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**BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS**

**ASSISTANT STAFF OFFICER**

Limerick City and County Council is currently inviting applications from suitably qualified persons for the above competition.

Limerick City and County Council will, following the interview process, form 3 panels for the post of Assistant Staff Officer (Grade IV) from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage.

These panels will exist for 12 months and may be extended for a further period of 12 months. Suitably qualified persons are invited to apply for the following panel(s):

**Panel Formation**

A. 50% confined to employees of the sector,

B. 30% open

C. 20% confined to employees of Limerick City and County Council

Panel A (Confined to the Local Authority Sector) will comprise of successful applicants, in order of merit, from within the Local Authority Sector only, i.e. candidates serving in a Local Authority or Regional Assembly (where applicable).

Panel B (Open Competition) will comprise of all successful applicants in order of merit and may include candidates serving in a Local Authority, Regional Assembly and external candidates.

Panel C (Confined to Limerick City and County Council) will comprise of successful applicants, in order of merit, from within Limerick City and County Council only.

The advertising process for filling of posts according to these procedures is on the basis of:

* Advertising one competition and
* Forming three separate panels to meet the requirements of the ratio of posts to be confined to the local government sector, open and confined to the local authority as indicated above.

**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 ideal candidate will demonstrate:

* Knowledge and understanding of the structure and functions of local government, of current local government issues, priorities and concerns and of the key influencers of local government.
* Understanding the role of Assistant Staff Officer
* Relevant administrative experience at a sufficiently high level
* An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standard are adhered to and maintained
* Ensuring strong governance and ethical standards are set and maintained
* The ability to motivate, empower and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS)
* Understanding of the changing and operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens
* An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions
* An ability to work under pressure to tight deadlines in the delivery of key operational objectives
* Effective financial and resource management skills
* Knowledge and experience of operating ICT systems

**The Person - Qualifications:**

**Open Panel – Panel B**

1. **Character**

Candidates shall be of good character.

1. **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

1. **Education, Experience, Etc.**

Candidates shall:

(i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four 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,

 **Common Recruitment Pool/Confined – Panel A & C**

* be a serving employee of a local authority or a regional assembly and have not less than two years’ satisfactory experience in a post of Clerical Officer or analogous post,

**Salary:**

Salary scale: €28,753 to €46,465 per annum dependent on performance and inclusive of two long service increments. Payment of increments is dependent on satisfactory service.

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

 In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee will enter the scale for the position at the first point.

**Hours of Work:**

37 hours per week

**Annual Leave:**

30 days per annum

**Travel:**

Holders of the post should hold a full driving licence for class B vehicles and shall be required 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. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Limerick City and County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**Garda Vetting:**

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

**Location:**

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work

**Superannuation**

1. Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse’s and Children’s Scheme.

**OR**

1. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children’s Pension Scheme.

**OR**

1. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

**Probation:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

(a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.

(b) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

**References**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

**General Data Protection Regulation**

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

**Pre-Employment Medical:**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

**Application Process**

**Completed application forms must be e-mailed to** **recruitment@limerick.ie** **no later than Friday, 13th August 2021.**

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. CV’s will not be accepted in lieu of an application form.

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. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

**Selection Process**

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

**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 may just include the candidate’s competencies as outlined in the application form). 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.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion 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 permanent and temporary 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:

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| --- | --- |
| **Delivering Results****(200 marks)** | * Contributes to delivery of high quality service and customer care standards
* Plans and organises workloads in order to meet deadlines
* Identifies problems and contributes to solutions
* Co-operates with decisions and implements solutions
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| --- | --- |
| **Purpose and Change** **(200 marks)** | * Understands the teams purpose and priorities and shows commitment to these
* The ability to ensure their work contributes to meeting the Departments purpose and priorities
* Develops and maintains positive, productive and beneficial working relationships
* Understands and implements change and demonstrates flexibility and openness to change and new challenges
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| **Performance Through People****(200 marks**) | * Demonstrated ability to engage with staff and work as part of a team
* Ability to resolve conflict situations
* Demonstrated ability to lead by example and show initiative
* Excellent interpersonal skills
* Excellent verbal and written communication skills.
* Is effective in communicating a complex or technical message, using language appropriate to the audience.
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| **Personal Effectiveness****(200 marks)** | **Personal Effectiveness*** Demonstrated knowledge and understanding of the Local Government system
* Knowledge of the role of Assistant Staff Officer
* Personal motivation
* Clear communicator
* Maintains a positive, constructive and enthusiastic attitude to their role
* Commitment to public service values
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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.

August 2021