

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

ADMINISTRATIVE OFFICER
Oifigeach Riaracháin
(COMP. I.D. 009808)

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.

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, or a regional assembly and have not less than 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.

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 Administrative officer (Grade VII) will be on the following basis:

- Panel A - 50% confined to employees from within the local authority sector or regional assembly
- Panel B - 30% open will include candidates serving in a local authority, regional assembly and external applicants

ADMINISTRATIVE OFFICER – PERSON PROFILE
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The position of Administrative Officer is a management grade within the County Council. An Administrative Officer is responsible for organisation and management of all aspects of a section or sections including staff. Duties may also include representing the Department or Council on various committees and contributing through the business planning process to the formulation of policy. The person selected will possess an in-depth knowledge and experience in the policy and strategic issues and responsibilities of a Local Authority. Knowledge of the strategic direction and initiatives of the Council will also be required. The person appointed will have excellent interpersonal /communication, negotiating and decision-making skills. The post holder will be directly accountable for the work of the staff reporting to them. The Administrative Officer will be expected to work closely with colleagues to ensure that the activities of the Council are effectively coordinated and delivered. The positions are in various sections of the organisation, the duties will vary depending on assignment.

The ideal candidate shall have:

- The ability to be an effective manager of teams
- The ability to lead, manage performance and motivate staff
- The ability to demonstrate analytical, report writing and presentation skills
- The ability to be an effective negotiator
- The ability to communicate effectively with customers, senior management, councillors and staff
- The ability to meet deadlines and specific targets
- The ability to prepare and manage budgets
- The ability to effectively deal with conflict
- A clear understanding of policies in relation to staff
- The ability to deputise at a senior level
- A satisfactory knowledge of the functions and duties of Local Authorities
- A clear understanding of Local Government policy issues and initiatives
- Opinions on current and future Local Government policy and strategic issues
- A working knowledge/understanding of IT systems including Microsoft Office packages
- The ability to develop and maintain productive relationships with all customers and stakeholders
- The ability to demonstrate flexibility and openness to deal with a changing local government environment
- The ability to initiate and implement change
- Organisational and planning skills
- The ability to analyse and identify key issues/demands
- Experience of putting in place efficient and effective working structures and meeting objectives
- The ability to demonstrate relevant administrative experience at a sufficiently high level
- Satisfactory understanding of the Council's purpose and priorities and knowledge of public service organisation in Ireland
- The ability to work in close co-operation with the Strategic Policy and Area Committees and other Council Departments while being able to seek co-operation and consensus from a wide range of bodies and representative groups.

ADMINISTRATIVE OFFICER COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Administrative 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
Management & Change	<ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies • Clear understanding of political reality and context of the local authority • Embeds good governance practices into day to day activities, practices and processes • Develops and maintains positive and productive professional relationships both internally and externally to the local authority • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change
Delivering Results	<ul style="list-style-type: none"> • Acts decisively and makes timely, informed and effective decisions • Pinpoints critical information and addresses issues logically • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources • Establishes high quality service and customer care standards • Allocates resources effectively to deliver on operational plans • Identifies and achieves efficiencies • Ensures compliance with legislation, regulation and procedures
Performance through People	<ul style="list-style-type: none"> • Effectively manages performance of individuals and teams to achieve operational plan targets and objectives • Leads by example to motivate staff in the delivery of high quality outcomes and customer service • Develops staff potential • Manages underperformance or conflict • Understands effective communications at all levels within the organisation • Actively listen to others • Demonstrates high level of verbal and written communication skills • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness	<ul style="list-style-type: none"> • Initiative and creativity • Enthusiasm and positivity about the role • Resilience and Personal Well-Being • Personal Motivation • Understands the importance of corporate governance • Commitment to integrity & good public service values
Local Government knowledge & understanding	<ul style="list-style-type: none"> • Knowledge of the structure and functions of local government • Knowledge of current local government issues and advocate practical approaches to addressing them • Clear and realistic views of future trends and strategic direction of local government • Understanding the structures and environment within which the local authority sector operates and the role of an Administrative Officer in this context • Political awareness

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale: **€51,853; €53,122; €54,605; €56,089; €57,577; €58,903; €60,264; €61,582;**
€62,894; €65,147 1ST LSI; €67,410 2ND LSI (rates as at 01/02/2022)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

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 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 Administrative officer 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 him or her 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 of the post include but are not limited to:

- Providing high level administrative support based on a thorough understanding of the overall workings and policy of a section.
- Management of staff.
- Making decisions in relation to service delivery on a daily basis.
- Preparation of reports for Council and other stakeholders.
- Representing the Council at a variety of meetings.

- Budget preparation and management of same.
- Attending inter-departmental meetings on behalf of the section to which you are assigned.
- Establishing and maintaining effective working relationships with external agencies as appropriate to the activities of the section.
- Continuously monitoring existing procedures to ensure they comply with best practice and the development of new / improved procedures where appropriate.
- Policy formation.
- Attending court as a witness for the Council as required.
- Working on inter-departmental teams concerned with introducing organisational change.
- To undertake any other duties of a similar level and responsibilities as may be required from time to time.

These duties are indicative rather than exhaustive are carried out under general guidance.

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 Administrative officer as outlined above.
- ii. DLRC 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

- Than 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.
- Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- 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 his/her 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 13th October 2022. An automated reply will be delivered to the applicant by return.

Note Re: Canvassing

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