

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panels for the position of:

ADMINISTRATIVE OFFICER (GRADE VII)

Panel A: Confined to Local Authority Sector

Panel B: Open Competition

Panel C: Confined to Sligo County Council

Closing Date : 4:30 p.m. on Thursday 9th May 2024

Completed Application Form, including required supporting documentation, should be returned via e-mail to

jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 460 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Gerard Mullaney.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Administrative Officer (Grade VII). Sligo County Council will, following the interview process, form three panels for the post from which future relevant vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government and Heritage. The panels will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on the following panels:

- **Panel A (Confined to Local Authority Sector)**
- **Panel B (Open Competition)**
- **Panel C (Confined to Sligo 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 Sligo County Council) will comprise of successful applicants, in order of merit, from within Sligo County Council only.

JOB DESCRIPTION

The Administrative Officer is a middle management position within Sligo County Council and is responsible for the administration and management of one or more sections or departments handling specific areas of the Council's activities, including the management of staff.

The Administrative Officer contributes to and implements the strategic and policy decisions of the Council, through ensuring the implementation of operational plans.

The post holder will be expected to work closely with senior managers and elected representatives in delivering services to the highest standard and to contribute to the development and implementation of strategies and policies.

The Administrative Officer is the primary point of contact and liaison with other departments or directorates in relation to all operational matters for the service delivery section or sections for which they are responsible.

The Administrative Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

ADMINISTRATIVE OFFICER (GRADE VII)

QUALIFICATIONS FOR THE POST

1. CHARACTER

Each candidate shall be of good character.

2. HEALTH

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

3. CITIZENSHIP

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. EDUCATION, EXPERIENCE, ETC.

Each candidate must, 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 and
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Confined Competition

- (v)(a) be a serving employee in a local authority or a regional assembly and have at least two years satisfactory experience in a post of Clerical Officer or analogous post, and
- (b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

5. DESIRABLE SKILLS & EXPERIENCE

The ideal candidate will demonstrate:

- Knowledge and understanding of the structure and functions of local government.
- Knowledge of current local government issues, priorities and concerns and the strategic direction of local government.
- Understanding of the role of an Administrative Officer.
- Relevant administrative experience at a sufficiently high level.
- Experience of managing and supervising staff, including managing performance.

- Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
- Effective budget and financial and resource management skills.
- Knowledge and experience of operating ICT systems.

6. **CAR & DRIVING LICENCE**

It may be necessary for the person employed to travel in the course of their official duties. On the latest date for receipt of application forms, applicants shall hold a full driving licence for class B vehicles and shall drive a car in the course of their duties and for this purpose, shall maintain a car to the satisfaction of the Council.

Competencies for the Post

The competencies listed below are the Local Authority competencies for this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

Management and Change

- Think and act strategically.
- Develop and maintain positive, productive and beneficial working relationships.
- Effectively manage the introduction of change and demonstrate flexibility and openness to change.

Delivering Results

- Contribute to the development of operational plans and lead the development of team plans.
- Plan and prioritise work and resources effectively.
- Establish high quality service and customer care standards.
- Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.

Leading and Motivating and Managing Performance

- Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage performance.

Communicating Effectively

- Have effective verbal and written communication skills.

Personal Effectiveness

- Take initiative and seek opportunities to exceed goals.
- Manage time and workload effectively and operate in an environment with significant complexity and pace.
- Maintain a positive, constructive and enthusiastic attitude to their role.

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

ADMINISTRATIVE OFFICER (GRADE VII)

PARTICULARS OF OFFICE

1. THE POST

The post is Administrative Officer (Grade VII) and is a pensionable whole-time position on the basis of a 35 hour 5 day week. Vacancies at this grade, as they arise, will be filled from the panels formed from this competition in line with the agreed sequencing set out in the 'Guidance for the Procedures for the Recruitment to Clerical Administrative Grades IV to Grade VII in the Local Authority Sector'.

2. DUTIES

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

Under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate services of a management, administrative, executive, supervisory, advisory and ancillary nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body.

Key Duties and Responsibilities of the post are:

1. To be responsible for the management and administration of one or more sections or departments within the Council, including the management of staff and the planning and prioritising of work programmes.
2. To contribute to and implement the strategic and policy decisions of the Council by ensuring that work programmes within their area of responsibility are implemented to deliver on the Council's corporate and operational plans.
3. To develop and maintain productive working relationships with all external agencies, bodies, elected representatives, committee members and other stakeholders, including providing information and assistance when required.
4. To communicate and liaise effectively with employees, managers in other sections, senior managers, customers and elected representatives and other stakeholders in relation to operational matters for their section.

5. To research, analyse and communicate information on specific issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
6. To represent the local authority on committees and at meetings and to report on progress in his or her respective section or department as required.
7. To provide support and administrative assistance in the delivery of projects as required.
8. To be responsible for the day to day financial management of capital and operational expenditure in the department or section, including preparation of budgets and maximising funding opportunities where appropriate.
9. To identify opportunities for improvements in the service delivery, value for money and other efficiencies within the relevant area of responsibility and to use performance indicators effectively as appropriate.
10. To communicate, implement and manage change management initiatives within the relevant area of responsibility.
11. To manage and supervise employees in supporting roles, including assigning duties and workload, providing on-going support, handling day to day issues and identifying training and development requirements as appropriate.
12. To ensure that department or section operations are in compliance with all Council policies, procedures, practices and standards and in compliance with the principles of good governance, legislative requirements and Department of Housing, Planning and Local Government circulars and guidance.
13. 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 and other stakeholders as appropriate.
14. To participate in corporate management activities and responsibilities appropriate to the grade.
15. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
16. To deputise for the line manager or equivalent as required.
17. To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

3. SALARY

The salary shall be fully inclusive and will be as determined from time to time. Holders of the office 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 office or in respect of services which they are required by or under any enactment to perform.

Current Salary Scale

€55,847 – €57,214 – €58,810 – €60,410 – €62,011 – €63,441 – €64,906 – €66,324 – €67,739 – LSI 1 €70,164 – LSI 2 €72,602

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. New entrants will be paid at the minimum of the scale.

4. SUPERANNUATION

- a) 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).
- b) 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.
- c) All persons under (a) and (b) above 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 pensionable remuneration in accordance with the terms of the Scheme.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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).

5. PROBATION

There shall be period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end

of the period of probation or extended period of probation, unless, during such period or extended period, the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

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

8. METHOD OF SELECTION

(a) **Selection** shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. The Council will not be responsible for any expenses incurred by candidates in attending for interview. Panels will be formed of those who are most successful in the competition. The top performing candidates at final selection interview, whose names are placed on the panels, and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panels, be employed as appropriate vacancies arise.

The life of the panels shall be one year from the date they are formed, unless extended by the Chief Executive.

(b) **Short-Listing:** 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, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. 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.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) Appropriate test i.e. aptitude test, etc. or
- (d) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. GARDA VETTING & REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to Sligo County Council.

10. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

11. PERIOD OF ACCEPTANCE OF OFFER

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and, if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

12. NORMAL WORKING HOURS

Normal working hours are 9.00 a.m. to 5.00 p.m., Monday to Friday, with a minimum of 30 minutes to be taken as lunch break. The successful candidate may, from time

to time, be required to work outside normal office hours, including at weekends as necessary.

13. ANNUAL LEAVE

Annual Leave shall be 30 days per annum annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

14. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

15. TRAVELLING & SUBSISTENCE ARRANGEMENTS

Travelling and subsistence expenses at the approved rates shall be paid for authorised travel.

16. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

17. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: [Data Protection \(GDPR\) \(sligococo.ie\)](http://sligococo.ie).