

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

AREA COMMUNITY OFFICER
(COMPETITION NO: 007888)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Each candidate 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 he/she is appointed, to undergo at his/her 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

- (a) have attained a good standard of general education and hold the Leaving Certificate or equivalent qualification;
- (b) have a background of considerable experience in educational, social or community work or in other fields where social relationships are of utmost importance;
- (c) have the ability to communicate well and handle difficult situations with tact and good judgement.

The ideal candidate shall:

- (a) Be able to consult and network effectively with different organisations
- (b) Have ability to monitor and evaluate work (and write reports)
- (c) Have demonstrated the ability to effectively manage a team of staff
- (d) Have Excellent Projects Management skills, at all stages of Project Development, including management of finances.
- (e) Have sound administrative and organisational skills
- (f) Be able to produce and access information efficiently and accurately
- (g) Have excellent communication abilities and well developed conflict management skills
- (h) Have ability to advise, inform, motivate and support individuals and organisations
- (i) Have excellent report writing skills, presentation and facilitation skills
- (j) Have an excellent working knowledge/understanding of IT systems including Microsoft packages and experience of communicating through social media is desirable
- (k) Have ability to produce good quality publicity material

A third level qualification in Community Development, Social Science or an equivalent is desirable.

Knowledge

Knowledge of the principles of community development, of how the community and voluntary sector functions within the community and the role of the local authority in community development.

Attitude and Motivation

A constructive and progressive attitude to working as part of the Community Development Team and an ability to develop partnerships with the wider community and with other organisations active in the County

A self-motivated approach to work

An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local social, community development and economic needs.

Transport

A full clean driving licence and use of personal transport for work is required. Willingness and ability to travel is required.

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JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable.

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.

2. SALARY:

€46,307 - €47,424 - €48,772 - €51,305 - €52,817 -
€54,699 (1st LSI) - €56,591 (2nd LSI)

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.

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

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

3. DUTIES:

The duties shall be such as shall be assigned by the Local Authority from time to time, and shall include the duty of deputising for other officers of the Local Authority when required. The successful candidate will report in the first instance to the Administrative Officer or at the discretion of the

Local Authority to an officer of equivalent grade to Administrative Officer and will undertake duties as assigned.

The duties include (not exclusive):

1. Encouraging and personally assisting in the formation, development, guidance and co-ordination of community organisations in keeping with overall policy and the special needs of the area to which they are assigned.
2. Set up and management and support of staff in Area Community Teams to assist delivery on programmes.
- 3 Listing and evaluating all community organisations in their areas, assessing trends and developmental needs and developing appropriate responses.
4. Supporting project development, management capacity and Governance in a community development context
5. To represent the Council in a formal capacity on various committees or statutory boards.
6. To develop effective working relationships with other agencies and organisations to support community development and in developing and delivering community programmes.
7. Seeking out local leaders, or potential leaders, in the community and ensure active citizen participation in community organisations.
8. Monitoring the effective spending of all grants and use of facilities provided.
9. To provide support, develop and administer community programmes and schemes operated by the Local Authority, and by the DLR Local Community Development Committee for community development
10. To support the delivery of community development actions in the DLR Local Economic and Community Plan and in Local Authority Plans and Strategies
11. Staff supervision as required.

The duties of the office will involve such activities outside normal working hours and additional remuneration will not be payable in respect of evening or weekend in respect of extra hours worked.

4. 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.

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. 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.

7. 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.

8. RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

9. RECRUITMENT:

Pursuant to Article 8 of the Local Government (Appointment of Officers) Regulations, 1974 the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be means of an **open** 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, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.
- 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.

Completed applications, on the official form, should reach the Human Resource Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4 pm on Thursday 4th October 2018.** Applications received after this date will not be considered.

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 evidence of postage from the appropriate postal authority.

Candidates may be shortlisted on the basis of the information provided

The successful candidates(s) may be subject to Garda Vetting prior to appointment.

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

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 of 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 an equal opportunities employer and welcomes applications from people with disabilities