



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**HOUSING LIAISON OFFICER - (TRAVELLER ACCOMMODATION UNIT)
2 YEAR SPECIFIC PURPOSE CONTRACT (COMP. I.D. 010557)**

**OIGIGEACH IDIRCHÁIDRIMH TITHÍOCHTA - (AN tAONAD CÓIRÍOCHTA DO THAISTEALAITHE)
CONRADH SAINCHUSPÓIREACH 2 BHLIAIN (U.A. AN CHOMÓRTAIS 010557)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 12th OCTOBER 2023**

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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:

- Possess a good standard of education – a qualification in community development, social housing or estate management is desirable, but not essential,
- Have satisfactory knowledge and experience of working with community groups and/or residents associations **and** of working with Travellers.
- Background and experience in social /community development /adult education,
- Have good report writing and record management skills,
- Be computer literate and capable of producing relevant reports as required,

4. DRIVING LICENCE:

When required to do so holders of the office will be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from disqualification and medical limitations.

HOUSING LIAISON OFFICER - (TRAVELLER ACCOMMODATION UNIT) – PERSON PROFILE

The Housing Liaison Officer - (Traveller Accommodation Unit) will work as part of a team within the Traveller Accommodation Unit of the Housing Department, reporting directly to the Senior Staff Officer. The Housing Liaison Officer - (Traveller Accommodation Unit) will work primarily on the facilitation and implementation of the Traveller Accommodation Programme and will be the main point of contact for families. The role will also involve assisting the Team in the provision of services, advice and support to Travellers in all matters relating to Housing. Particular emphasis will be on developing and updating policies with specific consideration on human rights and equality. The Housing Liaison Officer - (Traveller Accommodation Unit) will liaise with Traveller Organisations and non-Government Organisations and attend meetings as required. Some duties may be outside normal working hours.

THE IDEAL CANDIDATE:

In the context of key duties and responsibilities for the post of Housing Liaison Officer - (Traveller Accommodation Unit), the ideal candidate will demonstrate the following knowledge, skills 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 Housing Liaison Officer - (Traveller Accommodation Unit);
- An ability to work as part of a team to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- 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;
- Relevant administrative experience and input to deliver of organisational objectives;
- Proven management report writing and analysis skills;
- An ability to work under pressure to tight deadlines in the delivery of key operational objectives.

The ideal candidate will also:

- Be self-motivated with ability to work on own initiative;
- Have strong interpersonal and communications skills and be capable of representing the Council in a professional and credible manner with all stakeholders;
- Have an awareness of relevant legislation and regulations in the area of Health and Safety, the implications for the organisation and the employee, and their application in the workplace.

COMPETENCY FRAMEWORK

Candidates will be expected to **demonstrate sufficient evidence of the following 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:

Management & Change
<ul style="list-style-type: none"> • Develops and maintains positive, productive and beneficial working relationships in the context of working to identify and address the needs of minority communities • Embeds good governance practices into day to day activities, practices and processes • Effectively manages change, foster a culture of creativity and overcomes resistance to change
Delivering Results
<ul style="list-style-type: none"> • Identifying problems and contributing to solutions and implementation of these solutions • Plans and prioritises work and resources effectively having regard to corporate priorities and operational objectives • Establishes high quality service and customer care standards • Acts decisively and makes timely, informed and effective decisions, pinpointing critical information and addresses issues logically • Proactively identifies areas for improvement and develops practical suggestions for their implementation.
Performance Through People
<ul style="list-style-type: none"> • Leads by example to motivate and engage employees, service providers and service users to achieve high-quality outcomes and customer service. • Effectively manages performance of individuals and teams to achieve operational plans, targets and objectives • Effectively identifies and manages conflict • Accepts direction, contributes positively to the team. • Communicate Effectively.
Personal Effectiveness
<ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals • Anticipates situations and acts to pre-empt problems and to create new opportunities • Manages time and workload effectively in an environment with significant complexity and pace • Maintains a positive, constructive and enthusiastic attitude.
Local Government knowledge & understanding
<ul style="list-style-type: none"> • Knowledge of the Traveller Accommodation Unit, its' purpose and priorities • Knowledge of the structure and functions of local government.

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PARTICULARS OF THE POSITION

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

2 **SALARY:**

Salary Scale: €47,339 - €48,811 - €50,285 - €51,761 - €53,248, €54,981 (1st LSI) - €56,721 (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.

NOTE: Daily working hours may vary and may include post-normal office hour

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 Housing Liaison Officer - (Traveller Accommodation Unit) 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 the following:

- Reporting to the Council's Senior Staff Officer –in the Traveller Accommodation Unit
- The provision of a community outreach / liaison service to the Traveller Community and their representative organisations within Dún Laoghaire-Rathdown.
- To develop a strong working relationship with the members of the Travelling community on all halting sites and Traveller specific accommodation in Dún Laoghaire-Rathdown.
- Support members of the Traveller Community with all aspects of the housing application process including CBL Process, assessment of housing need process and allocation process.
- Provide relevant pre-tenancy training to the Travelling Community in relation to residential halting bays and group housing accommodation.
- Engage with residents of Traveller specific accommodation to develop and support resident participation and estate management in Traveller specific accommodation.
- To assist in the completion of the Annual Estimate of Accommodation of Traveller Families.

- To liaise and assist in the preparation, and implementation of the Traveller Accommodation Programme.
- Liaise with residents of Traveller Specific accommodation on topics such as Estate Management, Fire Safety awareness workshops and other relevant topics.
- Liaise with any statutory and voluntary organisations engaged in work on behalf of Travellers.
- Undertake administrative functions as required by the role.
- Work in compliance with all council policies and procedures
- Performance of such other duties under the post as may be assigned from time to time.
- To facilitate meetings and consultations between the Traveller Accommodation Unit and families in progressing the Traveller Accommodation Programme.
- To proactively develop, review and update Traveller related policies and procedures with particular emphasis on human rights and equality.
- To introduce initiatives that raises cultural awareness of Travellers for staff within the Council and the wider community.
- To assist with and help resolve any estate management issues regarding Traveller accommodation.
- To investigate complaints of anti-social behaviour and estate management issues in Traveller accommodation.
- To issue warning letters, prepare legal files, and attend Court to give evidence where necessary.
- Performance of such other duties under the post 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.

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. Dún Laoghaire Rathdown County Council reserves the right to assign you to any of its functional areas or 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 skill sets identified for the position of Housing Liaison Officer - (Traveller Accommodation Unit) 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.
- 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. Any claim in relation to the late receipt of application forms will not be entertained.

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 Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.

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.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 12th October 2023**. Applications received after the closing time and date will not be accepted.

<p>Dún 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>
