



**Comhairle Contae Mhuineacháin
Monaghan County Council**

Candidate Information Booklet

**Staff Officer
(Grade V)**

**Closing Time and Date:
4.00pm on Friday, 7th September 2018**

Monaghan County Council is committed to a policy of equal opportunity.

POST OF STAFF OFFICER

THE COMPETITION

Suitably qualified persons are invited to apply for inclusion on the following panels, details of which are set out hereunder:

Panel A (Open Competition)

Panel B (Common Recruitment Pool Competition)

Panel A (Open Competition) will comprise of all successful applicants in order of merit and may include internal and external applicants.

Panel B (Common Recruitment Pool Competition) will comprise of successful applicants from within the Common Recruitment Pool only, i.e. candidates serving in a Local Authority, Health Service Executive, Education & Training Board 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 Management Agency, the Northern and Western Regional Assembly, the Southern Regional Assembly and the Eastern and Midland Regional Assembly and have satisfactory experience in a post of Clerical Officer or an analogous post;

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QUALIFICATIONS

PANEL A - OPEN COMPETITION

1. **Character:**

Candidates shall be of good character.

2. **Health:**

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

3. **Education, Training, Experience, Etc.:**

Each candidate must, on the latest date for receipt of completed application forms –

a) have a good general standard of education;

b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

PANEL B – COMMON RECRUITMENT POOL

1. **Character:**

Candidates shall be of good character.

2. **Health:**

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

3. **Education, Training, Experience, Etc.:**

Each candidate must, on the latest date for receipt of completed application forms:

(a) be a serving employee in a Local Authority, Health Service Executive, Education & Training Board in the State, Institute of Technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais, the Local Government Management Agency, the Northern and Western Regional Assembly, the Southern Regional Assembly and the Eastern and Midland Regional Assembly and have satisfactory experience in a post of Clerical Officer or an analogous post;

- (b) have not less than two years satisfactory experience either in that post or at a level not lower than that of Clerical Officer in one of the organisations set out in paragraph (a) above;
- (c) possess a good standard of administrative experience and adequate experience in office organisation and in the control of staff.

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PERSON PROFILE

The position of Staff Officer is a front line supervisory position within the Council. A staff officer in the Council is required to be an effective, participative member of a team with responsibility for managing and supervising staff, meeting deadlines and presenting reports and assisting with the implementation of work programmes to achieve goals and standards set out in Departmental and Team Plans.

The post holder has a supervisory role in the day to day operations of a work area or as a team leader. The Staff Officer is expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

Key duties and responsibilities

The key duties and responsibilities of the post of Staff Officer include:

1. To be responsible for the supervision of a work area or section within the Council, including supervision of a team.
2. To support the line manager to ensure section or department work programmes are implemented to deliver on the Council's operational plan, including supervising the work of the team.
3. To develop and maintain productive working relationships.
4. To provide information and assistance relating to their area of work as required.
5. To compile, prepare and present reports, presentations and correspondence as necessary.
6. To represent their section or department on committees or at meetings and give progress reports as required.
7. To provide support and assistance in the delivery of projects as required.
8. To be involved in the day to day management of resources within their section or team.
9. To identify opportunities for improvements in service delivery within their section or team.
10. To support and implement change management initiatives within their section or team.
11. To supervise employees in supporting roles, including assigning tasks and duties, scheduling and prioritising work and monitoring and reporting on progress.
12. To provide support to team members and employees, handling day to day issues, ensuring compliance with all council policies and procedures.

13. To participate in corporate activities and responsibilities appropriate to the grade.
14. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work
15. To deputise for the line manager or equivalent as required.

To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

Requirements

In the context of the key duties and responsibilities for the post of Staff Officer listed above, the ideal candidate will demonstrate the following knowledge, experience, skills and competencies:

Knowledge, Experience and Skills:

The ideal candidate will demonstrate:

- Knowledge and understanding of the structure and functions of local government.
- Knowledge of current local government issues.
- Understanding of the role of a Staff Officer.
- Relevant administrative experience.
- Experience of supervising staff.
- Experience of working as part of a team.
- Experience of preparing reports and correspondence
- Strong resource management skills.
- Knowledge and experience of operating ICT systems.

Competencies:

The ideal candidate will demonstrate the ability to:

- Understand and implement change and demonstrate flexibility and openness to change.
- Develop and maintain positive, productive and beneficial working relationships

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.

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.

DRIVER'S LICENCE

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so holders of office shall drive a motor car in the course of their duties and for this purpose provide and maintain a motor car to the satisfaction of the Local Authority

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PARTICULARS

1. The office is wholetime and pensionable. The minimum age at which pension is payable is currently 66 years of age for new entrants to the Public Service on or after 1st January 2013

The post of Staff Officer is interchangeable.

Superannuation Conditions

Persons who become pensionable officers 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. They may also 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.

Person who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contributions will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of 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) for the purposes of schemes made under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980). You are required in respect of spouses' and childrens' pension benefit to contribute at the rate of 1.5% of pensionable remuneration in accordance with the terms of schemes under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980).

New entrants will be admitted to the Single Public Service Pension Scheme with effect from date of appointment. They are liable to pay the Class A rate of PRSI contribution and will be required in respect of superannuation to contribute at the rate of 3% of 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) for the purposes of schemes made under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

2. PROBATION:

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,

- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. SALARY: €41,625 – €49,990 per annum

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

4. DUTIES:

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies for which the Chief Executive for the purposes of the City and County Management Acts, is Chief Executive, and

- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate officer, such technical and ancillary services of an advisory, supervisory or executive 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 including the duty of assisting the appropriate officer in the supervision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for a higher rank during the absence of such officer of higher rank. Holder of the office may be assigned to work in all appropriate areas in the course of their employment.

5. GARDA VETTING/CHILD PROTECTION

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

6. HEALTH

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

7. RESIDENCE

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

8. ANNUAL LEAVE

The annual leave entitlement for this post will be 30 days per annum. Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

9. WORKING HOURS

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week, involving regular evening and weekend attendance where necessary.

10. RETIREMENT AGE

New Entrants to the Public Service on or after 1st January 2013 have a compulsory retirement age of 70 years under the provisions of the Public Service Pensions (Single Scheme & Other Provisions Act 2012)

New entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 do not have a mandatory retirement age.

Any candidate who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, is subject to a compulsory retirement age of 65 years.

11. RECRUITMENT

(i) Selection of candidates for appointment shall be by means of a competency based interview conducted by or on behalf of Monaghan County Council.

(ii) A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may be appointed to this post. The panel will cease to exist when the post(s) which are the subject of this competition are filled.

(iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates short-listed will be called for interview.

12. ACCEPTANCE OF OFFER OF EMPLOYMENT

Monaghan County Council 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, Monaghan County Council shall not appoint them.

13. Restrictions on Eligibility

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

14. RECEIPT OF APPLICATION FORMS

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

15. CANVASSING

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 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 for the position being sought.

16. Monaghan County Council is an equal opportunities employer.

August 2018