

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

**STAFF WELLBEING OFFICER**  
**COMP ID 008508**

DLRCC has a requirement for a Staff Wellbeing Officer and applications are invited from suitable candidates with relevant experience to undertake a range of responsibilities associated with this role.

**THE ROLE**

**Health Awareness & Promotion**

- To actively plan, promote & roll out wellbeing and resilience programmes within the Organisation.
- To develop and roll out health awareness initiatives and programmes
- To provide an active outreach to staff members who are absent on long term sick leave in order to ensure the earliest possible return to work

**Advice, Information & Welfare Services**

- To provide a first point of contact as required for staff experiencing difficulties and to support them in resolving their problems
- To direct staff to appropriate external support services as required
- To manage the Council's external Employee Assistance Programme

**Training Services**

- To engage with the Training Section in relation to health, wellness and welfare training programmes
- To work with HR staff on supporting the induction programme for new staff

**Governance, Policy Development & Stakeholder Liaison**

- To develop a charter and annual workplan for Staff Welfare
- To assist in the formulation and updating of relevant policies
- To maintain records as appropriate and report as required on generic programme data whilst ensuring confidentiality in relation to personal data
- To market the service and actively communicate with staff in relation to it
- To manage budget as may be assigned
- To work with internal and external stakeholders to develop and deliver the programme
- To develop a wellbeing network throughout the organisation

**Personal Training & Supervision**

- To undergo appropriate training
- To attend formal supervision sessions

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| <b>QUALIFICATIONS</b> |
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**1. Character:**

Candidates shall be of good character.

**2. Health:**

Candidates shall 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 Council. On taking up employment, the expense of the medical examination will be refunded to the candidate.

**3. Education / Experience:**

On the latest date for receipt of completed application forms, candidates shall have:

- A third level qualification in Education, Social Work, Health, Community or another related field

Or

- Relevant work and / or voluntary experience of at least 5 years in Education, Social Work, Health, Community or another relevant field where personal and social problems and relationships are of special importance
- A full clean driving licence, Class B, free from endorsements and use of personal transport for work as required.

**Desirable Experience:**

- Satisfactory relevant experience to the role of Staff Wellbeing Officer
- Satisfactory evidence of the ability to relate well to people and to guide them towards resolution of their difficulties with sensitivity and sound judgement
- Demonstrated strong organisational, communication and interpersonal skills
- Experience of managing work programmes and budgets
- Experience of working with a variety of stakeholders to achieve outcomes
- Proficiency in the use of IT
- Proficiency in delivering presentations
- Experience in implementing wellbeing programmes
- Familiarity with the various state, semi state, medical, voluntary and other agencies whose service might be of assistance to staff.

## **THE PERSON**

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:

### **Judgement and Decision Making**

- Sound judgement
- Ability to assess the most appropriate support plan for an individual's needs
- Understands personal boundaries
- Understands the need for confidentiality and also the boundaries of confidentiality

### **Interpersonal and Communication Skills**

- An aptitude for communicating effectively and, in particular, for developing relationships of trust and confidence
- Good interpersonal skills including the capacity to empathise with others while using an objective and non-directive approach
- Ability to network and build strong working relationships including working as part of a team

### **Active Listening Skills**

- Ability to adapt one's approach as required to each individual situation
- Ability to be able to read people, listen and understand people

### **Personal Effectiveness**

- Takes initiative and seeks opportunities to exceed goals to proactively promote wellbeing within the organisation
- Is capable of representing the Council in a professional and credible manner with stakeholders
- Has proven resilience and the ability to be able to self-motivate in challenging situations
- Manages time and workload effectively
- Is proactive in keeping up to date on key issues and developments
- Demonstrates enthusiasm and positivity about the role
- Awareness of one's own wellbeing

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| <b>PARTICULARS OF THE POST</b> |
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1. The office is permanent and whole-time.

2. **SALARY:**

€47,588 - €48,736 - €50,122 - €52,725 - €54,279 - €56,213 - €58,157

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning 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 1<sup>st</sup> 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 dependent 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.

### **Incentivized Scheme for Early Retirement (ISER)**

It is a condition of the Incentivized 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 37 hours per week. The standard working week is 37 hours on a five-day week basis. However, the position of Staff Wellbeing Officer may involve additional hours in excess of the standard working week, without additional remuneration.

## **5. Annual Leave**

Annual leave entitlement for the position of Staff Wellbeing Officer is **30** days per annum .

## **6. 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.

## **7. DUTIES**

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 engineering 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 engineering 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.

## **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 County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of Staff Wellbeing Officer as outlined above:

### **COMPETENCIES**

- Judgement and Decision Making
  - Interpersonal and Communication Skills
  - Active Listening Skills
  - Personal Effectiveness
- 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](mailto:careers@dlrcoco.ie) and should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **12 noon on Thursday 9<sup>th</sup> January 2020**. 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. Any claim in relation to the late receipt of application forms will not be entertained.

## **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.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.
- 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 9<sup>th</sup> January 2020.** **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.

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| <p><b>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.</b></p> |
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