



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**STAFF OFFICER – PERMANENT WHOLETIME (COMP 011431)**

**OIFIGEACH FOIRNE – BUAN LÁNAIMSEARHA (COMÓRTAS 011431)**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE  
12 NOON ON THURSDAY 30th JANUARY 2025**

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 **Staff Officer** may be filled.

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**JOB DESCRIPTION**

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The position of staff officer is a front-line supervisory position within the Council with responsibility for managing the performance of a section or function within a department. They will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Departmental and Team development plans. A Staff officer is expected to use initiative, work to a high standard and have excellent interpersonal and communication skills.

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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.

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 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\*,

**And**

- 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 and have at least 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.

**\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

Recruitment of the post of Staff Officer (Grade V) will now be on the following basis

Panel A. 50% confined to employees of the sector being all Local Authorities

Panel B. 30% open competition

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

More details below at No. 9 (iv)

## **THE IDEAL CANDIDATE:**

In the context of key duties and responsibilities for the post of Staff Officer, 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 a Staff Officer;
- An ability to supervise a team effectively 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;
- The ability to motivate and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- 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.

## STAFF OFFICER COMPETENCY FRAMEWORK

A competency framework has been developed for the position of 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
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Makes decisions in a timely and well-informed manner;</li> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility;</li> <li>• Implements high quality service and customer care standards;</li> <li>• Plans work and allocation of staff and other resources effectively.</li> </ul>
<b>Performance Through People</b>	<ul style="list-style-type: none"> <li>• Leads and develop the team to achieve corporate objectives;</li> <li>• Effectively manages performance;</li> <li>• Managing conflict;</li> <li>• Demonstrates a good understanding of the components of the job;</li> <li>• Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Personal motivation;</li> <li>• Takes initiative and is open to taking on new challenges or responsibilities;</li> <li>• Manages time and workload effectively;</li> <li>• Maintains a positive and constructive and enthusiastic attitude to their role;</li> <li>• Commitment to integrity &amp; good public service values .</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Effective interpersonal, presentation and communications skills;</li> <li>• Effective written and verbal skills;</li> <li>• Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</li> </ul>
<b>Understanding Purpose &amp; Change</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of Local Authority functions and structures;</li> <li>• Understands key challenges facing the Local Authority sector;</li> <li>• Understanding the Role of the Elected Members;</li> <li>• Maintaining a Positive Image of the Council;</li> <li>• Demonstrates flexibility and openness to change;</li> <li>• Understands the responsibilities of a local authority supervisor or employee to uphold high standards of governance, compliance and behaviour.</li> </ul>

**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**STAFF OFFICER - PERMANENT WHOLETIME (COMP. I.D. 011431)**

**OIFIGEACH FOIRNE - BUAN LÁNAIMSEARHA (COMÓRTAS 011431)**

**PARTICULARS OF THE POSITION**

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

2. **SALARY:**

Salary Scale: €50,206; €51,705; €53,236; €54,799; €56,374 maximum, €58,209 (1<sup>st</sup> LSI); €60,051 (2<sup>nd</sup> LSI) (rates as at 1<sup>st</sup> October 2024)

**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 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. 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 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
- 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 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 the following:**

1. Supervision of employees in supporting roles up to position / grade of Assistant Staff Officer and analogous grades, including assigning duties and workload;
2. Supporting the Senior Staff Officer in the implementation of work programmes as required by the Council's Corporate and Operational Plans;
3. Supporting the Senior Staff Officer to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
4. Responsibility for the supervision of a section or function within the Council
5. Delivery of specific departmental / organisational objectives;
6. Manage conflicting demands within a team environment and to prescribed timelines and deadlines;
7. Provide on-going 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. Communicate and liaise effectively 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 in 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.

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. 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 Staff Officer as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DLRC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dun Laoghaire Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.
- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer [recruitment@dlrcoco.ie](mailto:recruitment@dlrcoco.ie), the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action

will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.

- iv. 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 Staff Officer (Grade V) will be on the following basis:

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

**Recruitment to Clerical Administrative Grades IV to VII will now 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. Staff who are not existing employees of these local authorities 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.**

**Panel B (Open Competition) will comprise of all successful applicants in order of merit and may include candidates serving in a Local Authority 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 may be on all three panels, (Panel A, B,C).**

**An employee of the sector (all local authorities) 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.**

- v. 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.
- vi. 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.
- vii. 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 29<sup>th</sup> 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.
- 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 DLRCC. 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 DLRCC 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 e-mailed in PDF format to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) not later than 12 noon on Thursday 30<sup>th</sup> January 2025. Applications received after the closing time and date will not be accepted.**

**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.

<p><b>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.</b></p>
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