

Candidate Information Booklet

Staff Officer

Closing Date:
5.00 pm Thursday 22nd 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 Staff Officer is a supervisory position and is assigned functional responsibility for the administration and management of a work area, section or team.

The 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.

The Staff Officer will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in Departmental and Team development plans. The 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 Staff Officer role requires excellent administrative, employee supervisory, 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 and references shall be sought.

2. HEALTH:

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service.

3. EDUCATION, TRAINING AND 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.

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:

- A clear understanding of local government services in order to achieve effective service delivery;
- Knowledge of current local government issues & key policies guiding the local government sector;
- A clear understanding of the role of Staff Officer;
- Ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with customers;
- Experience of planning / prioritising to meet targets and delegating work appropriately;
- Experience of managing resources and budgets in particular monitoring, assessing, evaluating and adhering to them;
- Experience of problem solving/ decision making;
- Experience of ability to retrieve and evaluate information effectively in the decision making process;
- Experience at a sufficiently high level;
- Openness and a willingness to adopt new ways of working and involve others in change; and
- 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; these 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, and may include the following:

- To be responsible for the supervision of a section or function within the Council;
- To support the Administrative Officer or designated Senior Official to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and Operational plans;
- To support the Administrative Officer or other nominated senior official to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
- To supervise employees in supporting roles up to the position/grade of Assistant Staff Officer (Grade IV) or analogous grades, including assigning duties and workload;

- To provide on-going support to employees in the department or section, including handling day to day problems and identifying training and development requirements as appropriate;
- To ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
- To communicate and liaise effectively with employees, supervisors and managers in other sections, senior managers and customers in relation to operational matters for their section;
- To compile, prepare and present reports as necessary, including the preparation of reports or letters, which may be sensitive and/or confidential in nature;
- To support the implementation of good practices with transparent reporting and communications to deliver accountable services in the department or section;
- To provide assistance in the understanding and interpretation of the Council's policies and procedures to employees in their area of responsibility and to customers as appropriate;
- To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
- To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate;
- To support the Council and Municipal District operations;
- To carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority;
- To provide specialist administrative assistance and support in the delivery of projects as required;
- To support the Administrative Officer or designated Senior Official in the management and implementation of Health and Safety for the section or department;
- To deputise for the Administrative Officer or analogous grade as required; and
- To undertake any other duties of a similar level and responsibility, as may be required, or 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:

Management and Change	<p>Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/Organisation and can communicate this to the team.</p> <p>Understands the need for change and gets this across persuasively to others.</p> <p>Implements change in an orderly and determined manner.</p> <p>Effectively deals with a range of information sources, investigating all relevant issues.</p>
Delivering Results	<p>Converts operational objectives into specific work plans, programme activities and schedules, taking into account the broader operation plan when setting priorities.</p> <p>Constructively challenges existing approaches to improve efficient customer service delivery.</p> <p>Allocates resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services.</p>
Performance through People	<p>Manages team performance to achieve corporate objectives.</p> <p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service.</p> <p>Effective written and verbal skills.</p>
Personal Effectiveness	<p>Is enthusiastic about the role and is highly motivated.</p> <p>Manages time and workloads effectively.</p> <p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Understands the structures and environment within which the local authority sector operates and the role of the Staff Officer in this context.</p> <p>Knowledge of current local government issues.</p>

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.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **5.00pm Thursday, 22nd August 2019.**

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.

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 dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's 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 dependent 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. 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 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.

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 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.

6. 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.

This competition is being run by Wexford County Council. For general queries, please contact the following:

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