

# Sligo County Council



## Candidate Information Booklet

*(Please read carefully)*

**Creation of panels for position of:**

**ASSISTANT STAFF OFFICER (GRADE IV)**

**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 17<sup>th</sup> July 2025**

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

**[jobs@sligococo.ie](mailto: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 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Declan Bree.

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 Assistant Staff Officer (Grade IV). 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 position of Assistant Staff Officer is a support or supervisory position within the Council and is assigned responsibility for the day to day operation of a work area, section or team, depending on the assignment. The Assistant Staff Officer works as part of a team, supporting managers and colleagues to meet work goals and objectives and to deliver quality services to internal and external customers.

The post holder will be responsible for the implementation of work programmes to achieve goals and targets set out in Departmental and Team Plans.

The Assistant Staff Officer is expected to carry out their duties in a manner that enhances trust and confidence.

### **SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS**

- 30 no. annual leave days per annum (pro-rata)
- Availability of flexi-time (accruing one day in a four week period)
- Availability of Blended Working (up to two days per week subject to departmental requirements)
- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

**COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL**

**ASSISTANT STAFF OFFICER (GRADE IV)**

**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 (Level 7 in National Framework of Qualifications).

***Confined Competition***

- (iv) be a serving employee in a local authority or regional assembly and have at least two years satisfactory experience in a post of Clerical Officer or analogous post.

**5. DESIRABLE SKILLS & EXPERIENCE**

***The ideal candidate will demonstrate the following knowledge, experience and skills:***

- Knowledge and understanding of the structure and functions of local government.
- Knowledge of current local government issues.
- Understanding of the role of an Assistant Staff Officer.
- Relevant administrative experience.
- Experience of working as part of a team.
- Experience of preparing reports and correspondence.
- Knowledge and experience of operating ICT systems.
- Ability to implement change and demonstrate flexibility and openness to change.
- Ability to develop and maintain positive, productive and beneficial working relationships.

## **COMPETENCIES FOR THE POST**

The competencies listed below are the Local Authority competencies for the 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:

<b>Delivering Results</b>
<ul style="list-style-type: none"><li>• Plan work and allocation of staff and other resources effectively</li><li>• Implement high quality service and customer care standards</li><li>• Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations</li></ul>
<b>Performance Management and Teamwork</b>
<ul style="list-style-type: none"><li>• Supervise the team or work area to achieve corporate objectives</li><li>• Work as part of a team to ensure delivery of plans and schedules</li><li>• Have a strong team ethic of co-operation and mutual support</li></ul>
<b>Communicating Effectively</b>
<ul style="list-style-type: none"><li>• Have effective written and verbal skills</li></ul>
<b>Personal Effectiveness</b>
<ul style="list-style-type: none"><li>• Take initiative and be proactive when an opportunity is seen to make a contribution</li><li>• Manage time and workload effectively</li><li>• Maintain a positive, constructive and enthusiastic attitude to their role</li><li>• Demonstrate flexibility and openness to change</li></ul>

## **COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL**

### **ASSISTANT STAFF OFFICER (GRADE IV)**

#### **PARTICULARS OF OFFICE**

##### **1. THE POST**

The post is Assistant Staff Officer (Grade IV). This is a pensionable whole-time position on the basis of a 35 hour 5 day week. The panels formed from this competition will be used to fill positions at this grade (the filling of permanent positions is subject to 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. The holder of the employment will, if required, act for an employee of a higher level, if qualified to do so.

The key duties and responsibilities of the post of Assistant Staff Officer include, but are not limited to:

- 1. To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and operational plans.
- 2. To communicate and liaise effectively with employees, supervisors and line managers in other sections and customers in relation to operational matters for their section or area of work.
- 3. To prepare reports, correspondence and other documents as necessary.
- 4. To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
- 5. To provide assistance and support in the delivery of projects as required.

6. To ensure high levels of customer service, respond to queries and requests for information in a professional and courteous and timely manner.
7. To support the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
8. To supervise employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required.
9. To participate in corporate activities and responsibilities appropriate to the grade.
10. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
11. To deputise for the line manager or equivalent as required.
12. 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

€35,260 – €37,366 – €40,355 – €42,318 – €44,035 – €45,696 – €47,938 – €49,560 – €51,210 – LSI 1 €52,768 – LSI 2 – €54,367

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. New entrants shall 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. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel 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 panel 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 panel, be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is 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 on your application form.

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

## **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 the employer.

## **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. TRAVEL & SUBSISTENCE ARRANGEMENTS**

Travel 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 \(GDPR\)\(sligococo.ie\)](https://www.sligococo.ie/Data-Protection-(GDPR))