



NAME OF POSITION: SENIOR COMMUNITY & SOCIAL DEVELOPMENT OFFICER

POSITION No: 18/2024

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON FRIDAY
15TH MARCH 2024**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **SENIOR COMMUNITY & SOCIAL DEVELOPMENT OFFICER** MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

The City Council has a total annual expenditure (between revenue and capital) of close to €1.6 billion and a workforce of c. 5,600 (FTEs). It provides a broad range of services and infrastructure to both citizens and visitors to Dublin to sustain the life of the city. These services include the provision of housing, planning, development, environmental, roads and traffic, fire and emergency, leisure and community services. Many of these services, including water, drainage, fire and emergency services are provided on a regional basis for the Greater Dublin area. The City Council is also structured to provide a number of support services to the organisation such as Finance, Information Communications Technology, Law, Human Resources and Corporate Services.

Community and Social Development is about building viable, inclusive and sustainable communities throughout the city. There is a strong team of staff throughout the city working with communities in the Council's five administrative areas (Central, South Central, South East, North West and North Central). Working in partnership with community volunteers, residents, businesses, statutory and non statutory agencies, elected representatives and other city council staff we ensure that a proactive approach is taken to dealing with the opportunities and challenges that face the city.

The City Council works to promote the development of social cohesion where everyone has the opportunity to participate in the life of the city and have their voices heard. In addition to helping with capacity building for participation the team assist communities and residents groups to identify their needs and develop appropriate plans. A culture of volunteering is promoted where people of all ages and abilities are encouraged to get involved in their communities.

THE JOB

The post of Senior Community & Social Development Officer is a key role in the Community & Social Development Section within the Area Management structure, delivering services to the Community and providing an essential link between Dublin City Council and the local communities. They are expected to carry

out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

The post of Senior Community and Social Development Officer is a management position within Dublin City Council, and will work collaboratively with the Area Community & Social Development Officer to deliver effective Community Development programmes within the area they are assigned while providing an essential link between Dublin City Council and the local communities.

They are responsible for managing a team to deliver innovative and effective community development initiatives in the City Council and work directly with and support community and voluntary groups to help address and respond to local community needs. This will include working with local stakeholders to organise various community events throughout the year, engagement with Elected Members of the City Council to address local community development issues, assessment and approval of Community Grants as well as working with colleagues in the delivery of various National Initiatives such as the Healthy Ireland, Age Friendly.

The Senior Community and Social Development Officer has a strategic approach to the development and implementation of Community Development and Social Inclusion in their area and has an in-depth understanding of the barriers to social inclusion and civic participation, developing key responses as required.

They will represent the City Council on relevant local committees and on occasion will deputise for the Area Community & Social Development Officer at Area Committee meetings and Strategic Policy Committee meetings as and when required.

THE IDEAL CANDIDATE SHALL

- Have experience of networking with a number of voluntary, statutory and non - statutory organisations;
- Have knowledge and understanding of the structure and functions of local government, of current local government issues, priorities and concerns and of the key influencers of local government;
- Have relevant administrative experience at a sufficiently high level;
- Have the ability to motivate, empower and encourage staff under their control to achieve maximum performance by supporting the current Performance Management development System;
- Possess effective financial and resource management skills;
- Be capable of working in close co-operation with other City Council Departments and with outside agencies;
- Be self motivated with ability to work on own initiative, in an independent environment and without constant supervision;
- Have an understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions;
- Have demonstrated experience in facilitation, consultation and networking effectively with different organisations;
- Demonstrate satisfactory knowledge and understanding of the principles of Community Development and good governance practice;

- Have a positive outlook and enjoy working with people;
- Have excellent IT skills.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

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

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- Have a minimum of 3 years relevant experience in social or community work or in other fields where social relationships are of utmost importance;
- Have satisfactory experience of staff supervision and managing teams in the community or social services sector;
- Have attained a good standard of general education;
- Have a strong understanding of and commitment to community work;
- Possess excellent interpersonal and communication skills and have good experience engaging with a wide range of people and maintaining good working relationships;
- Possess excellent administrative and organizational skills and have the ability to write clear and concise reports;
- Have good knowledge and awareness of Health & Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

Desirable

- Have a third level qualification in Community Development, a Social Science or in a related discipline.

DUTIES

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

- Promoting sustainable community-driven development at local neighbourhood level;
- Devising and organising a range of community events and projects which enable residents, community groups and stakeholders to affect change in their neighbourhoods;
- Have responsibility for planning, budgeting, monitoring and evaluation of events and projects;
- Actively supporting and contributing to events and projects organised by residents, community groups and organisations;
- Ensuring events and projects are delivered on time and within budget;

- Building connections and strong professional relationships within and outside the organisation to achieve team's objectives;
- Representing Dublin City Council at external events and meetings;
- Supervising, managing and supporting staff on the team;
- Working with senior managers and contributing to Reports and Developmental Action Plans;
- Administering community grant scheme and monitoring of same to ensure proper governance;
- Pursuing and assisting with City Council policies and structures around key Social Inclusion services related to Children, Ageing, Integration/Migrants etc.;
- Organising and compiling surveys of needs within the community;
- Other duties which may be assigned from time to time.

Duties may involve working outside of normal working hours (evening/weekend work)

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of **Senior Community & Social Development Officer** will be filled from this publically advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form and assessment questions, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possesses the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.

- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the Application Form and assessment questions. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by Dublin City Council. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of **Senior Community & Social Development Officer**.

- **Management and Change**
- **Delivering Results**
- **Leading, Motivating, Managing Performance and Communicating Effectively**
- **Personal Effectiveness**
- **Local Authority Knowledge and Experience**

Please see the Competency Framework on page 8 of this booklet for more details.

SALARY

The salary scale for the position of **Senior Community & Social Development Officer** is: -

€53,345; €54,618; €56,168; €59,086; €60,828 (Maximum); €62,994 (1st LSI) (after 3 years satisfactory service on the Maximum); €65,172 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

CITIZENSHIP

Candidates must, by the date of application 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.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

- 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 City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications must not be submitted until all sections of the form including the Assessment Questions (if applicable) are completed as they cannot be amended once submitted on the system. For any queries please contact hqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Friday 15th March 2024.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2024

This document is also available in Large Print, High Contrast Print and Braille on request.

INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Senior Community & Social Development Officer**. The key competencies for the role are as follows:

| Competency | Behaviours |
|--|---|
| Management and Change | <p>Is effective in translating corporate mission and objectives into operational plans and outputs.</p> <p>Develops and maintains positive, productive and beneficial working relationships.</p> <p>Effectively manages the introduction of change and demonstrate flexibility and openness to change.</p> |
| Delivering Results | <p>Contributes to the development of operational plans and leads the development of team plans.</p> <p>Plans and prioritises work and resources effectively.</p> <p>Establishes high quality services and customer care standards.</p> <p>Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</p> |
| Leading, Motivating, Managing Performance and Communicating Effectively | <p>Leads, motivates and engages employees to achieve quality results and to deliver on operational plans.</p> <p>Effectively manages team and individual performance.</p> <p>Has good and effective written and verbal skills</p> |
| Personal Effectiveness | <p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive, constructive and enthusiastic attitude to their role</p> |
| Local Authority Knowledge & Experience | <p>Has knowledge and understanding of local government structure including service requirements.</p> <p>Understands key challenges facing the local government sector and Dublin City Council.</p> <p>Understands the role of Senior Community & Social Development Officer.</p> |