

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

LEGAL ASSISTANT
COMP. I.D. 010088

CÚNTÓIR DLÍ
U.A. AN CHOMÓRTAIS 010088

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:

- (a) have attained a good standard in general education
- (b) have, on the latest date for receipt of completed application forms for the office, at least three years' experience as a clerk in a solicitor's office in litigation, conveyancing or other legal work.

It is desirable that each candidate would:

- (a) Have strong interpersonal communications and advocacy skills and have the ability to engage with a wide range of people.
- (b) Be able to work independently or within multi-disciplined teams;
- (c) Be capable of working on their own initiative;
- (d) Possess good organisation skills;
- (e) 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.

- (f) Have an ability to lead a team
- (g) Understand the changing environment and be capable of adapting to change in order to deliver quality services to our citizens.
- (h) Have an ability to work effectively within a team to achieve a common goal, take instruction and ensure standards are adhered to and maintained.
- (i) Have knowledge and experience in conveyancing processes which apply to the functions of Local Authorities including acquisition and disposal of property, complete online stamp duty returns and preparation of land registry applications.
- (j) Have knowledge and experience in litigation including the preparation of briefs and attending solicitors and counsel in court.
- (m) Be able to interview clients and advise them on the best course of action to take
- (n) Have a sound knowledge of Local Government statutory requirements and its functions.
- (o) Have an understanding of the Council's purpose, goals and priorities and knowledge of public service organisation in Ireland.
- (p) Understand the role of the elected council and the representational role of the elected members.
- (q) Have a sound knowledge of the Housing Acts and their application
- (r) Have a good understanding of safety management in the workplace including health and safety legislation and regulations.
- (s) Have a good understanding of data protection management in the workplace.

LEGAL ASSISTANT – PERSON PROFILE

The position of Legal Assistant 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 Legal Assistant is expected to use initiative, work to a high standard and have excellent interpersonal and communication skills

THE IDEAL CANDIDATE:

In the context of key duties and responsibilities for the post of Legal Assistant, 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 Legal Assistant;
- 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 their control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- A career record that demonstrates an ability to supervise staff;
- 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.

LEGAL ASSISTANT COMPETENCY FRAMEWORK

A competency framework has been developed for the position of 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
Delivering Results	<ul style="list-style-type: none">• Translates the business or team plan into clear priorities and actions for their area of responsibility;• Plans work and allocation of staff and other resources effectively;• Implements high quality service and customer care standards;• Makes decisions in a timely and well informed manner.
Performance Management	<ul style="list-style-type: none">• Leads and develop the team to achieve corporate objectives;• Effectively manages performance.
Personal Effectiveness	<ul style="list-style-type: none">• Takes initiative and is open to taking on new challenges or responsibilities;• Manages time and workload effectively;• Maintains a positive and constructive and enthusiastic attitude to their role.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

€46,411; €47,854; €49,299; €50,746; €52,204 (Maximum); €53,903 (1st LSI) after 3 years satisfactory service on the max.); €55,609 (2nd LSI) after 3 years satisfactory service on the 1st LSI. Rates as at 1st October 2022

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

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.

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.

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 her 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 Legal Assistant is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

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 successful candidate will be required to carry out all duties as assigned by the Chief Clerk and the Law Agent from time to time. The duties will mainly comprise of local authority litigation including debt collection and regulatory code enforcement and include but are not limited to the following:-

- i. Managing and completing legal documentation for all Local Authority housing loan schemes.
- ii. Dealing with Incremental Tenant Purchase Scheme purchases and Conveyancing queries arising as a result of a request.
- iii. Dealing with applications to purchase the fee simple of properties arising as a result of the Landlord and Tenant Ground Rents (Number 2) Act, 1974.
- iv. Dealing with all aspects of conveyancing generally.

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 competencies identified for the position of Legal Assistant 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 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. 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.

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

Applications on the official form should be e-mailed in PDF format only to careers@dlrcoco.ie not later than 12 noon on Thursday 23rd February 2023. An automated reply will be delivered to the applicant by return.

Note Re: Canvassing

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvass 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.