes for community development in each area with active participation of the local community.
- c. Making presentations on policy, community work programmes and projects, at various Council Area Committees, Strategic Policy Committees, and Local Community Development Committee Meetings, as required.
- d. Encouraging the development of local leadership and development of community awareness at local level to ensure active volunteerism and citizen participation in community organisations.
- e. Promoting the development and encouragement of co-operative behaviour and self-help activities (particularly in relation to the provision of social, recreational and leisure facilities).
- f. Developing and maintaining effective working relationships at all levels between local authorities, or public authorities and local voluntary groups and development bodies by the provision of a flow of advice and information and by assisting in the establishment of appropriate links between them.
- g. Promoting the co-ordination of effort at local level by all public authorities and their staff and local voluntary and representative groups to support community development and in developing and delivering community programmes.
- h. Representing the Local Authority in a formal capacity on various committees or statutory boards and provide reports for senior management as required.
- i. Co-ordinating and administering community programmes and grant schemes operated by the Local Authority, and by the Local Community Development Committee, for community development and projects undertaken by community and voluntary groups.
- j. Monitoring and reporting on the effective spending on all grants and projects and use of DLR facilities provided to community and voluntary groups.
- k. Promoting, developing and co-ordinating the County Council's estate management policy and programme.
- l. Leading on and supporting the delivery of community development and social inclusion actions in the DLR Local Economic and Community Plan and in Local Authority Plans and Strategies.
- m. Advising the local authority on:
 - i. aspects of plans and programmes which have a bearing on community development,
 - ii. the recognition of bodies as approved local councils,
 - iii. the assistance which might be given to local voluntary bodies,
 - iv. the special needs of particular areas.
- n. Maintaining liaison with other public authorities and development agencies whose activities have a bearing on community development.
- o. Developing the Local Authorities services for youth and other target groups.

The duties of the office will involve such activities outside normal working hours and additional remuneration will not be payable in respect of evening or weekend in respect of extra hours worked.

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 on behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview.
- 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.
- iv. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4pm on Thursday 24th October 2019**. Applications received after this date will not be considered.
- v. 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.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The 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.
- 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 Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **4pm on Thursday 24th October 2019**. **An automated reply will be delivered to the applicant by return.**

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.

Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.