



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**CANDIDATE INFORMATION BOOKLET**

**INTERNAL AUDIT OFFICER - PERMANENT WHOLETIME - COMPETITION ID 011729**

**OIFIGEACH INIÚCHÓIREACHTA INMHEÁNAIGH, BUAN LÁNAIMSEARHA - ID AN CHOMÓRTAIS 011729**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE  
12 NOON ON 18<sup>th</sup> SEPTEMBER 2025**

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**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.

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

- (i) (a) have obtained at least Grade D (or a pass), in Higher or Ordinary Level in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics

**And**

(b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included Mathematics, Accounting, Business Organisation or Economics), **or**

- (ii) Have obtained a comparable standard in an equivalent examination, **or**

- (iii) Hold a third level qualification of at least degree standard, **and**

- (iv) Shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

**THE IDEAL CANDIDATE SHALL HAVE:**

- a professional qualification in Auditing or Finance
- satisfactory experience in Internal Audit
- public sector audit experience
- a knowledge of public sector finance
- experience in risk, control and corporate governance principles, and their relationship with internal audit
- knowledge of the national and EU public procurement regulations and guidance
- hold a full driving license, Category B, free from endorsement

For successful candidates who do not hold an appropriate professional qualification, the council will require the candidate to follow and successfully complete a course of study and exams in a manner which will be supported by the Council, while also developing your skills in the workplace and proactively identifying opportunities for you to develop yourself professionally.

## INTERNAL AUDIT OFFICER – ROLE

Dún Laoghaire-Rathdown County Council is seeking applications from suitably qualified candidates with relevant experience for the position of Internal Audit Officer.

The Internal Audit Officer oversees the Council's Internal Audit function, and is responsible for the provision of evidence-based assurance and technical advice and assistance across a broad range of areas impacting the Council.

The person appointed will engage at the highest levels with Council management, the Audit Committee and external parties for improving governance and related matters within the Council. The requirement is for an individual who can work on their own initiative and produce high quality professional work and draft reports to strict deadlines and ready for presentation to the Audit Committee.

The role also requires managing a team. The Internal Audit Officer reports directly to the Chief Executive and Audit Committee and operates under the administrative remit of the Director of Corporate Affairs.

Internal Audit is an independent, objective, assurance and consulting activity designed to add value and improve the Council's operations. Its role as part of the overall governance and control environment is to objectively examine, evaluate and report on the adequacy of the Council's governance, risk management and internal control processes and to assist management in its pursuit of efficient, economic and effective use of resources. Audit work covers all systems and activities in all departments and bodies funded by the Council.

Management has primary responsibility for establishing and maintaining proper and effective systems of internal controls, managing risk and for the prevention and detection of fraud. It is the role of Internal Audit to independently appraise the integrity of the Council's internal control processes by evaluating:

- Consistency of operations, programmes or systems against effective performance and established corporate objectives or goals;
- Compliance with relevant laws, regulations, policies, procedures and plans;
- The adequacy, reliability, integrity and effective use of management and financial information in corporate reporting and decision-making;
- The procedures and arrangements for the acquisition, safeguarding and disposal of assets;
- Identification and mitigation of risks;
- The arrangements for economic, efficient and effective use of resources.

In order to ensure effective audit coverage, Internal Audit will develop an overall audit strategy and based on this strategy Internal Audit will draw up annually a risk-based programme of audits in consultation with the Senior Management Team, the Local Government Auditor and the approval of the Audit Committee. Internal Audit will also identify and report on any significant risk exposures or control deficiencies and make appropriate recommendations, in consultation with the relevant department, for improvement.

Internal Audit may also be called upon to carry out special investigations; provide a consultative role to management; review performance and performance measurements; co-operate with external audit; examine and report on compliance with the requirements in relation to EU co-funded projects.

## INTERNAL AUDIT OFFICER - COMPETENCIES

Candidates will be expected to **demonstrate sufficient evidence of such competencies 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 are as follows:

COMPETENCY	BEHAVIOURS
<b>Management &amp; Change</b>	<ul style="list-style-type: none"> <li>• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies</li> <li>• Embeds good governance practices into day to day activities, practices and processes</li> <li>• Develops and maintains positive and productive professional relationships both internally and externally to the local authority</li> <li>• Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions</li> <li>• Pinpoints critical information and addresses issues logically</li> <li>• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources</li> <li>• Establishes high quality service and customer care standards</li> <li>• Allocates resources effectively to deliver on operational plans</li> <li>• Identifies and achieves efficiencies</li> <li>• Ensures compliance with legislation, regulation and procedures</li> </ul>
<b>Performance through People</b>	<ul style="list-style-type: none"> <li>• Effectively manages performance of individuals and teams to achieve operational plan targets and objectives</li> <li>• Leads by example to motivate staff in the delivery of high quality outcomes and customer service</li> <li>• Develops staff potential</li> <li>• Manages underperformance or conflict</li> <li>• Understands effective communications at all levels within the organisation</li> <li>• Actively listen to others</li> <li>• Demonstrates high level of verbal and written communication skills</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Initiative and creativity</li> <li>• Enthusiasm and positivity about the role</li> <li>• Resilience and Personal Well-Being</li> <li>• Personal Motivation</li> <li>• Understands the importance of corporate governance</li> <li>• Commitment to integrity &amp; good public service values</li> <li>• Excellent IT skills,</li> </ul>
<b>Knowledge &amp; understanding of the Role and function in the context of Local Government</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Role of Internal Audit Officer</li> <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 an Internal Auditor 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:**

**€60,011; €61,480; €63,194; €64,914; €66,634; €68,170; €69,745; €71,269; €72,790 (max pt); €75,395 LSI1; €78,015 LSI2. Scale Rate at at 1 August 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 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 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.

#### **5. PROBATION:**

When a person is not already a permanent officer of a Local Authority in 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 Internal Audit Officer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

#### **7. DUTIES**

**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 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.

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

- To lead, plan, organise and carry out the Internal Audit function within the Council including the preparation of an audit programme, assigning work and estimating resource needs.
- Develop a comprehensive Strategic Audit Plan, a risk-based Audit Plan, Internal Audit Charter for approval by the Chief Executive and Audit Committee and leading and overseeing the timely delivery of the Audit Plan.
- To attend meetings of the Audit Committee and report on delivery of the audit programme and activities of the Internal Audit Unit.
- Provide management and the Audit Committee with an opinion on the integrity of the Council's internal controls to assist management in its pursuit of efficient, economic and effective use of resources.
- To undertake specific audit assignments from planning to completion stage in accordance with agreed timelines, make recommendations and report on findings.

- Co-ordinate and manage the tracking of audit recommendations, monitor implementation by management and report on implementation of recommendations to the Audit Committee.
- Conduct in-depth checks for the Quality Assurance annual reports required under the Public Spending Code.
- To conduct any reviews or tasks requested by management and the Audit Committee, provided such reviews and tasks do not compromise the independence or objectivity of the Internal Audit function.
- To report on the value for money that the Council obtains in all its activities.
- Ensure performance of the audit unit is in accordance with recognised standards.
- Develop and implement uniform audit unit practices and processes, including operational and reporting methodologies.
- Work constructively with internal and external key stakeholders in carrying out duties.
- Co-ordinate coverage with co-sourced external auditors.
- Co-operate with the Local Government Auditor and make copies of reports available to them.
- Leading the Internal Audit team, with a key focus on performance management, staff development and delivery of high quality, timely results.
- Contribute actively to developing and implementing policy.
- Prepare material for release under FOI legislation.
- Preparation and review of the unit's risk register.
- Procurement of external auditing services.
- Attend meetings of the Local Government Internal Audit Network.
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

These duties are indicative rather than exhaustive and are carried out under general guidance.

## 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:

- 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 Active Cities Dublin Project Lead 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.
- 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.
- 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 18<sup>th</sup> September 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.



encourages applications under all nine grounds of the Employment Equality Act.