

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

STAFF OFFICER
(COMP. I.D. 008128)

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.

(b) Possess a satisfactory knowledge of the functions and duties of Local Authorities

(c) Have satisfactory knowledge or experience of office organisation.

STAFF OFFICER – PERSON PROFILE

The position of staff officer is a front line supervisory position within the Council with responsibility for managing the performance of a section or function within a department. He / She will work as part of a multidisciplinary team within the Council, 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, 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;
- Understanding of the role of a Staff Officer;
- An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions;
- The 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;
- Proven management 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 relevant legislation and regulations in the area of Health and Safety, the implications for the organisation and the employee, and their application in the workplace.

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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 - €44,717 - €46,055 - €47,392
€48,942 (1st LSI) - €50,490 (2nd LSI) (rates as at 01/01/2019)

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.

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 Assistant Staff Officer, including assigning duties and workload;
2. Supporting the Senior Staff Officer in the implementation of work programmes as required by the Council's Corporate and Operational Plans;
3. Supporting the Senior Staff Officer to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
4. Responsibility for the supervision of a section or function within the Council

5. Delivery of specific departmental / organisational objectives;
6. Manage conflicting demands within a team environment and to prescribed timelines and deadlines;
7. 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;
8. Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
9. Communicate and liaise effectively with colleagues, managers and customers in relation to operational matters for their section;
10. Compile, prepare and present reports as necessary, including preparation of reports or letters, which may be of a sensitive and / or confidential in nature;
11. Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department / section;
12. Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
13. Such other duties as may be assigned from time to time.

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 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 duties shall also include such duties as may be assigned in relation to the area of any other local authority.

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

STAFF OFFICER COMPETENCIES:

- **Delivering Results**
 - **Performance Management**
 - **Personal Effectiveness**
- 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 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.
- 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. 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 DLRCC 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 **4.00pm on Thursday 13TH June 2019.**

COMPETENCY FRAMEWORK

A new competence 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:

The key competencies for the role area as follows:

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