



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

ASSISTANT FOREPERSON (CEMETERIES)

PERMANENT WHOLETIME - OPEN COMPETITION - COMP. I.D. 011951

SAOISTE CÚNTA (REILIGÍ)

BUAN LÁNAIMSEARHA - COMÓRTAS OSCAILTE - COMÓR. I.D. 011951

**COMPLETED APPLICATIONS MUST BE EMAILED TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON THURSDAY 16th OCTOBER 2025**

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QUALIFICATIONS

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 as Assistant Foreperson (Cemeteries) for positions as they arise.

1. CHARACTER:

Each candidate shall be of good character.

2. HEALTH:

Each candidate must be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must, on the latest date for receipt of completed application form:

- a) Have a good standard of general education;
- b) Hold a category B full driving licence free from endorsements;

It is desirable for candidates to:

- Have a good knowledge of mechanical Plant and Ancillary Equipment
- Experience with excavation procedures
- Have the ability to oversee and implement a programme of works and/or significant landscape project undertaken by direct labour or outside Contractors or a combination of these
- Have a good knowledge and understanding of environmental issues and be familiar with relevant legislation;
- Hold a current safe pass card

Each candidate will demonstrate through their application form and at interview, that they have:

- Understanding of the role
- Good communication and interpersonal skills.
- Self-motivated with a record of demonstrating initiative and ability to use judgement in a work place environment.
- Be capable of dealing satisfactorily with members of the public (particularly those who may have recently been bereaved), external stakeholders, residents associations, public representatives etc.
- Ability to apply previous experience to the role.
- Capacity to contribute to and work well in a team.
- Sufficient knowledge and understanding of Health & Safety requirements.
- Flexibility in terms of working hours as the duties can involve working outside of normal hours as required.
- Knowledge of the services provided by Dun Laoghaire Rathdown County Council
- Demonstrate customer awareness skills and a positive customer service attitude.
- Have the ability to keep records, write clear reports and perform satisfactorily the clerical duties attached to the post;
- Have ability to manage depot staff, students and contractors operating within their area of management and be competent in their supervision and be able to demonstrate this;

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PARTICULARS OF THE POSITION

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

2. **WAGES – HOURLY RATE:**

€24.79; €25.03; €25.16; €25.30; €25.42; €25.49; €25.56; €25.63; €25.69; €25.81; €25.89; €26.09
Rates as at 1/08/2025

Entry point to this scale will be determined in accordance with Circulars issued by the Department Housing, Planning 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. **PERSONAL PROTECTIVE EQUIPMENT (PPE):**

As a condition of employment, the holder of the post will be required, at all times when on duty, to wear such items of personal protective equipment as are specified from time to time by Dun Laoghaire Rathdown County Council.

4. **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.

5. HOURS OF WORK

Applicants will be required to work a 39 hour week, Monday to Friday. They will be required to work overtime as required. They must work as required on Saturdays, Sundays and Public Holidays for which payment at the appropriate rate will be made.

6. 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.

7. ANNUAL LEAVE

Annual leave entitlement for the position of Assistant Foreperson (Cemeteries) is **24** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

Prior authorisation is essential before annual leave is taken. The granting of annual leave at any particular time is always subject to the requirements of the council and all annual leave is liable to suspension during periods of exceptional pressure. The final decision in allocating leave rests with Management.

8. **DUTIES:**

The post holder will be required to carry out all the duties allocated to them by the Council under the direction and supervision of the relevant Supervisor, which will include but are not limited to:

- a. Managing and supervising the work of any employees who may be assigned to ensure an efficient delivery of service.
- b. Maintenance and control of all grounds, structures, buildings within the Cemetery;
- c. Participation in the PMDS process;
- d. Be responsible for the efficiency of works in the area and to carry out all instructions/inspections and furnish any reports, diaries, records or other particulars described by the Cemetery Supervisor or other Line Manager;
- e. Attendance at meetings and workshops arranged by the Foreperson, Cemetery Supervisor or other Line Manager;
- f. Liaise with funeral directors and the public with professionalism and compassion in a setting involving grieving families;
- g. Co-operating and availing of any new technology and/or systems and/or which may become available to assist in the effective and efficient carrying out of duties or as may be required;
- h. Utilise the Council's Cemetery Management System in accordance with corporate policies and procedures;
- i. Utilise the Council's CRM system (Customer Relationship Management) in accordance with corporate policies and procedures:
 - o Deal with complaints/incidents as may arise and advised through CRM or other channels.
 - o Reply to complaints/incidents through the CRM portal on all platforms as made available;
- j. Ensure that all works being carried out comply with the relevant Safety, Health and Welfare at Work Acts and Regulations, including the completion of Risk Assessments/SSWPs and Accident/Incident forms;
- k. Complying with Health & Safety requirements of the Council and wear/use any safety equipment/clothing supplied.
- l. Ensure staff they supervise are fit to work, wear the required personal protective equipment for the tasks to be carried out and take appropriate action immediately when these requirements are not met;
- m. Supervise external contractors to ensure works are carried out to the required standards;
- n. Operate in accordance with current best practice requirements in relation to the activities that staff carry out;
- o. Operating a Council vehicle as part of work responsibilities and utilising a mobile phone or other electronic devices when required in accordance with corporate policies and procedures;
- p. Such other duties as may be assigned to them from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

The duties of the office are to give the local authority and to

- a. Such other 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 mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such planning 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 planning 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.

9. 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

10. 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. Candidates will 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, 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 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.
- 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 no later than 12 noon on Thursday 16th October 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>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.</p>
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