



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

EXECUTIVE SOLICITOR - PERMANENT WHOLETIME - COMPETITION ID 011908

DLÍODÓIR FEIDHMIÚCHÁIN, BUAN LÁNAIMSEARHA - ID AN CHOMÓRTAIS 011908

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 25th SEPTEMBER 2025**

The Legal Services Department provides advice to the Council's Leadership Team in four key areas – Advisory, Property and Conveyancing, Litigation and dispute resolution. The County Law Agent and Solicitors in the Department provide an advisory service to the Leadership Team across the Council and manage the work of the Department.

THE JOB / DUTIES

The Executive Solicitor is assigned to a team of solicitors allocated to a specific body of work under the management of the County Law Agent and the Senior Solicitor. Each Executive Solicitor is responsible for the conduct and management of the legal files allocated to them. Responsibilities include securing instructions, advising client departments on legal issues arising, instructing counsel, conducting legal proceedings and managing legal transactions. Duties also include participation in team meetings, routine administration of allocated legal files and compliance with office policies and procedures and other such duties as may be assigned from time to time. The Executive Solicitor will also assist client departments with developing policies and procedures to ensure that they are legally robust. It is expected that Executive Solicitors will work on their own initiative, proactively progress and manage their files, and deliver results and value for money to the Council in the delivery of legal services.

A PANEL WILL BE FORMED AND APPOINTMENTS WILL BE MADE INITIALLY TO FILL A POSITION TO COVER PROPERTY MANAGEMENT SERVICES, LITIGATION & HOUSING AND ASSOCIATED CONVEYANCING WORK. THE PANEL MAY ALSO BE USED FOR OTHER VACANCIES AS THEY ARISE.

GENERAL DUTIES

The duties of the Executive Solicitor will vary depending on the section of assignment and include, but are not limited to, the following:

- Conveyancing –Residential and commercial acquisition and disposal of Council property, landlord and tenant advisory and transactions, licences and easements, the provision of advice on all aspects of property transactions, property management and property law;
- Litigation – Statutory prosecutions in the district court as required, concerning, for example, waste and litter management and planning enforcement;
- Data Protection – Advisory and management work in relation to compliance with legislation and providing support to the Data Protection Officer;
- Administration and management of legal case work assigned to candidate;
- Such other duties as may be assigned from time to time;

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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 applications:

- a) have been admitted and enrolled as a Solicitor in the State;
- b) have at least 3 years satisfactory experience as a Solicitor, including adequate experience of conveyancing and court work, after admission and enrolment as a Solicitor, and
- c) possess a high standard of professional training and experience

THE IDEAL CANDIDATE SHALL

- Hold a current practicing certificate from the Law Society of Ireland or be entitled to hold such a practicing certificate
- Possess excellent professional knowledge and skills in the candidate's own area of expertise and shall be able to demonstrate strong knowledge of general conveyancing and a working knowledge of litigation. Lack of litigation knowledge should not be taken as a bar to applying for this post.
- Have excellent IT skills, to include proficiency in using Microsoft Office Suite (Word, Excel and Outlook), some experience with legal case management systems and ability to conduct legal research using commonly used online applications and legal websites
- Shall have excellent interpersonal and communications skills and an ability to engage with a wide range of people to include working in multi-disciplinary teams
- flexibility, adaptability and ability to engage with new areas of law
- Shall have good organisational skills, an ability to work within team structures and demonstrates initiative and new ideas in relation to their work.

EXECUTIVE SOLICITOR - 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 |
|--|---|
| Delivering Quality Outcomes and Ensuring Compliance | <ul style="list-style-type: none">• Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties.• To deliver services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.• Is aware of and understands relevant legislation, regulations and policies.• Refers to relevant professional documents as required. |
| Communicating Effectively. | <ul style="list-style-type: none">• Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.• Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.• Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.• Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.• Is effective in communicating a complex or technical message, using language appropriate to the audience. |
| Managing Resources | <ul style="list-style-type: none">• Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.• Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.• Ensures best value and efficiency in service delivery.• Is vigilant in monitoring the work of consultants to ensure that costs are tightly controlled and that work is delivered effectively.• Contributes to improving management and accountability. |
| Personal Effectiveness. | <ul style="list-style-type: none">• Demonstrate knowledge of the role of Executive Solicitor.• Personal motivation.• Take initiative and is open to taking on new challenges or responsibilities.• Manage time and workload effectively.• Maintain a positive and constructive and enthusiastic attitude to their role. |

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale:

€59,658, €61,829, €64,000, €66,175, €68,349, €70,521, €72,696, €74,857, €77,043, €79,209, €81,706 1st LSI; €82,929 2nd LSI. (1st August 2025 rate)

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 **EXECUTIVE SOLICITOR** 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.

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 interview will be competency based and marks will be awarded under the competency skill sets identified for the position of Executive Solicitor 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, 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.
- DL RCC 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 **25TH 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.

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| <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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