BRIEFING DOCUMENT, APPLICATION AND SELECTION PROCESS

Assistant Staff Officer

The Position

The Assistant Staff Officer is a support or supervisory position within the Council and is assigned responsibility for the day to day operation of a work area, section or team. The Assistant Staff Officer works 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. The post holder will be responsible for the implementation of work programmes to achieve goals and targets set out in Departmental and Team Plans. The Assistant Staff Officer is expected to carry out their duties in a manner that enhances public trust and confidence.

Key Duties:

The following is a non-exhaustive list of key duties and responsibilities which may be assigned to an Assistant Staff Officer:

- To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council’s Corporate Plan and operational matters.
- To communicate and liaise effectively with employees, supervisors and line managers in other sections, and customers in relation to operational matters for their section or area of work.
- To prepare reports, correspondence and other documents as necessary.
- To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
- To provide assistance and support in the delivery of projects as required.
- To ensure high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner.
- To support the line manager to communicate, implement, and manage all change management initiatives within the relevant area of responsibility.
- To supervise employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required.
- To participate in corporate activities and responsibilities appropriate to the grade.
To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.

To deputise for the line manager or equivalent.

To undertake any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

Notwithstanding the requirements of the post, successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

The Person

1. Character
   Each candidate must be of good character.

2. Health
   Each candidate must 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.

Open Competition (Panel A)

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, or

(iv) be a serving employee in a local authority, health board, vocational education committee in the State, institute of technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais, the Local Government Computer Services Board, the Border, Midland and Western Regional Assembly or the Southern and Eastern Regional Assembly and have satisfactory experience in a post of Clerical Officer or an analogous post.
Common Recruitment Pool (Panel B)

Each candidate must, on the latest date for receipt of completed application forms -

(i) be a serving employee and have **at least two years satisfactory experience in a post of Clerical Officer or analogous post** in one of the organisations set out in paragraph (iv) above.

Preferably the successful candidate will demonstrate the following knowledge, experience, and skills:

- 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.

Salary:

Salary scale: €27,567 - €44,771 per annum. Payment of increments is dependent on satisfactory performance.

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

Hours of Work:

The normal working hours are **37 hours per week**

Annual Leave:

30 days per annum

Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

Superannuation:

The relevant Superannuation Scheme applies.
Residence:
The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

Safety and Welfare:
The holder of the post shall co-operate with the terms of Limerick City and County Council’s Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

Training:
It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Taking Up Appointment:
The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

Garda Vetting:
Successful candidates may be subject to Garda Vetting in advance of appointment to the position.

Recruitment Process:

Application Process
Completed application forms must be e-mailed to recruitment@limerick.ie no later than 29th August, 2019.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address.

Selection Process:

Shortlisting:
While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same.
In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other 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. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on the application form. On occasion a short-listing interview may be necessary.

Competitive Interview:
Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

Interview:
Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

**Competency Indicators**

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<th>Competency</th>
<th>Indicators</th>
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<tr>
<td>Delivering Results</td>
<td>Plans work and allocation of staff and other resources effectively.</td>
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<td>Implements high quality service and customer care standards.</td>
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<td>Makes decisions in a timely and well informed manner.</td>
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<td>Performance Management and Team work</td>
<td>Supervises the team or work area to achieve corporate objectives.</td>
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<td>Leads and develops the team to achieve corporate objectives.</td>
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<td>Works as part of a team to ensure delivery of plans and schedules.</td>
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<td>Has a strong team ethic of co-operation and mutual support.</td>
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<td>Communicating Effectively</td>
<td>Takes initiative and is proactive with customers and colleagues.</td>
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<td>Maintains positive, productive and beneficial working relationships with colleagues and management.</td>
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<tr>
<td>Personal Effectiveness</td>
<td>Takes initiative and is proactive when he/she sees opportunity to make a contribution.</td>
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<td>Manages time and workload effectively.</td>
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<td>Maintains a positive, constructive and enthusiastic attitude to their role.</td>
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Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.