



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

CLERICAL OFFICER – PERMANENT WHOLETIME (COMP) 011368
OIFIGEACH CLEIREACHAIS – BUAN LÁNAIMSEARHA (COMÓRTAS) 011368

COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 5th DECEMBER 2024

JOB DESCRIPTION

Dun Laoghaire-Rathdown County Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for **Clerical Officer** may be filled.

The Job:

Clerical Officers make a valuable contribution to the provision of the Council's services. The Clerical Officer will work as part of a multidisciplinary team, assisting with the implementation of work programmes to achieve goals, targets and standards set out in Departmental and Team Development Plans. They will also be required to operate the Council's existing and future IT systems as part of their work.

As part of Dun Laoghaire-Rathdown County Council's commitment to providing quality services to citizens, the Clerical Officer will assist in delivering a wide range of services across the organisation. Clerical Officers provide a point of contact for customers to carry out their business and access information about the Council's services.

CLERICAL OFFICER COMPETENCIES:

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

- **Planning and Organising work**
- **Customer Focus**
- **Team Working**
- **Personal effectiveness**
- **Communicating effectively**
- **Local Authority Knowledge**

The key competencies for the role area as follows:

COMPETENCY	
Planning and Organising Work	<ul style="list-style-type: none"> ● Delivers a high standard of service ● Manage time and work effectively ● Demonstrates Organisational skills ● Takes initiative and is open to taking on new challenges or responsibilities.
Customer Focus	<ul style="list-style-type: none"> ● Demonstrate positive customer service attitude ● Represents the organisation positively and professionally when dealing with members of the public and other stakeholders ● Is respectful, courteous, and professional and remains composed even in challenging situations
Team Working	<ul style="list-style-type: none"> ● Develop and maintain good working relationships within team ● Works as part of a team to ensure delivery of plans and schedules ● Demonstrate dignity and respect for colleagues ● Understand own role and personal contribution within a team
Personal Effectiveness	<ul style="list-style-type: none"> ● Personal motivation – strives to perform at a higher level ● Maintain a positive, constructive and enthusiastic attitude to their role. ● Takes responsibility for delivering quality work in a timely manner ● Ensures accuracy and high standards in work delivered
Communicating Effectively	<ul style="list-style-type: none"> ● Communicate clearly ● Actively listens and tries to understand needs and perspectives of others ● Effective written and verbal skills
Local Authority Knowledge	<ul style="list-style-type: none"> ● Demonstrate knowledge and understanding about the local authority and the services it provides ● Demonstrate knowledge of the role of the Councillors/Elected Members

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QUALIFICATIONS

1. CHARACTER:

Each candidate 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, EXPERIENCE ETC:

Each candidate must, on the latest date for receipt of completed application forms must:-

- i. have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate examination or Leaving Certificate Vocational Programme,
or
- ii. have obtained a comparable standard in an equivalent examination,
or
- iii. have at least two years previous service in the office of Clerical Officer, Clerk Typist under a local authority, or Health Board in the State,
or
- iv. have satisfactory relevant experience which encompasses demonstrable equivalent skills.

The ideal candidate will demonstrate:

- Understanding the role of a Clerical Officer
- Relevant administrative experience and clerical skills
- Strong customer service base
- Knowledge and experience of operating ICT systems

PARTICULARS OF OFFICE

1. **The office is wholetime, permanent and pensionable.**

2. **SALARY:**

€ 29,811 - € 31,543 - € 31,972 - € 32,836 - € 34,101 - € 35,367 - € 36,634 - € 37,553 - € 38,596,
€ 39,803 - € 40,661 - € 41,860 - € 43,065 - € 45,334 , € 46,945 (LSI) Rates as at the 1st October 2024.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & 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 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 / employees 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 / employees 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 is linked to the State Pension age which is currently 66 but may be subject to change.

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. PROBATION:

When a person is not already a permanent officer of a Local Authority within the public service 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.

5. 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

6. ANNUAL LEAVE

Annual leave entitlement for the position of Clerical Officer is 27 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES:

The duties shall be such clerical/administrative duties as may be assigned to the employee from time to time by Dún Laoghaire-Rathdown County Council. They 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.

The duties of the post include but are not limited to, the following:

- Providing clerical and administrative support within any Department/Section of the Council;
- Working as part of a team in the delivery of services;
- Communicating and liaise with team members, supervisors, members of the public and others in relation to operational matters in their section or area of work;
- Providing the highest quality standards in customer service at all times;
- Public counter/reception work;
- Using Information Technology on a daily basis including standard office packages and financial management systems;
- Maintaining high quality records in a thorough and organised manner;
- Checking all work thoroughly to ensure it is completed to a high standard;
- Carrying out routine accounts work;
- Approaching work in a careful and methodical manner, displaying accuracy at all times;
- Creating and maintain any records, reports and returns as required;
- Ensuring compliance with organisational policies and procedures;
- Organising and facilitating internal and external meetings;
- Completing all essential training successfully;
- Participating in the Performance Management Development System;
- Liaising with and responding to other local authorities, government departments and statutory agencies where required;

- Undertaking any other duties of a similar level and responsibility, as may be required, or 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 office are to give the local authority and

- (a) such other 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 mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such planning services of an advisory, administrative, supervisory or executive nature 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 including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the planning and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

8. LOCATION AND 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 Clerical 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.
- 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 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.
- Dún Laoghaire-Rathdown County Council 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.
- **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 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.

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 5th December 2024.

Applications received after the closing time and date will not be accepted.

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