

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

EXECUTIVE SOLICITOR – CONVEYANCING – LEGAL SERVICES
TEMPORORAY 2 YEAR CONTRACT
OPEN - COMP. I.D. 010108

DLÍODÓIR FEIDHMIÚCHÁIN – TÍOLACTHA - SEIRBHÍS DLÍ
SEALADACH 2 BHLIAIN
OSCAILTE - U.A. AN CHOMÓRTAIS 010108

The Legal Services Department provides advice to the Council's executive in four main areas – Advisory, Property and Conveyancing, Litigation and dispute resolution. The Law Agent and Solicitors provide an advisory service to Senior Management and manage the work of the Department.

THE JOB / DUTIES

The **Executive Solicitor Conveyancing** is part of a team of solicitors under the management of the Law Agent. Each Executive Solicitor is responsible for the conduct and management of the legal files allocated to them. This specific temporary Conveyancing role will require candidates to be proficient and confident in Conveyancing. It is anticipated that the role will include the following: _-

1. Review of the Title Deeds held for safekeeping in the Department.
2. Examining Title.
3. Progressing Conveyancing transactions.
4. Registrations (including first registrations).
5. Compulsory Purchase Acquisitions.

Additional Responsibilities may include advising client departments on legal issues arising, instructing counsel, conducting legal proceedings and managing legal transactions. Duties also include participation in team meetings, routine administration of allocated legal files and compliance with office policies and procedures and other such duties as may be assigned from time to time. It is expected that Executive Solicitors will work on their own initiative, proactively progress and manage their files, and deliver results and value for money to the Council in the delivery of legal services.

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Vacancies have arisen within Dun Laoghaire Rathdown County Council for a temporary Executive Solicitor conveyancing. The Council intends to form a panel of suitable qualified persons who have expressed an interest in this position from which vacancies may be filled.

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 applications:

- (a) have been admitted and enrolled as a Solicitor in the State;
- (b) have at least 3 years satisfactory experience as a Solicitor, including adequate experience of conveyancing and court work, after admission and enrolment as a Solicitor, and
- (c) possess a high standard of professional training and experience

THE IDEAL CANDIDATE SHALL

- Hold a current practicing certificate from the Law Society of Ireland or be entitled to hold such a practicing certificate
- Possess excellent professional knowledge and skills in the candidate's own area of expertise and shall be able to demonstrate strong knowledge of general conveyancing and a working knowledge of litigation. Lack of litigation knowledge should not be taken as a bar to applying for this post.
- Have excellent IT skills, to include proficiency in using Microsoft Office Suite (Word, Excel and Outlook), some experience with legal case management systems and ability to conduct legal research using commonly used online applications and legal websites
- Shall have excellent interpersonal and communications skills and an ability to engage with a wide range of people to include working in multi-disciplinary teams
- Flexibility, adaptability and ability to engage with new areas of law
- Shall have good organisational skills, an ability to work within team structures and demonstrates initiative and new ideas in relation to their work.

EXECUTIVE SOLICITOR CONVEYANCING COMPETENCY FRAMEWORK

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:

Management and Organisational Ability

- Develops good management practices in day to day activities, practices and processes.
- Effectively manages change in a positive and productive manner and overcomes resistance to change

Specialist Knowledge and Expertise

- Clearly understands the role and objectives of the role
- Has the expertise necessary to carry out the role to a high standard
- Is proactive in keeping up to date on key issues and key developments.

Personal Effectiveness and Leadership

- Initiative in relation to the role and Departmental issues
- Enthusiasm and positivity about the role
- Resilience in the face of challenges

Communication and Interpersonal Skills

- Demonstrate the ability to communicate effectively at all levels within the organisation and externally.
- Demonstrate verbal and written communication skills e.g. addressing staff, presentations, report writing and interdepartmental communication.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

€53,626; €55,578; €57,529; €59,483; €61,438; €63,390; €65,345; €67,289; €69,253; €71,200(Maximum); €73,445 (1st LSI) (after 3 years satisfactory service on the max.); €74,544 (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 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 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 or temporary 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 Executive Solicitor Conveyancing 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 office are to give the local authority and

- (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 planning 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 planning 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 duties of the Executive Solicitor Conveyancing will vary depending on the section of assignment and include, but are not limited to, the following:

- (i) Conveyancing** –Residential and commercial acquisition and disposal of Council property, landlord and tenant advisory and transactions, licences and easements, the provision of advice on all aspects of property transactions, property management and property law;
- (ii)** Administration and management of legal case work assigned to candidate;
- (iii)** Such other duties as may be assigned from time to time;

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 Executive Solicitor Conveyancing as outlined above.
- ii. 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.
- iii. 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.
- iv. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **12 noon on 9th February 2023** Applications received after this date will not be considered.
- 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. 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 his/her candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 9th February 2023**. **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.

