



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**CANDIDATE INFORMATION BOOKLET**

**SENIOR LEGAL ASSISTANT  
COMP I.D 011492**

**CÚNTÓIR DLÍ SINSEARACH LÁNAIMSEARThA BUAN  
COMÓRTAS 011492**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO  
CAREERS@DLRCOCO.IE**

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON  
THURSDAY 10<sup>th</sup> APRIL 2025**

**THE ROLE:**

Dun Laoghaire-Rathdown County Council's Law Department provides a comprehensive service to the County Council in the entire area of local government law including conveyancing, litigation (including statutory enforcement) and dispute resolution, procurement, commercial and E.U. law. The Senior Legal Assistant will be required to work under the supervision and direction of their line manager and the Law Agent.

**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**SENIOR LEGAL ASSISTANT - COMP I.D 011492**

**CÚNTÓIR DLÍ SINSEARACH LÁNAIMSEARTHA BUAN - COMÓRTAS 011492**

**QUALIFICATIONS**

**1. CHARACTER:**

Candidates shall be of good character.

**2. HEALTH:**

Candidates shall 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) have attained a good standard of general education
- (b) have at least five years' experience as a Clerk in a solicitor's office in litigation, conveyancing, or other legal work.
- (c) possess satisfactory knowledge or experience of office organisation; and
- (d) possess adequate training or experience relating to the supervision of staff.

**The desirable candidate shall:**

- Have knowledge and experience in litigation including the preparation of briefs and attending solicitors and counsel in court.
- Have a knowledge and experience in debt collection including recovery of commercial rates, the enforcement of judgments and all aspects of judgment mortgages
- Have knowledge and experience in conveyancing processes which apply to the functions of Local Authorities including acquisition and disposal of property, completion of online stamp duty returns, title registration rules and practice, preparation of land registry applications including first registration and vesting orders.
- Be able to interview clients and advise them on the best course of action to take.
- Have a good understanding of data protection management in the workplace.

## SENIOR LEGAL ASSISTANT COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Senior Legal Assistant. 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>Management &amp; Change</b>	<ul style="list-style-type: none"> <li>• Is effective in translating corporate mission and objectives into operational plans and outputs;</li> <li>• Develops and maintains positive, productive and beneficial working relationships;</li> <li>• Effectively manages the introduction of change and demonstrate flexibility and openness to change.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Contributes to the development of operational plans and leads the development of team plans;</li> <li>• Plans and prioritises work and resources effectively;</li> <li>• Establishes high quality services and customer care standards;</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> </ul>
<b>Leading, Motivating, Managing Performance and Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Leads, motivates and engages employees to achieve quality results and to deliver on operational plans;</li> <li>• Effectively manages team and individual performance;</li> <li>• Has excellent communication, verbal and written skills.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Takes initiative and seeks opportunities to exceed goals;</li> <li>• Manages time and workload effectively;</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li> <li>• Possess good IT and presentation skills including a working knowledge of case management systems together with an ability to manage and develop IT services and resources.</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Have a sound knowledge of Local Government statutory requirements and its functions including the Housing Acts, the Planning Acts and the Waste Management Acts and their application in litigation, regulatory code enforcement and conveyancing matters.</li> <li>• Understanding the structures and environment within which the local authority sector operates and the role of a Senior Legal Assistant in this context;</li> <li>• Political awareness and understanding of the role of the Elected Council and representational role of the Elected members.</li> </ul>

**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**SENIOR LEGAL ASSISTANT - COMP I.D 011492**

**CÚNTÓIR DLÍ SINSEARACH LÁNAIMSEARHA BUAN - COMÓRTAS 011492**

**PARTICULARS OF THE POSITION**

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

2. **SALARY**

**€56,754; €58,108; €59,758; €62,862; €64,716; €67,020 1<sup>st</sup> Isi; €69,337 2<sup>nd</sup> Isi**

Current rates as at 1 March 2025.

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 dependent 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 Senior Legal Assistant is 30 days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

#### **7. DUTIES:**

The duties of the post are to give to the local authority and to

- a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, 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 engineering 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

engineering 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.

The successful candidate will be required to carry out all duties as assigned by their line manager and the Law Agent from time to time. The duties include but are not limited to the following:

- Acquisition and disposal of land and property
- Acquisition and disposal of local authority stocking stock
- First registrations
- Statutory Vestings
- Compulsory Purchase Orders
- General advices in relation to property matters
- General advices and preparation of documentation both as regards general conveyancing and housing schemes including those under Housing for All.
- General litigation, civil and criminal, in all Courts and arbitrations/oral hearings.
- Debt collection including rates recovery.
- Represent the Council in all courts in regulatory code enforcement including planning and Environmental law.
- Legal research and advisory work
- Cases involving the statutory functions and powers in local authorities.
- Operate an electronic case management system.

## 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 Senior Legal Assistant 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. DLRCC 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. 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.
- 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.
- vi. An applicant who withdraws his/her 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 29<sup>th</sup> 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. 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 Dun 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.

**Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) not later than 12 noon on Thursday 10<sup>th</sup> April 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.

**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.**