

Comhairle Chontae Chill Mhantáin

**Wicklow County Council**



**Candidate Information Booklet**

(Please read carefully)

**SLÁINTECARE LOCAL COMMUNITY**

**DEVELOPMENT OFFICER**

**(GRADE VI)**

**FIXED TERM 4 YEAR CONTRACT**

**Ref: 01/2024**

***Closing Date: 12 noon, Thursday 8<sup>th</sup> February, 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 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> 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



## **Wicklow County Council**

### **Sláintecare Local Community Development Officer (Grade VI)**

**Ref: 01/2024**

**(Fixed Term 4 Year Contract)**

**CLOSING DATE: 12 Noon on Thursday, 8<sup>th</sup> February, 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.



## WICKLOW COUNTY COUNCIL

### CANDIDATE INFORMATION BOOKLET

#### 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 Slaintecare Local Community Development 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.

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 the candidates.

#### **Key Competencies for the post are:**

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

**Key Competencies for the post are set out as follows:**

<b>COMPETENCY</b>	<b>BEHAVIOURS</b>
Management & Change	<ul style="list-style-type: none"> <li>• Contributes to the development of policies and is effective in translating relevant policies and strategies into operational plans and outputs;</li> <li>• Ensures good governance practices into day to day activities, practices and processes;</li> <li>• Establishes, develops and maintains positive and productive professional working relationships;</li> <li>• Manages change, fosters a culture of creativity in employees and overcomes resistance to change</li> </ul>
Delivering Results	<ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;</li> <li>• Maintains a strong focus on meeting the needs of customers at all times;</li> <li>• Allocates resources effectively to deliver on operational plans;</li> <li>• Ensures all outputs are delivered to a high standard and in an efficient manner;</li> <li>• Ensures compliance with legislation, regulation and procedures;</li> </ul>
Performance through People	<ul style="list-style-type: none"> <li>• Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</li> <li>• Addresses any performance issues in a timely, appropriate and constructive manner;</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;</li> <li>• Has excellent written and verbal skills;</li> </ul>
Personal Effectiveness	<ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is highly motivated.</li> <li>• Manages time and workloads effectively.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li> <li>• Takes initiative and seeks opportunities to exceed goals.</li> <li>• Understands the structures and environment within which the local authority sector operates and the role of the Staff Officer in this context.</li> <li>• Knowledge of current local government issues</li> </ul>



## **Wicklow County Council**

### **Sláintecare Local Community Development Officer (Grade VI) Ref: 01/2024 (Fixed Term 4 Year Contract)**

#### **The Position:**

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

The post is full time 4 year fixed term tenure. 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.

The office is whole time, temporary and pensionable.

#### **Background:**

The SHCP Local Development Officer reports to the LCDC Chief Officer and also has reporting arrangements with the SHCP National Manager.

The SHCP Local Development Officer is instrumental in organising and assisting the SHCP Local Implementation Team.

The Local Development Officer will be employed through a SLA with the relevant local authority and will have access, through the Chief Officer of the LCDC, to the local authority management team.

The Local Development Officer will be engaged with the Local Community Development Committee as part of its oversight role in relation to the relevant elements of the SHCP and with their local implementation team which is the primary mechanism for operationalising the SHCP in the local community

The Local Development Officer in each SHCP area ensures that the plan for each area is reviewed regularly and works with the local community to maintain an audit of local needs, see how best to tackle problems and ensure co-ordinated delivery of services and investment.

Much of the SHCP change focus and dynamic around the social determinants of health will occur locally, through the engagement between the local community, local agencies and services, the local authority and the HSE and Tusla, facilitated and supported by the SHCP Local Development Officer.

The SHCP Local Development Officer is supported by the SHCP National Manager who, with the assistance of the SHCP staff team, provides mentoring and operates as a forum for exchange of experience and learning and as a central source of information on the activities and programmes in operation and their level of progress. Start-up training and on-going support and monitoring are provided by the SHCP National Manager. The Local Development Officer will report, as required, to the National Development Officer.



## **Wicklow County Council**

### **Sláintecare Local Community Development Officer (Grade VI)**

**Ref: 01/2024**

**(Fixed Term 4 Year Contract)**

### **Qualifications**

#### **1. Character**

Candidates must have on the latest date of receipt of completed applications

- be of good character
- a friendly, open and outgoing disposition is essential
- have the ability to stay focused and resilient under pressure
- the capacity to interact effectively with local elected members and people from a broad range of sectors and groups, including local development and community organisations, the local social partners including the business community and
- the capacity to contribute to and work well in a team
- have the enthusiasm for meeting and working with a variety of people and groups on an on-going basis

#### **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.

For the purpose 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

#### **3. Education, Training, Experience, etc.**

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

- A relevant Third Level Qualification or substantial work experience in a relevant health/ community or administrative area.
- A minimum of one [1] year in a coordination oversight role.

- Knowledge and understanding of Sláintecare, Sláintecare Healthy Communities, Healthy Ireland, and the Healthy Ireland Outcomes Framework.
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders
- an understanding and experience of community development issues at local level.
- Facilitation and group-work skills.
- Understanding of those who experience health inequalities.
- Experience of report writing, strategic planning and funding application processes
- Effective communication skills.
- Excellent IT & administration skills, including MS Word, Excel & Power Point
- Experience in managing budgets and finances and experience with processing payments
- Social media and website maintenance skills etc.

**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.**





## **Wicklow County Council**

**SLÁINTECARE LOCAL COMMUNITY DEVELOPMENT OFFICER (GRADE VI) - Ref: 01/2024**

**(FIXED TERM 4 YEAR CONTRACT)**

### **Principals of Employment**

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.

#### **1. Duties & Responsibilities**

##### **Duties:**

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 role of the Local Community Development Officer includes:**

- Promoting awareness of the Sláintecare Healthy Communities Programme in his/her area
- Engaging a Social Determinants of Health lens on community wellbeing and local service development, work with the local community, through the LCDC and its member agencies, and the Community and Public Participation Network, to assess the needs of the local area
- Defining how best to tackle the needs which have been identified in the context of available public services and drawing on supports and investments available through the National Development Plan and its successor
- Actively promoting and supporting local community engagement with SHCP and the community and local residents' role in developing a Social Determinants of Health lens on personal and community wellbeing
- Using the Social Determinants of Health Outcomes Framework, informing and assisting with the gathering of local data relevant to the Outcomes Framework

- Informed by local community data and experience, contributing through SHCP structures to the development of policy and budgetary recommendations with reference to improving the social determinants of health in areas of significant deprivation
- Reporting to the Local Community Development Committee and ensuring that local learning and local recommendations on improving the social determinants of health in the community are shared with all the relevant local agencies and initiatives
- Furnishing regular reports of progress to the National Development Officer and Department of Health
- Promoting national and local Government policy in counteracting social exclusion, as appropriate
- Promoting co-ordination between, and establishing links with, voluntary and public sector bodies operating within the area, especially in relation to cross-sectoral interests, and also with other local authorities as appropriate
- Liaising with relevant parties in the development and delivery of place based community initiatives that address the local social determinates of health

All other duties as may be assigned by the Chief Executive and/or her/his representative which are commensurate with the role of SHCP Development Officer in consultation with the Chief Officer of the LCDC.

## **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 six months but the Chief Executive may, at their 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 (Includes 2<sup>nd</sup> LSI) gross per annum**

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.

## **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.

**Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate**

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER