

# Sligo County Council



## Candidate Information Booklet

*(Please read carefully)*

**Creation of panel for the position of:**

**Estate Management Officer  
(Grade V)**

**Closing Date : 4:30 p.m. on Thursday 9<sup>th</sup> May 2024**

**Completed Application Form, including 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/Drumcliff) 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 Estate Management Officer. Sligo County Council will, following the interview process, form a panel 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 panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

## **THE ROLE**

The successful candidate will take a lead in the Estate Management Team and will be the first point of contact for residents and the link between the Implementation Team for the Cranmore Regeneration Project and/or Sligo County Council's Housing Department.

In addition, they will ensure that Council policies relevant to estate management are implemented. The role will focus on promoting community participation and engagement in the development and management of Sligo County Council housing estates.

**COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL**

**ESTATE MANAGEMENT OFFICER (GRADE V)**

**QUALIFICATIONS FOR THE POSITION**

**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 shall, 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).

## **5. DESIRABLE CRITERIA**

The ideal candidate will have:

- A third level qualification in an appropriate discipline.
- A minimum of two year's experience in the area of community development.
- A knowledge of government policy as it relates to housing policy, estate management and tenant participation.
- A high level of self- motivation and a capacity and willingness to work as part of a team.
- Good planning and communication skills.
- Experience of supervision of staff.
- An ability to work effectively with statutory, community and social partners.
- An understanding and appreciation of the issues and needs confronting residents of Local Authority Housing Estates.

## **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:

**Implementing Change:**

- Understand and implement change and demonstrate flexibility and openness to change.

**Delivering Results:**

- Translate the business or team plan into clear priorities and actions for their area of responsibility.
- Plan work and allocation of staff and other resources effectively.
- Implement high quality service and customer care standards.
- Make decisions in a timely and well-informed manner.

**Performance Management:**

- Lead and develop the team to achieve corporate objectives.
- Effectively manage performance.

**Communicating Effectively**

- Have effective written and verbal skills.
- Develop and maintain positive, productive and beneficial working relationships.

**Personal Effectiveness**

- Take initiative and be open to taking on new challenges or responsibilities.
- Manage time and workload effectively.
- Maintain a positive and constructive and enthusiastic attitude to their role.

**COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL**

**ESTATE MANAGEMENT OFFICER (GRADE V)**

## **PARTICULARS OF OFFICE**

### **1. THE POST**

The post is Estate Management Officer and is a pensionable whole-time position on the basis of a 35-hour 5 day week.

### **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 Estate Management Officer may include, but are not limited to:

- Establishing and servicing day to day communication links/working arrangements between the Local Authority and Residents Associations.
- Co-ordination of residents for delivery of planned works.
- Liaising with other statutory service providers and voluntary agencies in relation to estate and individual needs as appropriate.
- Liaising with relevant staff to ensure that Housing Estate and individual needs are addressed.
- Responding to tenants queries on all housing matters such as rent, maintenance, house purchase applications, etc.
- Obtaining and communicating the views of residents in relation to proposed projects and developments in an Estate.
- Organising and enlisting community participation in environmental projects such as Estate Clean-ups, environmental Improvements etc.

- Investigating and reporting on the condition of housing and the general estate area.
- Mediating of tenant conflict and other related issues arising.
- Undergoing training as and when required, and organising and co-ordinating training responses to meet residents needs.
- Organising and delivering pre-tenancy training in respect of all new Council tenants.
- Liaising with the Housing Investigations Officer and other relevant staff/organisations in relation to matters of anti-social behaviour.
- Preparing and disseminating of relevant literature and information (e.g. the production of an Estate Management Newsletter).
- Reporting as and when required on Estate Management activities to relevant officers of the Housing Authorities.
- Such other duties as may be 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

€48,089 – €49,561 – €51,039 – €52,537 – €54,047 – LSI 1 €55,806 – LSI 2 €57,572

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