



**DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**CANDIDATE INFORMATION BOOKLET**

**SPORTS INCLUSION DISABILITY OFFICER - PERMANENT WHOLETIME - COMPETITION ID 011750**

**OIFIGEACH RANNPHÁIRTÍOCHTA SA SPÓRT DO DHAOINE FAOI MHÍCHUMAS - BUAN LÁNAIMSEARHA -  
COMÓRTAS I.D 011750**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)**

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON THURSDAY 17TH  
JULY 2025**

Sport Ireland supported the establishment of Local Sports Partnerships around the country to co-ordinate and to promote the development of sport. The key aims of the Local Sports Partnerships are to increase participation in sport and to ensure that local resources are used to best effect. Sport Ireland sees these partnerships as the best mechanism for delivering recreational sport to the greatest number of people.

Sport Ireland and its network of Local Sports Partnerships (LSPs) is committed to the equal treatment of all people when it comes to their participation in sport. This commitment was formalised through the publication of Sport Ireland's Policy on Participation in Sport by People with Disabilities. This policy outlines strong guiding principles ensuring the delivery of the sector's efforts is more accountable and effective. In addition, the announcement within the National Sports Policy 2018-2027 of a national network of Sports Inclusion Disability Officers is indicative of the commitment to create greater opportunities for people with disabilities to participate in sport and physical activity.

Dun Laoghaire Rathdown County Council is looking to fill this role within Dun Laoghaire Rathdown Sports Partnership and is now seeking applications.

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<b>QUALIFICATIONS</b>
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**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.

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before they are appointed, to undergo at their 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, on the latest date for receipt of completed application forms:-

- a) Have a 3rd level qualification\* in sports development, leisure management, adapted physical activity, or equivalent;
- b) Three years' experience working in a similar sports development role is essential including experience of working with people with disabilities and marginalised groups
- c) Awareness and understanding of different models of disability and issues for people with a disability/marginalised groups and the importance and value of their participation in sport / activity
- d) Experience working in communities piloting and developing, project management, facilitating and delivering sport and physical activity programmes
- e) Full driving licence Class B free from endorsements.

**\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

**It is also a requirement for the candidate to demonstrate:**

Ability to consult, communicate and network appropriately and effectively with all sectors of the community  
Ability to co-ordinate and facilitate programmes and events  
Ability to monitor, evaluate and report on programmes  
Ability to produce and disseminate information efficiently and accurately  
Ability to manage budgets and prepare financial reports  
Excellent communication (oral and written), administration, organisational and presentation skills  
Proficiency in IT Microsoft office tools and communication technology systems.

## COMPETENCY FRAMEWORK

Candidates will be expected to **demonstrate sufficient evidence of the competencies set out below 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 of SPORTS INCLUSION DISABILITY OFFICER are as follows:

COMPETENCY	BEHAVIOURS
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Makes decisions in a timely and well-informed manner;</li> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility;</li> <li>• Implements high quality service and customer care standards;</li> <li>• Plans work and allocation of staff and other resources effectively.</li> </ul>
<b>Performance Through People</b>	<ul style="list-style-type: none"> <li>• Leads and develop the team to achieve corporate objectives;</li> <li>• Effectively manages performance;</li> <li>• Managing conflict;</li> <li>• Demonstrates a good understanding of the components of the job;</li> <li>• Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Personal motivation;</li> <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>• Commitment to integrity &amp; good public service values .</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Effective interpersonal, presentation and communications skills;</li> <li>• Effective written and verbal skills;</li> <li>• Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</li> </ul>
<b>Understanding Purpose &amp; Change</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of the role and Local Authority functions and structures;</li> <li>• Understands key challenges facing the Local Authority sector;</li> <li>• Understanding the Role of the Elected Members;</li> <li>• Maintaining a Positive Image of the Council;</li> <li>• Demonstrates flexibility and openness to change;</li> <li>• Understands the responsibilities of a local authority supervisor or employee to uphold high standards of governance, compliance and behaviour.</li> </ul>

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**PARTICULARS OF THE POSITION**

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

2. **SALARY:**

**Salary Scale:**

€51,210 - €52,739 - €54,301 - €55,895 - €57,501 - (1st LSI) - €59,373 (2nd LSI) - €61,252 (rates as at 01/03/2025)

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

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.

**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 is linked to the State Pension age which is currently 66 but may be subject to change.

#### **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. The duties of the Office will involve activities outside normal working hours, including early morning, evenings or weekend events as required

## **5. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland 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.
- 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 Sports Inclusion Disability Officer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

## **7. DUTIES**

Specific tasks of the SIDO will be determined locally having regard to the overall job purpose (as set out above) in line with the DLR Sport & Physical Activity Plan 2025-2029 and actions for people with a

disability and tasks will be determined with reference to the National Sports Policy actions on disability and the objectives of Sport Irelands Policy on the Participation in Sport by People with Disabilities.

The following represents an indicative list from which the SIDO tasks may be drawn depending on the above factors.

#### **INFORMATION SHARING/AWARENESS RAISING**

- Responsible for encouraging co-operation and collaboration with service providers, sports organisations, voluntary organisations and other key stakeholders in the disability sector
- Promote awareness of issues around disability and the importance of physical activity for people with disabilities through all communication channels
- Liaising with local special education needs (SENO) regarding provision for PE/physical activity at school.
- Develop section on the organisations website re Disability news, events and other issues in sport
- Supporting the local and national sports disability network encouraging co-operation and collaboration with service providers, sports organisations, voluntary organisations, and other key stakeholders in the disability sector

#### **RESEARCH & POLICY**

- Assessing levels of participation of people with a disability in sport and physical activity in the area taking account of socio-economic, gender, demographic and other factors.
- Assessing levels of programme and service provision by relevant agencies targeted at encouraging increased participation by people with disabilities in sport and physical activity.
- Reviewing and making recommendations on the Sport & Physical Activity Plan 2025-2029 re inclusion of people with a disability.
- Assessing levels of accessibility of sport and physical activity facilities for people with a disability.
- Identify level of uptake of sporting opportunities created, additional members to clubs, membership of clubs created, etc.

#### **TRAINING & DEVELOPMENT**

- Facilitating and promoting the implementation of the national standardised training and education framework in collaboration with CARA.
- Liaising with CARA and national standards to provide recommendations for improving accessibility of sports facilities and access to services to encourage greater participation for people with a disability in sport and physical activity.
- Assist with the set up of new clubs for people with disabilities, organise events, taster sessions, etc. including follow-up links with clubs, schools etc.
- Through communication with Active Disability Ireland and the national inclusion training framework, organising and in some cases delivering training for coaches, teachers, sports tutors, etc. to promote a greater understanding of disability issues in sport
- Promote and support people with a disability becoming coaches, instructors etc.

#### **DEVELOPING NETWORKING LINKS**

- Link with major disability service providers and disability sports organizations about current needs and possible programmes facilitating increased participation and support
- Link with volunteer networks to assist people with a disability to be active
- Link with 3rd level and other programmes providing training in sports area.
- Link with the national network of Sports Inclusion Disability Officers in sharing information and support.
- Link with CARA whose role is to facilitate and support the Sports Inclusion Disability Programme at national level.

Dun Laoghaire Rathdown County Council will manage the Sports Inclusion Disability Officer and the Officer will have the advantage of benefiting from an established sports development network and administration structure. The Sports Inclusion Disability Officer will report to the Co-ordinator of Dun Laoghaire Rathdown Sports Partnership on a direct basis.

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 them 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.

#### 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. Dún 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 competency skill sets identified for the position of Sports Inclusion Disability Officer as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dún Laoghaire-Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.
- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer [recruitment@dlrcoco.ie](mailto:recruitment@dlrcoco.ie), the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which

the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.

- iv. 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.
- v. 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.
- vi. An applicant who withdraws their 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 Dún Laoghaire-Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dún Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dún Laoghaire-Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and on receipt of satisfactory references.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on **Thursday 10<sup>th</sup> July 2025**. Applications received after the closing time and date will not be accepted.



**Note Re Canvassing:**

Any attempt by a candidate themselves, or by any person(s) acting at their 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 they are seeking.

<p><b>Dún 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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