



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**SENIOR STAFF OFFICER/OIFIGEACH SINSEARACH FOIRNE
COMP ID 010450**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 3RD AUGUST 2023**

SENIOR STAFF OFFICER /OIFIGEACH SINSEARACH FOIRNE
(COMP. I.D. 010450)

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:

- (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
- (iv) Shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

CONFINED COMPETITION:

- (v) (a) Be a serving employee in a local authority, or a regional assembly and have not less than two years satisfactory experience in a post of Clerical Officer or analogous post

And

- (b) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

A panel may be formed from which future positions may be filled. The successful candidate(s) may be assigned as required to any of the Council's Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future. Recruitment to the post of Senior Staff Officer (Grade VI) will be on the following basis:

Panel A - 50% confined to employees from within the local authority sector or regional assembly

Panel B - 30% open will include candidates serving in a local authority, regional assembly and external applicants

Panel C - 20% confined to employees of Dun Laoghaire Rathdown County Council

SENIOR STAFF OFFICER – PROFILE

The position of Senior Staff Officer is a middle management position within DLRC and is assigned responsibility for the day to day administration and management of an area of the Council's activities. A Senior Staff Officer in the Council is required to be an effective, participative leader of a team with responsibility for organisation and management of all aspects of a section or sections including the supervision of staff.

The Senior Staff Officer is a key point of contact and liaison with other Sections or Departments in relation to all operational matters for the service delivery section or sections for which they are responsible.

The Senior Staff Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

THE IDEAL CANDIDATE

In the context of key duties and responsibilities for the post of Senior Staff Officer, the ideal candidate will demonstrate the following knowledge, skills, experience and competencies:

- Knowledge and understanding of the structure and functions of local government, of current local government issues, priorities and concerns and of the key influencers of local government;
- Understanding of the role of a Senior Staff Officer;
- Relevant administrative experience at a sufficiently high level;
- A career record that demonstrates an ability to manage staff to ensure delivery of complex work programme;
- Experience of managing and supervising staff, including managing performance;
- Ensuring strong governance and ethical standards are set and maintained;
- The ability to motivate, empower and encourage staff under their control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- Understanding of the changing operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens;
- An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions;
- Proven management analysis, report writing and presentation skills;
- Effective financial and resource management skills;
- Knowledge and experience of operating ICT systems.

The ideal candidate will also:

- Be self-motivated with ability to work on own initiative;
- Have strong interpersonal and communications skills;
- Be capable of representing the Council in a professional and credible manner with all stakeholders;
- Have an ability to work under pressure to tight deadlines in the delivery of key operational objectives;
- Have an awareness of relevant legislation and regulations in the area of Health and Safety and in data governance, their implications for the organisation, the employee and their application in the workplace

SENIOR STAFF OFFICER COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Senior 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:

The key competencies for the role are as follows:

| COMPETENCY | BEHAVIOURS |
|--|--|
| Management & Change | <ul style="list-style-type: none"> • Is effective in translating corporate mission and objectives into operational plans and outputs; • Develops and maintains positive, productive and beneficial working relationships; • Effectively manages the introduction of change and demonstrate flexibility and openness to change. |
| Delivering Results | <ul style="list-style-type: none"> • Contributes to the development of operational plans and leads the development of team plans; • Plans and prioritises work and resources effectively; • Establishes high quality services and customer care standards; • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations. |
| Leading, Motivating, Managing Performance and Communicating Effectively | <ul style="list-style-type: none"> • Leads, motivates and engages employees to achieve quality results and to deliver on operational plans; • Effectively manages team and individual performance; • Has good and effective written and verbal skills. |
| Personal Effectiveness | <ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals; • Manages time and workload effectively; • Maintains a positive, constructive and enthusiastic attitude to their role. |
| Local Government knowledge & understanding | <ul style="list-style-type: none"> • Knowledge of the structure and functions of local government; • Knowledge of current local government issues and advocate practical approaches to addressing them; • Clear and realistic views of future trends and strategic direction of local government;t • Understanding the structures and environment within which the local authority sector operates and the role of a Senior Staff Officer in this context; • Political awareness. |

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale: **€52,557; €53,811; €55,338; €58,213; €59,929; €62,063 1ST LSI; €64,209 2nd LSI; (rates as at 01/03/2023)**

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

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

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 35 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 their 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 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 of the post include but are not limited to:

1. Leadership and management of employees in supporting roles up to position / grade of Staff Officer, including assigning duties and workload;
2. Supporting management in the implementation of work programmes as required by the Council's Corporate and Operational Plans;
3. Supporting line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
4. Responsibility for the management of a section or function within the Council;
5. Delivery of specific departmental / organisational objectives;
6. Management of conflicting demands within a team environment and to prescribed timelines and deadlines;
7. Provide on-going leadership, motivation and support to employees in the department / section including resolving day to day problems and identifying training and development requirements as appropriate;
8. Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
9. Effective communication and liaison with colleagues, managers and customers in relation to operational matters for their section;
10. Compile, prepare and present reports as necessary, including preparation of reports or letters, which may be of a sensitive and / or confidential nature;
11. Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department / section;

12. Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
13. Such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

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) 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 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 them 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.

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 competencies identified for the position of Senior Staff Officer as outlined above.
- 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 completed 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 interviews to fill vacancies that may arise. The successful candidate(s) may be assigned as required to any of the Council's Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

Recruitment to the post of Senior Staff Officer (Grade VI) will be on the following basis:

- A. 50% confined to employees of the sector*
- B. 30% open
- C. 20% confined to employees of Dun Laoghaire Rathdown County Council.

*The sector includes all Local Authorities and Regional Assembly (where applicable). Staff who are not existing employees of these local authorities or regional assembly (where applicable) are not eligible to apply for competitions confined to the sector or to the local authorities i.e. Dun Laoghaire Rathdown County Council.

Panel A (Confined to the Local Authority Sector) will comprise of successful applicants, in order of merit, from within the Local Authority Sector only, i.e. candidates serving in a Local Authority or Regional Assembly (where applicable).

Panel B (Open Competition) will comprise of all successful applicants in order of merit and may include candidates serving in a Local Authority, Regional Assembly (where applicable), and external candidates.

Please Note: All Candidates applying for inclusion on Panel B must include full details of their educational qualifications (subjects taken & grades achieved)

Panel C (Confined to Dun Laoghaire Rathdown County Council) will comprise of successful applicants, in order of merit, from within Dun Laoghaire-Rathdown County Council only.

An employee of an individual local authority or regional assembly may be on all three panels, (Panel A, B & C).

An employee of the sector (all local authorities and the regional assemblies where applicable) may be on two of the three panels, (Panel A & B).

An applicant who is not employed in the sector may be on one panel, (Panel B).

The order of candidates placed on each of the three panels is determined by where they were placed on the overall order of merit.

- 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.
- v. An applicant who withdraws their 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

- 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 DLRC 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.
- DLRC does not allow the unsanctioned use of any type of recording equipment on its premises or online interviews. 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 an offer of employment 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 DLRC requires in regard to any matter relevant to their candidature, will no longer be considered for the post.
- Applications received after the closing time and date will not be accepted.

Applications on the official form should be e-mailed in PDF format only to careers@dlrcoco.ie not later than 12 noon on Thursday the 3rd August 2023. An automated reply will be delivered to the applicant by return.

Note Re: Canvassing

Any attempt by a candidate themselves, or by any person(s) acting at their 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 they are 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.