

**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**STAFF OFFICER - LIBRARY SERVICES**  
**COMMON RECRUITMENT POOL**  
**(COMP. I.D. 008229)**

**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-

- (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 **or** at least two years satisfactory experience in a post of Clerical Officer or in an analogous post within one of the Organisations mentioned above.
- (b)** Possess a satisfactory knowledge of the functions and duties of Local Authorities.
- (c)** Have satisfactory knowledge or experience of office organisation.

## STAFF OFFICER (Library Services) – PERSON PROFILE

Dún Laoghaire-Rathdown County Council is seeking a dynamic, creative and motivated individual to fill the role of Staff Officer in the Library Services.

The Library Services include headquarters in Dún Laoghaire and eight library branches located across the county.

The position of Staff Officer is a front line supervisory position with responsibility for managing the performance of a section or function within the Library Services of the Council. The person will work as part of a multidisciplinary team within the library service, assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Departmental and Team development plans. A Staff Officer 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 Staff Officer within the library services, 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 in relation to the library services;
- Understanding of the role of a Staff Officer;
- Ability to support the library team;
- Understanding and dedication to customer service;
- Knowledge and working experience of ICT systems and their benefits;
- An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- Ability to motivate and encourage staff under his/her 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;
- Knowledge and experience of 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 the implications in the workplace of the relevant legislation and regulations in the area of Health and Safety and the implications for the organisation and the employee.

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**PARTICULARS OF THE POSITION**

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

2. **SALARY**

Salary Scale: €42,041 - €43,378 - €44,716 - €46,055 - €47,392  
€48,942 (1<sup>st</sup> LSI) - €50,490 (2<sup>nd</sup> LSI)

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.

**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. The successful candidate must be available to work weekend and evening work as part of normal roster. Rotas may be amended periodically in response to the library service needs.

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

**7. DUTIES**

**The duties of the post include the following:**

- 1. Supervision of employees in supporting roles up to position / grade of Senior Library Assistant , including assigning duties and workload;
- 2. Supporting the Library Management team, Senior Librarian/Branch Manager in the implementation of work programmes and initiatives in delivering the National Library Strategy and the local dlr Library Development Plan and as required by the Council's Corporate and Operational Plans;
- 3. Responsibility for the supervision of delivery of service within the library service;
- 4. Manage conflicting demands within a team environment and to prescribed timelines and deadlines;
- 5. Provide on-going motivation and support to employees in the department / section including resolving day to day problems and identifying training and development requirements as appropriate;

6. Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
7. Communicate and liaise effectively with colleagues, managers and customers in relation to operational matters for their section;
8. Compile, prepare and present reports as necessary;
9. Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
10. Such other duties as may be assigned from time to time.

## **8. LOCATION AND 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.

The successful candidate must be available to work in library headquarters and any of library branches within the county. The person will be subject to transfer within the library services for operational purposes as required.

## **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 following skill sets identified for the position of Staff Officer as outlined on page 7.
- 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 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.

## **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- Than National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> 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.
- 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.
- DL RCC 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 DL RCC required in regard to any matter relevant to his/her candidature, will have to further claim to consideration.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certified of evidence of postage from the appropriate postal authority.

**Applications on the official form should reach the Human Resources Department, County Hall, Marine Road,  
Dun Laoghaire, Co Dublin not later than 4pm on Thursday 1<sup>st</sup> August 2019**

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

## COMPETENCY FRAMEWORK

A new competency framework has been developed for the position of Staff 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:

### STAFF OFFICER COMPETENCIES:

- **Delivering Results**
- **Performance Management**
- **Personal Effectiveness**

The key competencies for the role area as follows:

COMPETENCY	BEHAVIOURS
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility;</li> <li>• Plans work and allocation of staff and other resources effectively;</li> <li>• Implements high quality service and customer care standards;</li> <li>• Makes decisions in a timely and well informed manner.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Leads and develop the team to achieve corporate objectives;</li> <li>• Effectively manages performance;</li> <li>• Excellent interpersonal skills</li> <li>• Excellent written and verbal skills;</li> <li>• Has experience and efficient working knowledge of ICT systems and their benefits .</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Takes initiative and is open to taking on new challenges or responsibilities;</li> <li>• Manages time and workload effectively;</li> <li>• Maintains a positive and constructive and enthusiastic attitude to their role;</li> <li>• Demonstrate knowledge of the role of Staff Officer - Libraries;</li> <li>• Personal motivation</li> </ul>