



Comhairle Contae
Loch Garman
Wexford
County Council

Candidate Information Booklet

Assistant Staff Officer

Closing Date:
5.00 pm Thursday 21st November, 2024

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

This competition is being managed by:

Recruitment Desk
HR Section
Wexford County Council
E: recruitment@wexfordcoco.ie

DESCRIPTION OF THE POST

The Assistant Staff Officer is a support and supervisory position within the Council and is assigned responsibility for staff supervision within a section of a department.

The Assistant Staff Officer will work as part of a team, supporting managers and colleagues to achieve goals and objectives and to deliver quality services to internal and external customers.

The Assistant Staff Officer role requires excellent administrative, interpersonal communication and other particular skills and expertise depending on assignment.

The Assistant 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 successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making

Panel Formation

Recruitment arrangements to this grade will now be on the following basis:

The Council will form three separate panels of suitably qualified candidates to meet the requirements agreed nationally of the ratio of posts to be confined to the local authority sector, open and those confined to Wexford County Council staff. The order of candidates placed on each of the three panels is determined by where they were placed on the overall Order of Merit List.

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) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.

Panel C (confined to employees of Wexford County Council) will comprise of all successful applicants in order of merit from within Wexford County Council

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:

Applicants for Panel B (Open)

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four 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 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.

Confined Competition (Panels A and C as appropriate)

- (i) (a) be a serving employee of a Local Authority or a regional assembly, and have not less than two years satisfactory experience in a post of Clerical Officer or analogous post.

4. 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.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. 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 Assistant Staff Officer;
- Understand the changing environment and be capable of adapting to change in order to deliver quality services to our citizens;
- Have ability to identify problems and contribute to solutions;
- Have an ability to work effectively within a team to achieve a common goal, ensuring standards are adhered to and maintained;
- Have the ability to provide excellent customer services;
- Have an ability to lead a team;
- Have good interpersonal and communications skills;
- Be motivated to achieve maximum performance;
- Demonstrate excellent clerical/administrative experience in an office based environment;
- Have an ability to work on own initiative, in an independent environment and without constant supervision;

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:

- Providing administrative backup and support for their supervisor/line manager to achieve key goals, objectives and tasks;
- Supervising staff and deputising for their supervisor/line-manager as required;
- Operating under the direction of their supervisor/line-manager;
- Participating as an effective team member towards the efficient operation of their department/section;
- Collating and analysing information/data and reporting on same;
- Maintaining accurate records and files;
- Assisting with budget management/reporting and procurement;
- Ensuring the provision of high quality Customer Services;
- Briefing and training new staff;
- Implementing agreed procedures, schemes and policies of the Council;
- Servicing and attending meetings of the Council and its committees as required;
- Operating existing and future IT systems;
- Taking initiative and being proactive in addressing issues;
- Assisting with the implementation of change and delivering quality services;
- Managing the performance of a section or function within a department;
- Working effectively with staff, members of the public, public representatives, external agencies and various Council departments.

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:

<p>Management and Change</p>	<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>Demonstrates ability to be flexible and open to change.</p> <p>Demonstrates ability to adapt to new challenges</p>
<p>Delivering Results</p>	<p>Demonstrates ability to identify problems and contribute to solutions.</p> <p>Demonstrates clerical/administrative ability.</p> <p>Ability to plan and organise workloads in order to meet deadlines.</p> <p>Demonstrates ability to deliver quality work and customer service.</p>
<p>Performance through People</p>	<p>Demonstrates ability to engage with staff and work as part of a team.</p> <p>Demonstrates ability to build and maintain positive working relationships</p> <p>Ability to resolve conflict situations.</p> <p>Demonstrates ability to lead by example and show initiative</p>
<p>Personal Effectiveness</p>	<p>Is enthusiastic about the role and is highly motivated.</p> <p>Manages time and workloads effectively. 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 Assistant Staff Officer in this context. Knowledge of current local government issues.</p> <p>Excellent interpersonal skills. Effective written and verbal communication skills.</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. *(see notes at the end of this document in relation to completing online application form)*

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 21st November, 2024**

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, this may include interviews being held remotely;
- 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 six months 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: €34,260 - €53,301 (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:

Recruitment Desk

HR Section

Wexford County Council

E: recruitment@wexfordcoco.ie

Notes for completing the online application form:

- Download the form and save it first.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet points

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in 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 the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in 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 1st November 2010 introduces 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.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of 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.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER