



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

RATE COLLECTOR - COMP. I.D. 010508

BAILITHEOIR RÁTAÍ - U.A. AN CHOMÓRTAIS 010508

COMPLETED APPLICATION FORMS SHOULD BE E-MAILED TO CAREERS@DLRCOCO.IE

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY 31st AUGUST 2023**

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

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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

- (a) possess a standard of education sufficient to enable them to keep efficiently the required books and accounts;
- (b) possess a good standard of administrative experience and adequate experience in office organisation and in the control of staff;
- (c) hold a current full driving licence, Class B, free from endorsement;

RATE COLLECTOR - PROFILE

The position of Rate Collector is a management grade within the County Council. A Rate Collector is responsible for the collection of Commercial Rates.

1. DUTIES:

The duties shall be such as shall be assigned by the local authority from time to time. The following is a summary of the duties of the post. This list is not exhaustive and additional duties may be added should the Council consider the additional duties are desirable or necessary.

- a. The collection of rates in accordance with the various statutory powers of the Rate Collector including, as required, prosecution of legal action and attendance at court. Where rates legislation is consolidated & updated the undertaking of any additional duties and the performance of any additional functions required to give effect to the provisions contained in any such legislation.
- b. The continuing review of their area for the purpose of identification and listing of properties for revision of valuation. Assigned areas and number and value of accounts, may, following review, change from time to time.
- c. Complying with the relevant legislation and regulations in relation to the issue of receipts and lodgment of monies and the other duties prescribed in the legislation and regulations
- d. Meeting targets for the collection of rates
- e. Managing the administration of all assigned accounts
- f. Maintaining up to date records for rates purposes
- g. Maintaining adequate records for financial control purposes
- h. The production of clear and concise reports in electronic and in whatever other format required
- i. The production of a Schedule of Uncollected Rates including an analysis of the uncollected rates listed in that schedule.
- j. Verification & confirmation of vacancy refund claims.
- k. Verification & confirmation of strike offs of uncollectible rates.
- l. Investigation, pursuit and collection, including service of demands and other legal notices, of other revenue sources, both existing and which may be introduced in the future, as may be assigned from time to time
- m. Operation of appropriate technology, including new technology, as required
- n. Use of their private motor car in the course of their duties.

- o. Alternatively, when possible use Local Authority electric vehicles.
- p. In the event of rate collection duties being eliminated, significantly reduced or altered the post holder may be assigned other full time, office based or outdoor duties, or a combination of both, with similar terms and conditions. In such an instance full required hours of attendance on 5-day week will be worked by the redeployed Rate Collector. The provisions of the flexi time scheme may also apply in such cases where considered appropriate by the Council. The hours of attendance and work pattern may be altered in accordance with changes in national or local employment agreements or requirements.
- q. Persons appointed may be required to work in any area within the Dun Laoghaire - Rathdown administrative area. Persons appointed to this post may be required to work from Council Offices located in either the Dundrum or Dun Laoghaire areas at the absolute discretion and to the direction of the Council.
- r. The Rate Collector will be required to undertake such other appropriate duties as may be assigned from time to time.
- s. The Rate collector will report to and take direction and instruction from, the S.E.O or analogous, Finance Department in relation to all work related matters.

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 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.

COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Rate Collector. 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
Strategic 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

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• Understanding the structures and environment within which the local authority sector operates and the role of a Rate Collector in this context• Political awareness
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PARTICULARS OF THE POSITION

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

2. **SALARY:**

€55,022; €56,368; €57,941; €59,517; €61,095; €62,503; €63,947; €65,344; €66,738; €69,127
1ST LSI; €71,529 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 Environment, Community and Local Government.

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.

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 Rate Collector is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

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 competency skill sets identified for the position of Rate Collector as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role.
- 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. 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.

Panels may be formed on the basis of interviews to fill vacancies that may arise.

- iv. 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.

- v. 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.
- 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 their candidature, will have to further claim to consideration.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **12 noon on Thursday 31st August 2023.**

Note Re: Canvassing

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means of 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.

<p>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.</p>
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