



NAME OF POSITION: TRAINEE SOLICITOR (TEMPORARY)

POSITION No: 58/2024

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT, ON
WEDNESDAY, 17TH JULY 2024**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR TRAINEE SOLICITOR (TEMPORARY FOR 2.5 YEARS) 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 Law Department of Dublin City Council (“the Council”) is the largest Local Authority legal office in the country. It provides a comprehensive service to the Council in the entire area of local government law including property, litigation, commercial, arbitration, data protection and E.U. procurement. The Law Department is also a partner in a special project dealing with personal injury claims and proceedings.

THE JOB

During the course of their traineeship, **Trainee Solicitors (Temporary)** can expect to work in different sections of the Law Department with rotations in the following four areas of legal practice - Property and Commercial, Litigation Personal Injury, Litigation Chancery, Data Protection and Freedom of Information and covering legal practice in local government law as they apply to each area. The approach to training in the Council’s Law Department is for the trainee to learn through active practice in a fast-paced environment.

Trainee Solicitors will be formally indentured to a Senior Solicitor nominated by the Law Agent. A Trainee Solicitor will also be required to co-operate fully with any member of staff assigned to assist with or supervise their training.

Trainees will have the opportunity during the training period to gain experience from competent professional staff in each of the legal sections. Ongoing assessment will be undertaken to ensure that the Trainee makes maximum progress and use of the training programme.

Trainees during the training period will receive: -

- Full Salary during the Law Society Professional Practice Courses 1 & 2
- *Course fees paid for the Law Society Professional Practice Courses 1 & 2

*A Trainee Solicitor who resigns, retires, or is dismissed from their post during their traineeship may be required to make a refund of course fees paid on their behalf by the Council for the Law Society Professional Practice Courses. In no circumstances will payment be made in respect of course periods or exams which are repeated.

THE IDEAL CANDIDATE SHALL:

- possess excellent interpersonal and communication skills and the ability to engage with a wide range of people;
- have good organisational skills;
- possess good IT skills;
- have sufficient Legal research skills;
- have the capacity to analyse risk;
- possess the ability to manage and prioritize a busy workload;
- be capable of taking instruction and working independently in a team environment;
- have the ability to examine complex information and obtain further information to make accurate decisions.

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, **prior to any offer of traineeship being made:-**

- a) meet the Law Society of Ireland's requirements to acceptance onto its Professional Practice Course;
- b) demonstrate that they:
 - possess excellent interpersonal and communication skills and have the ability to engage with a wide range of people;
 - possess good organisational skills;
 - possess good IT skills.

DUTIES

The duties of the post include the following:-

- (i) **Conveyancing:** Assist with the purchase, sale, lease and licence of property by Council Departments;

- (ii) **Litigation:** Assist with defence and prosecution litigation in the District, Circuit and High Court;
- (iii) **Personal Injury Litigation:** Assisting with the defence of personal injury cases;
- (iv) **Commercial:** Legal services to Departments in relation to commercial contracts and procurement;
- (v) Trainee Solicitors (Temporary) will assist and report to the Law Agent or such other Solicitor delegated by the Law Agent and carry out all such duties designated by the Law Agent;
- (vi) Trainee Solicitors (Temporary) will be required to have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

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 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 **Trainee Solicitor (Temporary)** will be filled from this publicly 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 question 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 possess 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, Planning, Community and Local Government 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. 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

The interview will be competency based and marks will be awarded under the following competencies;

- Delivering Results
- Personal Performance
- Personal Effectiveness
- Communicating Effectively
- Knowledge of Local Authority Sector Services

Please see page 8 of the Candidate Information Booklet for more details.

SALARY

The salary scale for the position of **Trainee Solicitor (Temporary)** is: -

€33,760, €35,866, €38,855, €40,818, €42,535, €44,196, €46,438, €48,060; €49,706 (Maximum); €51,221 (1st LSI) (after 3 years satisfactory service on the Maximum). €52,773 (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 the Housing, Planning, Community & Local Government. In accordance with Departmental Circular letter *EL 02/2011*, a person who is not a serving local authority 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 at <http://bit.ly/DCCVacancies> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION:

- (a)** The post is temporary, whole time and pensionable. The successful candidate will, be employed, subject to satisfactory service, on a fixed term contract basis for a period of 2.5 years. The nature of this employment is fixed term in line with sanction received from the Department of Housing Planning & Local Government. A contract will therefore be issued on such objective grounds.
- (b)** The holder of the post will be assigned to the Law Department, Dublin City Council.
- (c)** The Council reserves the right to, at any time, assign an employee to any premises in use by the Council, now or in the future.
- (d)** The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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 himself or herself 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 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 his/her 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 should not be submitted until all sections of the form are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

Applications must be submitted before Midnight on Wednesday, 17th July 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 **Trainee Solicitor (Temporary)**.

The key competencies for the role are as follows:

Competency	Behaviours
Delivering Results	<ul style="list-style-type: none"> ● Identify Problems and Contributing to Solutions. ● Makes Decisions in a timely and well informed manner. ● Implements high quality service and customer care standards. ● Co-operating with Decisions and Implementing Solutions. ● Deliver Quality Work and Services.
Personal Performance	<ul style="list-style-type: none"> ● Accepting Direction. ● Contributing Positively. ● Maintains a positive, constructive and enthusiastic attitude to their role. ● Work as part of a Team to ensure delivery of plans and schedules. ● Has a strong Team ethic of co-operation and mutual support.
Personal Effectiveness	<ul style="list-style-type: none"> ● Skill, Experience and Knowledge. ● Personal Motivation and Initiative. ● Resilience and Personal Wellbeing. ● Integrity. ● Takes Initiative and is proactive when there is an opportunity to make a contribution. ● Plans and prioritises work and resources effectively.
Communicating Effectively	<ul style="list-style-type: none"> ● Has effective written and verbal skill. ● Engages appropriately and effectively with customers and colleagues. ● Maintains positive, productive and beneficial working relationships with colleagues and management. ● Maintains a positive image of the Council.
Knowledge of Local Authority Sector Services	<ul style="list-style-type: none"> ● Knowledge and understanding of structure of Local Government including service requirements. ● Understanding of key challenges facing Local Government and Dublin City Council. ● Understanding of the role of Trainee Solicitor (Temporary)