

# Candidate Information Booklet

## Senior Staff Officer

**Closing Date:**  
**5.00 pm Thursday 22<sup>nd</sup> August 2019**

**Wexford County Council is committed to a policy of equal opportunity.**

This competition is being managed by:

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## **DESCRIPTION OF THE POST**

The Senior Staff Officer is a middle management position within the Wexford County Council and is assigned responsibility for managing the performance of a section/department or handling an area of the local authority's activities. The administrative structure ranges from the entry grade of Clerical Officer, through to Assistant Staff Officer, Staff Officer, Senior Staff Officer and Administrative Officer.

The Senior Staff Officer will work under the direction and management of the Administrative Officer or analogous grade or other employee designated by the Senior Executive Officer or Director of Services as appropriate

A Senior Staff Officer's operational duties may include the day to day running of a section, the supervision and management of staff within that section, the planning, allocation and prioritisation of work in order to achieve relevant goals, targets and standards as per Team and Departmental plans. Reporting of progress under relevant corporate plans and strategies is also expected. Other duties may include representing their Department or the Council on various committees and contributing through the business planning process.

The Senior 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, requiring excellent administrative, employee management, interpersonal, communication and other particular skills and expertise depending on assignment.

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.

## **ESSENTIAL REQUIREMENTS FOR THE POST**

### **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;

- (b) have not less than two years satisfactory experience in that post or in a post at a level not lower than that of Clerical Officer in one of the organisations set out in paragraph 4 (a) above; and
- (c) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

## **THE PERSON**

- The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet on page 5. In addition, the successful candidate will possess the following:
- Knowledge and understanding of the structure and functions of local government, of local government issues and priorities and key concerns of local government;
- Understand the role of a Senior Staff Officer;
- Relevant administrative experience at a sufficiently high level;
- Experience of managing and supervising staff;
- The ability to motivate, empower and encourage staff to achieve maximum performance;
- Understand the changing operating environment of local government and be capable of leading change in order to deliver quality services to our citizens;
- An understanding of the representational role of elected members;
- Effective financial and resource management skills;
- Proven management analysis, report writing and presentation skills;
- Knowledge and experience of operating various I.T. systems;
- Be capable to working under pressure to tight deadlines in the delivery of key operational objectives;

## **DUTIES OF THE POST**

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 but may include the following:

- Leadership and management of employees in supporting roles up to position/grade of Staff Officer including assignment of duties and workloads;
- Supporting management in the implementation of work programmes as required;
- Supporting line manager to communicate, implement and manage all change management initiatives;
- Responsibility for the management of a section or function of the Council;
- Delivery of a specific department/organisational goals;
- Management of conflicting demands within a team environment and to prescribed timelines and deadlines;
- Provide leadership, motivation and support to employees, including resolving day to day problems and identifying training and development requirements as appropriate;
- Ensure full compliance with all organizational policies and procedures including grievance and disciplinary, performance management and attendance management;
- Compile, prepare and present reports as necessary, including preparation of reports and letters, which may be of a sensitive nature and/or confidential in nature;
- Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department;
- Other such duties as may be assigned from time to time.

## **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>Management and Change</b>	<p>Contributes to the development of policies in own area and is effective in translating corporate policies and strategies of Wexford County Council into operational plans and outputs;</p> <p>Embeds good governance practices into day to day activities, practices and processes;</p> <p>Establishes, develops and maintains positive and productive professional working relationships;</p> <p>Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change;</p>
<b>Delivering Results</b>	<p>Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;</p> <p>Maintains a strong focus on meeting the needs of customers at all times;</p> <p>Allocates resources effectively to deliver on operational plans;</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner;</p> <p>Ensures compliance with legislation, regulation and procedures;</p>
<b>Performance through People</b>	<p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</p> <p>Addresses any performance issues in a timely, appropriate and constructive manner;</p> <p>Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;</p> <p>Has excellent written and verbal skills;</p>

<b>Personal Effectiveness</b>	Develops the expertise necessary to carry out the role to a high standard and shares this with others;  Manages time and workloads effectively;  Takes initiative and seeks opportunities to exceed goals.  Is proactive in keeping up to date on issues and key developments that may impact on their Department or Local Government;
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## **SELECTION PROCESS:**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Closing date: 5.00pm Thursday, 22<sup>nd</sup> August 2019

Applications will only be accepted by email to: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)

### **The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority,
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

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.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)**

## **CONDITIONS OF SERVICE**

### **1. Tenure:**

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: €46,770 - €57,157 (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. Appointees who are not existing public servants will enter at the minimum point of the scale.

4. 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.

5. 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**6.**      Residence:

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

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