



# Comhairle Chontae Liatroma Leitrim County Council

## CANDIDATE INFORMATION BOOKLET

(Please read carefully)

### Post of: Assistant Staff Officer (Grade IV)

Panel A: Confined to Local Authority Sector

Panel B: Open

Panel C: Confined to Leitrim County Council Employees

**Closing Date: 4:00 p.m. on Thursday 13<sup>th</sup> February 2025**

### Important Notes

Completed Application Form *inclusive of all other required documentation* must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**Assistant Staff Officer Application**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

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**General Information:**

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

**The Role:**

The Assistant Staff Officer is a key support position within the Council and is assigned responsibility for the day to day operation of a work area, section or team as required. The Assistant Staff Officer will work as part of a team, supporting managers and colleagues to meet work goals and objectives and to deliver quality services to internal and external customers. He/she will be responsible for the implementation of work programmes to achieve goals and targets set out in Departmental and Team Plans and may have a supervisory role in the day-to-day operations of a work area.

The Assistant Staff Officer will generally work under the direction and management of the Staff Officer, Senior Staff Officer and/or Administrative Officer as appropriate and may, from time to time, be required to deputise for more senior personnel and must be willing to take on this challenge. The successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

**Panel Information & Eligibility:**

In accordance with the Workplace Relations Commission (WRC) agreement, the following procedure will apply to the recruitment of clerical and administrative Grade IV to Grade VII posts in Leitrim County Council:

Panel A - 50% Confined to the Local Authority Sector

Panel B – 30% Open

Panel C – 20% Confined to Employees of Leitrim County Council

Leitrim County Council will, following the recruitment and interview process, form **three** panels from which future relevant vacancies may be filled during the lifetime of the panels.

**Panel A – Confined to the Local Authority Sector**

This will comprise of successful eligible candidates in order of merit serving in a local authority or Regional Assembly (where applicable).

**Panel B – Open**

This will comprise of all successful eligible candidates in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.

**Panel C – Confined to current employees of Leitrim County Council**

This will comprise of successful eligible candidates in order of merit who are currently working in Leitrim County Council.

## The Qualifications – Panel A & C

### 1. Character

Each candidate shall be of good character.

### 2. Health

Each candidate shall be in a state of health such 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 forms:

- be a serving employee in a local authority or a regional assembly and have at least **two** years' satisfactory experience in a post of Clerical Officer or analogous post.

**Note: Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case.**

## The Qualifications – Panel B

### 1. Character

Each candidate shall be of good character.

### 2. Health

Each candidate shall be in a state of health such 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 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,

**Note: Candidates applying for Panel B must submit copy of educational qualifications as outlined above. Applications for Panel B received without the necessary documentation will be deemed ineligible and will not be considered further for this panel.**

**Note: Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case.**

## Citizenship

Candidates for any of the above panels must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

## The Ideal Candidate Shall have:

- Knowledge and understanding of the structure and functions of local government;
- Knowledge of current local government issues;
- Understanding of the role of an Assistant Staff Officer;
- Relevant administrative experience;
- Experience of working as part of a team;
- Experience of preparing reports and correspondence;
- Knowledge and experience of operating ICT systems;
- Ability to understand and implement change and demonstrate flexibility and openness to change;
- Ability to develop and maintain positive, productive and beneficial working relationships.

## Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<b>Delivering Results / Communicating Effectively:</b>	<ul style="list-style-type: none"> <li>• Plans and prioritises work and allocation of staff and other resources effectively.</li> <li>• Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.</li> <li>• Establishes and implements high quality service and customer care standards.</li> <li>• Contributes ideas and suggestions as to how service activities can be improved.</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> <li>• Demonstrates effective verbal and written communication skills.</li> </ul>
<b>Performance Management and Team Work:</b>	<ul style="list-style-type: none"> <li>• Supervises the team or work area to achieve corporate objectives.</li> <li>• Works as part of a team to ensure delivery of plans and schedules.</li> <li>• Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Relates well to others and maintains positive, productive and beneficial working relationships.</li> <li>• Addresses conflict or dissatisfaction in a constructive manner.</li> </ul>
<b>Personal Effectiveness:</b>	<ul style="list-style-type: none"> <li>• Takes initiative and is proactive when he or she sees the opportunity to make a contribution.</li> <li>• Manages time and workload effectively.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li> <li>• Is open to taking on new challenges or responsibilities.</li> <li>• Demonstrates flexibility and openness to change.</li> <li>• Acts with integrity and encourages this in others.</li> </ul>
<b>Knowledge, Experience and Skills:</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of the structure and functions of local government.</li> <li>• Understands key challenges facing the local government sector and Leitrim County Council.</li> <li>• Understands the role of an Assistant Staff Officer.</li> <li>• Has relevant administrative experience.</li> <li>• Has experience of working as part of a team.</li> <li>• Has experience of preparing reports and correspondence.</li> <li>• Has knowledge and experience of operating ICT systems.</li> </ul>

### The Principal Terms and Conditions:

The position is wholetime, permanent and pensionable.

#### 1. Duties

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

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, 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 general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The main duties and responsibilities of the Assistant Staff Officer may include but are not limited to:

- Supporting the line manager to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and operational plans;
- Communicating and liaising effectively with employees, supervisors and line managers in other sections and customers in relation to operational matters for their section or area of work;
- Preparing reports, correspondence and other documents as necessary;
- Organising and facilitating internal and external meetings and participating and engaging in discussions as appropriate;
- Providing assistance and support in the delivery of projects as required;

- Providing support to team members and employees, handling day to day issues, ensuring compliance with all council policies and procedures;
- Ensuring high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner;
- Supporting the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
- Supervising employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required;
- Participating in corporate activities and responsibilities appropriate to the grade;
- Being in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work;
- Deputising for the line manager or equivalent as required;
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

## 2. Salary:

The salary scale for the post of Assistant Staff Officer (applicable from 1<sup>st</sup> October 2024) is within the range:

**€34,260, €36,366, €39,355, €41,318, €43,035, €44,696, €46,938, €48,560, €50,206, €51,733 (LSI 1), €53,301 (LSI 2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The 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 services which they are required by or under any enactment to perform.

## 3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future.

## 4. Probation

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;

- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

## **5. Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

## **6. Health**

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 a medical examination by a qualified medical practitioner to be nominated by the local authority.

## **7. Working Hours**

The successful candidate's normal hours of work will be 35 hours per week. The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

## **8. Superannuation:**

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

## **9. Retirement Age**

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The Act

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introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

### **10. Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

**Please note:** In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

### **11. Driving Licence**

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

### **12. Outside Employment**

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **13. Garda Vetting**

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

### **14. Data Protection**

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.



**SELECTION PROCESS:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) **Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and in particular, the competency examples, and only those shortlisted will be called for interview.**
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) **Three** Panels may be formed on the basis of such interviews. Candidates whose names are on a panel(s) and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panels will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**All applications must be made on the official Application Form** which is available to download on Leitrim County Council's website [www.leitrimcoco.ie](http://www.leitrimcoco.ie) or alternatively, contact the Human Resources Department – Email: [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

**Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as one Single Document (not individual scanned documents) via email.**

**Note: Candidates applying for Panel B must submit copy of educational qualifications as outlined above. Applications for Panel B received without the necessary documentation will be deemed ineligible and will not be considered further for this panel.**

**Closing date for receipt of applications is 4:00 p.m. on Thursday 13<sup>th</sup> February 2025 via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this date and time will not be considered.**

**Please quote 'Assistant Staff Officer Application' followed by your name in the subject line of the email.**

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement.**

**The onus is on the candidate to ensure that their application has been received and acknowledged.**

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

**NOTES:** Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

**Leitrim County Council is an equal opportunities employer.**