



Comhairle Contae Chill Mhantáin
Wicklow County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

ADMINISTRATIVE OFFICER (Grade VII)

Ref: 31/2025

Closing Date for receipt of application:

Thursday 18th September 2025 at 12 noon sharp



Human Resources Department, Wicklow County Council
wccrecruitment@wicklowcoco.ie | (0404) 20159 | www.wicklow.ie



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WICKLOW COUNTY COUNCIL

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2025 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



The Competition – Administrative Officer

Ref: 31/2025

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Administrative Officer**. It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

The **Administrative Officer** is responsible for organisation and management of all aspects of a section or sections including staff. Duties may also include representing the Department or Council on various committees and contributing through the business planning process to the formulation of policy. The person selected will possess an in-depth knowledge and experience in the policy and strategic issues and responsibilities of a Local Authority. Knowledge of the strategic direction and initiatives of the Council will also be required. The person appointed will have excellent interpersonal /communication, negotiating and decision-making skills. The post holder will be directly accountable for the work of the staff reporting to them. The Administrative Officer will be expected to work closely with colleagues to ensure that the activities of the Council are effectively coordinated and delivered. The positions are in various sections of the organisation, the duties will vary depending on assignment. Wicklow County Council now invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for Administrative Officer may be filled throughout the lifetime of the panel.

QUALIFICATIONS

1 Character

Candidates shall be of good character.

2 Health

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

3 Education, Experience, etc.

Candidates 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.

(iv) shall 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 no less than 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.

PLEASE NOTE: Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Overseas qualifications must also be accompanied by a translation document. Failure to do so will deem your application inadmissible.

The onus is on the candidate to ensure that the relevant qualifications documentation is listed on their application form.

In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.



DRIVING LICENCE/TRAVEL

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licence>

Where a candidate does not hold a driving licence due to a certified medical condition, they may still be considered for interview. If successful at interview the candidate will be required to provide an appropriate medical certificate and may be required to attend the Council's independent medical practitioner for assessment prior to the issue of any contract of employment.

DUTIES

The following is a non-exhaustive list of key duties and responsibilities which may be assigned to an Administrative Officer.

Providing high level administrative support based on a thorough understanding of the overall workings and policy of a section.

- (a) Supervision and Management of Staff.
- (b) Manage workload effectively within team ensuring that the targets set for that work area are reached.
- (c) Project Management as required.
- (d) Policy formation.
- (e) Supervise and Participate in the Performance Management Development System.
- (f) Successfully manage the relationship and attending meetings with internal departments and external service providers as needed.
- (g) Possess a high degree of initiative and be able to work both as an individual and as a team member.
- (h) Maintain/develop appropriate records, reports and documentation as required.
- (i) Have the ability to manage financial resources with a budgetary control framework and manage budgets as required.
- (j) Continuously monitoring existing procedures to ensure they comply with best practice and the development of new/improved procedures where appropriate.
- (k) Have a good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace;
- (l) Any other duties as may be assigned.



PRINCIPAL CONDITIONS OF EMPLOYMENT

A panel may be formed from which future Administrative Officer positions may be filled. The position will be fulltime and pensionable.

The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

Duties

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

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 – 2014, 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 general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate professional/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 servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

Probation

Where persons who are not already permanent officers 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 office on probation;
- (b) such period shall be three months (temporary contract) and six months (permanent contract) this period may be extended at the Chief Executive discretion;
- (c) such persons shall cease to hold such office 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.

Salary: €60,011 - €78,015 - per annum includes 2nd LSI EL 07/2025

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. **New Entrants will be placed on the minimum of salary scale.**



Hours of Work

The person appointed will be required to work a 35 hour week Monday to Friday, which equates to a 7 hour day to be accounted for within attendance hours of 9 a.m. to 5 p.m. with one hour lunch between 1.00 p.m. and 2.00 p.m.

A flexi system is also in operation.

Garda Vetting

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

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.

Work Permit

All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Wicklow County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Wicklow County Council and your employment will cease with immediate effect.

Health

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

Residence

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



Annual Leave

Annual leave entitlement will be **30** days per annum exclusive of public holidays and Good Friday.

Retirement Age

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

Superannuation

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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).

Persons who become pensionable officers 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 the 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).

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.

All persons who become pensionable officers 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.

APPLICATION PROCESS

Application Form

Application forms are available on our website: www.wicklow.ie

Completed applications forms must be submitted to wccrecruitment@wicklowcoco.ie or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, County Wicklow, on or before the closing date of **Thursday 18th September 2025 at 12 noon sharp**. Late applications or any amendments to applications will not be accepted.



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 provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. **Responses should not exceed 450 words.** Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

Key Competencies for the post of Administrative Officer are set out as follows:

- **Management & Change**
- **Delivering Results**
- **Performance through People**
- **Personal Effectiveness**

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none">• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies• Clear understanding of political reality and context of the local authority• Embeds good governance practices into day to day activities, practices and processes• Develops and maintains positive and productive professional relationships both internally and externally to the local authority• Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change
Delivering Results	<ul style="list-style-type: none">• Acts decisively and makes timely, informed and effective decisions• Pinpoints critical information and addresses issues logically• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources• Establishes high quality service and customer care standards Allocates resources effectively to deliver on operational plans• Identifies and achieves efficiencies• Ensures compliance with legislation, regulation and procedures
Performance through People	<ul style="list-style-type: none">• Effectively manages performance of individuals and teams to achieve operational plan targets and objectives• Leads by example to motivate staff in the delivery of high quality outcomes and customer service• Develops staff potential• Manages underperformance or conflict• Understands effective communications at all levels within the organisation• Actively listen to others• Demonstrates high level of verbal and written communication skills• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally
Personal Effectiveness	<ul style="list-style-type: none">• Initiative and creativity• Knowledge and Understanding of Local Government• Enthusiasm and positivity about the role• Resilience and Personal Well-Being• Personal Motivation• Understands the importance of corporate governance• Commitment to integrity and good public service value



Selection Process

Selection shall be by means of a competition based on interview. A panel may be formed on the basis of such interviews, from which permanent vacancies may be filled.

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

Short-Listing

Wicklow County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process **based on the information contained in the application forms** or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear to attain a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview. Interviews will be held in person. The Council will not be responsible for any expenses incurred by candidates in attending for Interview Stage.



Interview Stage

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Wicklow County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Wicklow County Council considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

Pre-Employment Checks

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

Panel

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

Terms and Conditions

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee



shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 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.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

Examples of some of the current Employee Benefits include:

- Wicklow County Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme – Spectrum Health

WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.

Wicklow County Council will send an acknowledgement of your application in the weeks after the closing date of the competition. If you do not receive any confirmation, please contact wccrecruitment@wiclowlcoco.ie

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER



FREQUENTLY ASKED QUESTIONS

1. *Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to wccrecruitment@wicklowcoco.ie.

2. *What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

3. *I have submitted my Application form, what happens next?*

Wicklow County Council will carry out an eligibility check on all applications to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post **based on the information submitted on your application form**, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. The information you supply in the application form will play a central part of the qualifying and shortlisting process.

You may be contacted by email or letter in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

4. *What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

5. *What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.



6. How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?

Wicklow County Council will contact you when necessary at each stage of the competition either by email or by post. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing wccrecruitment@wicklowcoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



www.wicklow.ie



wccrecruitment@wicklowcoco.ie



@wicklowcoco



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