

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

**RESETTLEMENT OFFICER – OPEN**  
**(COMP. I.D009848)**

**OIFIGEACH ATHLONNAITHE – OSCAILTE**  
**(U.A. AN CHOMÓRTAIS 009848)**

<b><u>QUALIFICATIONS</u></b>
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Applications on the official form are invited from qualified persons who wish to be considered for inclusion on a panel from which **Permanent** or **Temporary** appointments may be made for the post of Resettlement Officer.

**1. CHARACTER**

Each candidate must be of a 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:**

- i) Hold a third level qualification in Social Studies or Social Care or Social Science or a related discipline.  
and
- ii) Have a minimum of 2 years' experience working in the area of homeless and/or housing service provision
  - Have good interpersonal skills
  - Have a strong commitment to teamwork
  - Have good knowledge & experience of services for people who are homeless
  - Have good knowledge and working experience of health and social services
  - Have good report writing and administration skills
- Hold a full current Driving License, Category "C", free from endorsement.

**4. The Ideal Candidate should:**

- Have experience of working with individuals and/or families experiencing homelessness.
- Have experience of working with individuals and/or families who have additional welfare support needs in the areas of physical & mental Health, domestic abuse and substance misuse.
- Have knowledge and experience of supporting people/families to exit homelessness via housing pathways including Long term supported, Housing Assistance Payment (HAP) and social housing.
- Have knowledge and understanding of the structures and functions of local government statutory homeless service provision including relevant legislation, strategies and stakeholder engagement.
- Have good knowledge and experience of working with statutory and voluntary agencies within the housing/homeless sector.
- Have good knowledge & experience of working with local community, health and social services.
- Have strong interpersonal and communication skills.
- Be self-motivated with an ability to work on own initiative.
- Have ability to work independently within a team environment
- Have ability to work under pressure to tight deadlines and to prioritise work.

- Have an awareness of relevant legislation and regulations in the area of Health and Safety and Data Protection.
- Have experience of adhering to and implementing Children First Act 2015 and Children First Guidance (2017) in a service and the role of responsibility of a mandated person.
- Have excellent Report writing and organisational skills

### COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Resettlement 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
<b>Management &amp; Change</b>	<ul style="list-style-type: none"> <li>• Is effective in translating corporate mission and objectives into operational plans and outputs;</li> <li>• Develops and maintains positive, productive and beneficial working relationships;</li> <li>• Effectively manages the introduction of change and demonstrate flexibility and openness to change.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Contributes to the development of operational plans and leads the development of team plans;</li> <li>• Plans and prioritises work and resources effectively;</li> <li>• Establishes high quality services and customer care standards;</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> </ul>
<b>Leading, Motivating, Managing Performance and Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Leads, motivates and engages employees to achieve quality results and to deliver on operational plans;</li> <li>• Effectively manages team and individual performance;</li> <li>• Has good and effective written and verbal skills.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Takes initiative and seeks opportunities to exceed goals;</li> <li>• Manages time and workload effectively;</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li> </ul>
<b>Local Government knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of the structure and functions of local government</li> <li>• Knowledge of current local government issues and advocate practical approaches to addressing them</li> <li>• Clear and realistic views of future trends and strategic direction of local government</li> <li>• Understanding the structures and environment within which the local authority sector operates and the role of the Resettlement Officer in this context</li> <li>• Political awareness</li> </ul>

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<b>PARTICULARS OF THE POSITION</b>
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1. The office is permanent, whole-time and pensionable.

2. **SALARY:**

Salary Scale: **€51,016, €52,234, €53,716, €56,507, €58,172, €60,244 1<sup>st</sup> LSI, €62,327 2<sup>nd</sup> LSI (Rates as at 2/2/2022)**

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 non-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 non-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 non-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 Resettlement 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 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 Resettlement Officer will work on specific projects under the direction of his/her nominated officer and this will focus on the following main areas of work:

- (a) Families/single people in emergency accommodation.

- (b) Long term residents of hostels
- (c) People sleeping outdoors
- (d) Homelessness in general
- (e) Specific target groups and protocols

**Duties will include the following:**

- Provide information and support on preventative measures to prevent households entering homelessness.
- The provision of housing and homeless assessments, advise and support to individuals/families in emergency accommodation and sleeping outdoors.
- Provide signposting, referral and support to individuals and families to link in with appropriate health, social and community services.
- To advocate to services on behalf of individuals/families experiencing homeless.
- Designated responsibility for Child Safeguarding in accordance with the Children First Act, 2015 and Children First Guidance 2017 for the homeless section (mandated person).
- Designated SOLO (Sex Offender Liaison Officer)
- To progress and operate protocols to exit households from homelessness.
- Where necessary Provide a case management service to homeless individuals/families with complex needs.
- Represent the homeless section/housing dept and DLRCC at meetings, case conferences and on relevant interagency forums.
- Linking with homeless people/families in a variety of settings.
- Providing assessment, advice and support to people who are homeless
- Providing support with and on behalf of clients
- Assisting persons in the settling in process
- Linking persons to health and social services
- Assisting persons to avail of these services, as appropriate
- Keeping accurate records of work
- Producing reports and presentations based on work
- 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.

**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 on behalf of the Local Authority. Please note that the interview may be online or in person. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Clerk of Works (Building Inspector) as outlined above.
- 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 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. Completed applications, on the official form, should be emailed **in PDF format** to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) and should reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than **12 noon on Thursday 1<sup>st</sup> December 2022**. Applications received after this date will not be considered.
- vi. 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 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.
- 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](mailto:careers@dlrcoco.ie) not later than **12 noon on Thursday 1<sup>st</sup> December 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.**