

Comhairle Chontae Chill Mhantáin

Wicklow County Council



Candidate Information Booklet

(Please read carefully)

SENIOR STAFF OFFICER

(GRADE VI)

Ref: 07/2024

Closing Date: 12 noon, Thursday 21st March 2024



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 2024 annual revenue budget for the local authority is approximately €160 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



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QUALIFICATIONS

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.

On the latest date for receipt of completed application forms, candidates shall have:-

- (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.

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.



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CLOSING DATE: 12 Noon on Thursday 21st March 2024

**FOUR APPLICATION FORMS (one original and three copies)
SHOULD BE RETURNED TO:**

DIRECTOR OF SERVICES
ENTERPRISE & CORPORATE SERVICES
WICKLOW COUNTY COUNCIL
COUNTY BUILDINGS
WICKLOW

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO
ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae will not be accepted
- It is recommended that forms are typed and not hand written.
- Before signing the form, please ensure you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Wicklow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for interview.
- Applications received after the closing date and time specified will not be accepted.
- Applications received that do not comply with the requirements set out in the booklet i.e. four fully completed signed copies of the application form, will not be accepted.
- Wicklow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Wicklow County Council.

- Interviews may be held in person or by online process through Microsoft Teams.

COMPLETING A COMPETENCY BASED APPLICATION FORM

A competency based application form requires, you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered; as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary.

Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Wicklow County Council is seeking candidates that demonstrate strong administrative and communication skills. They must also be self-motivated and committed to delivering quality public services.

The Senior Staff Officer is a frontline management position in the Council which has assigned responsibility for managing the performance of a department, section within a department or business unit of the Local Authority. They have responsibility for ensuring that goals set out in the Corporate, Departmental and Team Plans become operational actions within their department or unit and will generally work as part of a multi-disciplinary team.

Senior Staff Officer Competencies:

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

Key Competencies for the post are set out as follows:

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none">• Is effective in translating corporate mission and objectives into operational plans and outputs;• Develops and maintains positive, productive and beneficial working relationships;• Effectively manages the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	<ul style="list-style-type: none">• Contributes to the development of operational plans and leads the development of team plans;• Plans and prioritises work and resources effectively;• Establishes high quality services and customer care standards;• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Performance through People	<ul style="list-style-type: none">• Leads, motivates and engages employees to achieve quality results and to deliver on operational plans;• Effectively manages team and individual performance;• Have good and effective written and verbal skills.
Personal Effectiveness:	<ul style="list-style-type: none">• Takes initiative and seeks opportunities to exceed goals;• Manages time and workload effectively;• Maintains a positive, constructive and enthusiastic attitude to their role.



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PRINCIPALS OF EMPLOYMENT

**(Confined to employees of the sector, open Competition and
confined to employees of Wicklow County Council)**

A panel may be formed from which future positions may be filled. 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. Recruitment to the post of Senior Staff Officer (Grade VI) will be on the following basis:

- Panel A 50% confined to employees of the sector
- Panel B 30% open, and
- Panel C 20% confined to employees of Wicklow County Council

The office is wholetime, permanent and pensionable.

1. Duties & Responsibilities

The duties of the office shall be to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The duties of the post include, but are not limited to, the following:

- i) Leadership and management of employees in supporting roles up to position / grade of Staff Officer, including assigning duties and workload;
- ii) Supporting management in the implementation of work programmes as required by the Council's Corporate and Operational Plans;
- iii) Supporting line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
- iv) Responsibility for the management of a section or function within the Council;
- v) Delivery of specific departmental / organisational objectives;
- vi) Management of conflicting demands within a team environment and to prescribed timelines and deadlines;

- vii) Provide on-going leadership, motivation and support to employees in the department / section including resolving day to day problems and identifying training and development requirements as appropriate;
- viii) Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
- ix) Effective communication and liaison with colleagues, managers and customers in relation to operational matters for their section;
- x) Compile, prepare and present reports as necessary, including preparation of reports or letters, which may be of a sensitive and / or confidential nature;
- xi) Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department / section;
- xii) Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
- xiii) Such other duties as may be assigned from time to time.

2. 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 for a temporary post and six months for a permanent post, however the Chief Executive may, at her discretion, extend such period;
- (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.

3. Salary €53,345.00 - €65,172.00 gross per annum (includes 2nd LSI)

The salary shall be fully inclusive and shall 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 any services, which they are 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.

4. Hours of Work

The person appointed will be required to work a 35 hour week Monday to Friday, which equates to 7 hours per day to be accounted for within attendance hours of 9 a.m. to 5 p.m. A Flexi Time Scheme is also in place.

5. 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.

6. Residence

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

7. Health

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo at his/her 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 the candidate.

8. 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.

9. Annual Leave

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

10. Retirement Age

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.

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

Anyone who is not a new entrant to the public service, as defined in the Public Service 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.

11. 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.



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RECRUITMENT

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Short listing 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 may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

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.

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 note 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.

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WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER