

WEXFORD COUNTY COUNCIL

QUALIFICATIONS FOR POST OF ASSISTANT STAFF OFFICER

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:**

Candidates shall 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:**

Candidates shall, 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 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, 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.

WEXFORD COUNTY COUNCIL

POST OF ASSISTANT STAFF OFFICER

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).

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: €27,294 - €44,771 (LSI 2) per annum.

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 Assistant Staff Officer is a support and supervisory position within the Council and is assigned responsibility for staff supervision within a section of a department. The Assistant Staff Officer will work as part of a team, supporting managers and colleagues to achieve goals and objectives and to deliver quality services to internal and external customers.

The Assistant Staff Officer role requires excellent administrative, interpersonal communication and other particular skills and expertise depending on assignment. The Assistant Staff Officer will be expected to use initiative and work to a high standard and will be required to operate the Council's existing and future IT systems as part of their work. 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.

Responsibilities

The duties shall be such as may be assigned to the employees from time to time by the local authority and shall include the duty of deputising for other employees of the Council when required. The duties may include but are not limited to:

- Providing administrative backup and support for their supervisor/line manager to achieve key goals, objectives and tasks;
- Supervising staff and deputising for their supervisor/line-manager as required;
- Operating under the direction of their supervisor/line-manager;
- Participating as an effective team member towards the efficient operation of their department/section;
- Collating and analysing information/data and reporting on same;
- Maintaining accurate records and files;
- Assisting with budget management/reporting and procurement;
- Ensuring the provision of high quality Customer Services;
- Briefing and training new staff;
- Implementing agreed procedures, schemes and policies of the Council;
- Servicing and attending meetings of the Council and its committees as required;
- Operating existing and future IT systems;
- Taking initiative and being proactive in addressing issues;
- Assisting with the implementation of change and delivering quality services;
- Managing the performance of a section or function within a department;
- Working effectively with staff, members of the public, public representatives, external agencies and various Council departments.

The ideal candidate shall:

- Have an understanding of the Council's purpose, goals and priorities and knowledge of public service organisation in Ireland;
- Understand the role of the elected council and the representational role of the elected members;
- Understand the changing environment and be capable of adapting to change in order to deliver quality services to our citizens;
- Have ability to identify problems and contribute to solutions;

- Have an ability to work effectively within a team to achieve a common goal, ensuring standards are adhered to and maintained;
- Have the ability to provide excellent customer services;
- Have an ability to lead a team;
- Have good interpersonal and communications skills;
- Be motivated to achieve maximum performance;
- Demonstrate excellent clerical/administrative experience in an office based environment;
- Have an ability to work on own initiative, in an independent environment and without constant supervision;
- Have staff supervisory experience;
- Have an awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

The duties shall be such as may be assigned to the employees from time to time by the local authority and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

5. **HEALTH:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before they are appointed, to undergo, at their own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

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 70 years being the maximum retirement age.

7. 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 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. The life of the panel, unless extended, will not exceed 12 months.
- (iv) Wexford County Council will not be responsible for any expenses a candidate may incur in attending for interview.

8. RESIDENCE:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

9. 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