

WEXFORD COUNTY COUNCIL
POST OF STAFF OFFICER (GRADE V)
(Initial Assignment Area Housing Officer New Ross)
QUALIFICATIONS

1. **CHARACTER:**

Candidates shall be of good character.

2. **AGE:**

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

3. **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.

4. **EDUCATION, TRAINING, EXPERIENCE, ETC. :**

Each candidate must, on the latest date for receipt of completed Application forms:

- (a) be a serving employee of 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, or 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 at a level not lower than that of Assistant Staff Officer or at least two years satisfactory experience in the post of Clerical Officer or in an analogous post;
- (b) possess a satisfactory knowledge of the functions and duties of local authorities;
and
- (c) possess a satisfactory knowledge or experience of office organisation.

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(Initial Assignment Area Housing Officer, New Ross)

PARTICULARS OF EMPLOYMENT

1. The post is whole-time, permanent and pensionable.
Persons who become pensionable employees 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 employees 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 employees of a Local Authority will 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 their 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) in accordance with the terms of the Scheme.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. **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 appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

SALARY: €42,041 - €50,490 (2nd LSI)

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

4. DUTIES:

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

With regard to the Staff Officer, Housing Department, the successful candidate will be required to demonstrate his/her understanding of the role and responsibility of the Council in relation to housing supports and homelessness.

Duties applicable to initial assignment will involve:

- Being the Council's specialist officer in relation to housing supports and homelessness and be responsible for ensuring that the Council complies with statutory obligations towards people who are or are threatened with homelessness
- In assisting with the development of housing strategies, including homelessness, disability and anti-social behaviour, housing advice and allocation services within County Wexford
- Working in partnership with other agencies to secure the best housing outcome for people at risk of or experiencing homelessness
- In ensuring that a suite of housing options from a Local Authority perspective are made available to people experiencing accommodation difficulties or homelessness e.g. HAP, RAS, Short and Long Term Social Leasing
- Appointments; interviewing and assessing clients seeking a housing or a homeless service by attendance at weekly housing clinic, appointment or unscheduled presentations at public counter;
- Setting up and participation in Housing Action Team (H.A.T.);
- Enabling and assisting clients to source suitable private rented accommodation;
- Working with clients placed in emergency facilities with a view to securing long term accommodation and where possible, avoiding continued placement in emergency facilities;
- Receiving and acting on referrals submitted via the interdisciplinary referral protocol;
- Allocating emergency accommodation as appropriate. If client is eligible for social housing, providing information and assistance in presenting the application;
- Investigating cases thoroughly – maintaining links with other authorities
- Increasing access to health and social services for those experiencing homelessness;
- Attending child protection case conferences, family support meetings, family conferencing & mediation sessions, case reviews, and courts when requested;
- Liaising with rehabilitation institutions/ prisons in the region;
- Creating and maintaining files and records of service users;

- Documenting meetings and calls with clients;
- Producing reports and presentations based on your work;
- Recording all entry/ exit to emergency accommodation and payments due to suppliers;
- Preparing returns and claims for the Department of Housing, Planning and Local Government as required;
- Collating data and statistics regarding the homeless service as required from time to time;
- Ensuring that information is recorded in iHouse in a timely and accurate manner.
- Undertaking residential housing inspections.
- Other duties as may be assigned from time to time

5. **HEALTH:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

6. **RETIREMENT/SUPERANNUATION:**

Single Public Service Pension Scheme:

Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age : Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 65 years being the maximum retirement age.

7. **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.

8. **RECRUITMENT:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,

- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short listing procedure. The number of persons to be invited to interview shall be determined by the local authority.
- (iii) Panels may be formed on the basis of the interviews and language tests (optional - see below). 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. The life of the panel, unless extended, will not exceed 12 months.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.
- (v) Optional Language Test

Candidates who indicate on their application forms that they wish to have their knowledge of both the Irish language and the English language taken into consideration for the purposes of the competition shall have their knowledge of the language in which the competitive interview is conducted assessed at the interview itself.

Knowledge of the other language may be assessed by means of a separate language test or, at the discretion of the local authority, at the interview. A language test shall consist of conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post(s) concerned. A knowledge of unusual technical terms shall not be required.

Candidates who satisfy the local authority that their knowledge of both the Irish language and the English language is such that they can communicate effectively in both shall be awarded extra marks in respect of such knowledge.

9. DRIVING LICENCE:

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification

10. PERIOD OF ACCEPTANCE:

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 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.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER