

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

SENIOR STAFF OFFICER – PERMANENT

QUALIFICATIONS

CHARACTER:

Candidates shall be of good character.

HEALTH:

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

EDUCATION, TRAINING, EXPERIENCE ETC:

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

(a) Be a serving employee in a Local Authority, Health Board or Vocational Education Committee in the State, an Institute of Technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais and the Local Government Computer Services Board, the Border, Midland and Western Regional Assembly or the Southern and Eastern Regional Assembly **and** have, on the latest date for receiving completed applications satisfactory experience at a level not lower than that of Assistant Staff Officer.

(b) Have not less than two years satisfactory experience either in that post or at a level not lower than that of Clerical Officer in one of the organisations set out in paragraph (a) above;

(c) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Senior Staff Officer – Person Profile

The position of Senior Staff Officer is a middle management grade within the Council. A Senior Staff Officer in the Council is required to be an effective, participative leader of a team with responsibility for organisation and management of all aspects of a section or sections including the supervision of staff.

The person selected will possess an in-depth knowledge of the functions duties and responsibilities of the local authority. Knowledge of the strategic direction and initiatives of the council will also be required. The person appointed will have excellent interpersonal and communication skills.

Candidates attending for interview for the position of Senior Staff Officer may be questioned in some or all of the following areas: -

Requirements of the post	Essential	Desirable
The ability to be an effective team leader	Y	
The ability to supervise staff	Y	
Have a working knowledge/understanding of IT systems including Microsoft Office packages		Y
To have an in depth knowledge of the Corporate Plan		Y
To have complete knowledge of the Customer Service Plan & complaints procedure.		Y
To demonstrate analytical ability and report writing	Y	
To have a satisfactory knowledge of the functions & duties of Local Authorities	Y	
The ability to communicate effectively with customers, senior management and councillors <ul style="list-style-type: none"> • Reports • Presentations 	Y	
The ability to meet deadlines & specific targets	Y	
A knowledge of the policies in relation to staff		Y
To have a clear understanding of the issues facing the County Council	Y	
A knowledge of Local Government initiatives	Y	
The ability to effectively deal with conflict		Y

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PARTICULARS OF THE POSITION

The office is wholetime and pensionable. A panel may be formed from which permanent and temporary vacancies may be filled.

SALARY:

Salary Scale: €45,849 - €46,954 - €48,289 - €50,797 - €52,294 - € 54,157 1st LSI - €56,031 2nd LSI

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

HOURS OF WORK:

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

ANNUAL LEAVE:

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

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:

There shall be a period after such appointment takes effect during which such person shall hold office on probation;

Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;

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.

There will be assessment(s) during the probationary period;

The period above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;

DUTIES:

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

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, 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 general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate technical, management, 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, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

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.

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.

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 County Council *will not* be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.

Dún Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. which may include shortlisting on the basis of qualifications and experience. 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 you qualifications / experience on the application form.

- i. 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 permanent and temporary 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.
- ii. 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.
- iii. For the purpose of satisfying the requirement as to health it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.
- iv. Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from an employer. Said employer must not be related to the applicant.
- v. Appointment will also be subject to satisfactory Garda Vetting in accordance with the National Vetting Bureau Act, 2012 – 2016.

Applications on the official form only should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Monday 9th October 2017.**

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 unless such claim is supported by a certificate of postage from the appropriate postal authority.

Note Re: Canvassing

Any attempt by a candidate or by any person(s) acting at his/her 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 he/she is seeking.

Dún Laoghaire Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities