



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

AREA COMMUNITY OFFICER/OIBRÍ POBAIL CEANTAIR
COMPETITION I.D. 010808

**COMPLETED APPLICATIONS MUST BE EMAILED TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON 21ST MARCH 2024**

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL

Comhairle Contae Dhún Laoghaire-Rath an Dúin
AREA COMMUNITY OFFICER /Oibrí Pobail Ceantair

(COMPETITION NO: 010808)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must on the latest date for receipt of applications:

- a. have attained a good standard of general education and hold the Leaving Certificate or equivalent qualification
- b. have a background of considerable experience in educational, social or community work or in other fields where building strong professional relationships are of utmost importance
- c. have the ability to communicate well and handle difficult situations with tact and good judgement.

It is desirable that the ideal candidate shall:

1. be able to consult and network effectively with different organisations.
2. be able to demonstrate experience and understanding of how boards and management committees operate
3. Have an understanding of Principle of Governance
4. have ability to monitor and evaluate work and write reports
5. have sound administrative and organisational skills
6. be able to produce and access information efficiently and accurately
7. have excellent communications, presentation and facilitation skills.
8. have ability to advise, inform, motivate and support individuals and organisations
9. have an excellent working knowledge/understanding of IT systems including Microsoft packages and experience of communicating through social media is desirable
10. have ability to produce good quality publicity material
11. Hold a Class B Driving Licence free from endorsed free from endorsement
12. Hold a third level qualification in Community Development, Social Science or a related discipline **and/or** a minimum of three years' experience working in the Community Development Sector

AREA COMMUNITY OFFICER COMPETENCY FRAMEWORK

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.
Knowledge & understanding	<ul style="list-style-type: none"> • Knowledge of the principles of community development, of how the community and voluntary sector functions within the community and the role of the local authority in community development • Demonstrate an understanding of the nuances of community development including conflict resolution and a learning/ development approach • An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local social, community development and economic needs. • 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 • Political awareness.

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(COMPETITION NO: 010808)

JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable.

2. **SALARY:**

€53,345, €54,618, €56,168, €59,086, €60,828, €62,994- 1st LSI, €65,172.2nd LSI.

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.

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

The salary shall be fully inclusive and shall be 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 services which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTIONS**

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. 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 successful candidate will report in the first instance to the Administrative Officer or at the discretion of the Local Authority to an officer of equivalent grade to Administrative Officer and will undertake duties as assigned.

The duties include (but are not limited to):

1. Encouraging and personally assisting in the formation, development, guidance and co-ordination of community organisations in keeping with overall policy and the special needs of the area to which they are assigned.
2. Set up and management and support of staff in Area Community Teams to assist delivery of programmes.
3. Listing and evaluating all community organisations in their areas, assessing trends and developmental needs and developing appropriate responses.
4. Supporting project development, management capacity and Governance in a community development context
5. To represent the Council in a formal capacity on various committees or statutory boards.
6. Oversight and support to Boards and Committees in the running of Community Facilities as assigned.
7. To develop effective working relationships with other agencies and organisations to support community development and in developing and delivering community programmes.
8. Seeking out local leaders, or potential leaders, in the community and ensure active citizen participation in community organisations.
9. Assessing grant applications and monitoring the effective spending of all grants and use of facilities provided.
10. To develop and administer community programmes and schemes operated by the Local Authority, and by the DLR Local Community Development Committee for community development
11. To support the delivery of community development actions in the DLR Local Economic and Community Plan and in Local Authority Plans and Strategies
12. Staff supervision as required.
13. 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.

5. HOURS OF WORK

The duties of the office will involve such activities outside normal working hours of 35 hours per week involving evening and weekend attendance where necessary. Additional remuneration will not be payable in respect of evening or weekend in respect of extra hours worked. **Time in lieu will be given for out of hours work on a time for time basis**

6. ANNUAL LEAVE

Annual leave entitlement for the position of Area Community Officer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. PROBATION:

When a person is not already a permanent officer of a Local Authority in Ireland 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 his 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.

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) Regulations, 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 Area Community Officer as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role.
- ii. DLRC 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.
- v. Any 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

- 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 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 DLRCC requires in regard to any matter relevant to their candidature, will no longer be considered for the post.
- 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.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Completed applications, on the official form, should be emailed to careers@dlrcoco.ie not later than 12 noon on 21ST March 2024. Applications received after this date will not be accepted.

Note Re: Canvassing

Any attempt by a candidate himself/herself, 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 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.