



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

**NAME OF POSITION: STAFF OFFICER**

**POSITION No: 74 /2024**

**INFORMATION BOOKLET**

**CLOSING DATE: MIDNIGHT ON  
TUESDAY, 8<sup>TH</sup> OCTOBER 2024**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR STAFF OFFICER (GRADE V) MAY BE FILLED. DUBLIN CITY COUNCIL WILL, FOLLOWING THE INTERVIEW PROCESS, FORM THREE PANELS FOR THE POST OF STAFF OFFICER FROM WHICH FUTURE VACANCIES MAY BE FILLED. 50% OF POSTS FILLED WILL BE CONFINED TO THE EMPLOYEES OF THE SECTOR, 30% OF POSTS WILL BE FILLED BY OPEN COMPETITION AND 20% OF POSTS WILL BE CONFINED TO EMPLOYEES OF DUBLIN CITY COUNCIL; SUITABLY QUALIFIED PERSONS ARE INVITED TO APPLY FOR THE FOLLOWING PANEL(S):

- PANEL A (CONFINED TO EMPLOYEES OF THE SECTOR)
- PANEL B (OPEN COMPETITION)
- PANEL C (CONFINED TO EMPLOYEES OF DUBLIN CITY COUNCIL)

**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](http://www.dublincity.ie)

## BACKGROUND

The City Council has a total annual expenditure (between revenue and capital) of close to €1.8 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.

The City Council has a number of Area Offices as part of its commitment to area based service delivery and community development.

The Council is increasingly exploring new and innovative ways to tackle City challenges and deliver services while meeting citizens' service expectations, achieving efficiencies and continuing to meet the demand for increased accountability.

## THE JOB

The **Staff Officer** is a frontline supervisory position within Dublin City Council with responsibility for managing the performance of a section or function within a department. They will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in departmental and team development plans. A Staff Officer is expected to use initiative, work to a high standard and have excellent interpersonal and communication skills.

## THE IDEAL CANDIDATE

In the context of key duties and responsibilities for the post of **Staff Officer**, the ideal candidate will demonstrate the following knowledge, skills and competencies;

- the ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- the ability to motivate and encourage staff under their control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- a career record that demonstrates an ability to supervise staff;
- relevant administrative experience and input in the delivery of organisational objectives;
- a good knowledge of the structure and functions of local government, of current local government issues, and of the key influencers on local government;
- an understanding of the role of Staff Officer;
- 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;
- proven management report writing and analysis skills;
- the ability to work under pressure to tight deadlines in the delivery of key operational objectives;

### THE IDEAL CANDIDATE WILL ALSO:

- be self-motivated with the ability to work on own initiative;
- have strong interpersonal and communications skills and be capable of representing the Council in a professional and credible manner with all stakeholders;
- have an awareness of Health & Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.

## 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, TRAINING, EXPERIENCE, ETC.:****CANDIDATES ELIGIBLE UNDER OPEN COMPETITION - PANEL B**

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

- (a) (i) have obtained at least a 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*
- ii) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examinations (or two subjects if Irish and/or one of the following in included: Mathematics, Accounting, Business Organisation or Economics)
- or*
- (b) have obtained a comparable standard in an equivalent examination,
- or*
- (c) hold a third level qualification of at least degree standard.

**CANDIDATES ELIGIBLE UNDER CATEGORY – PANEL B ARE REQUIRED TO UPLOAD A COPY OF THE QUALIFICATION SELECTED ABOVE WITH YOUR ONLINE APPLICATION.**

**CANDIDATES ELIGIBLE UNDER CONFINED COMPETITION - PANELS A AND C**

- (a) be a serving employee in a local authority, or a regional assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post.

**DUTIES**

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

- 1) Supervision of employees in supporting roles up to position/grade of Assistant Staff Officer, including assigning duties and workload;
- 2) Supporting the Senior Staff Officer in the implementation of work programmes as required by the Council's Corporate and Operational Plans;
- 3) Supporting the Senior Staff Officer to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
- 4) Responsibility for the supervision of a section or function within the Council;
- 5) Delivery of specific departmental/organizational objectives;
- 6) Manage conflicting demands within a team environment and to prescribed timelines and deadlines;
- 7) Provide ongoing motivation and support to employees in the department/section including resolving day to day problems and identifying training and development requirements as appropriate;

- 8) Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
- 9) Communicate and liaise effectively with colleagues, managers and customers in relation to operational matters for their section;
- 10) Compile, prepare and present reports as necessary, including preparation of reports or letters, which may be of a sensitive and/or confidential in nature;
- 11) Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department/section;
- 12) Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
- 13) Such other duties as may be assigned from time to time.

**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 **Staff Officer** 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 the related 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 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, 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.

## PANEL FORMATION

Panels may be formed on the basis of interviews to fill vacancies that may arise.

Recruitment to Clerical Administrative Grades IV to VII will now be on the following basis:

- A. 50% confined to employees of the sector\*
- B. 30% open
- C. 20% confined to employees of Dublin City Council.

*\*The sector includes all Local Authorities and Regional Assembly (where applicable). Staff who are not existing employees of these local authorities or regional assembly (where applicable) are not eligible to apply for competitions confined to the sector or to the local authorities i.e. Dublin City Council*

**Panel A (Confined to the Local Authority Sector)** will comprise of successful applicants , in order of merit, from within the Local Authority Sector only, i.e. candidates serving in a Local Authority or Regional Assembly (where applicable).

**Panel B (Open Competition)** will comprise of all successful applicants in order of merit and may include candidates serving in a Local Authority , Regional Assembly, and external candidates.

**Please Note: All Candidates applying for inclusion on Panel B, must include full details of their educational qualifications (subjects taken & grades achieved)**

**Panel C (Confined to Dublin City Council)** will comprise of successful applicants, in order of merit, from within Dublin City Council only.

An employee of an individual local authority or regional assembly may be on all three panels, (Panel A, B, C). An employee of the sector (all local authorities and the regional assemblies) may be on two of the three panels, (Panel A, B). An applicant who is not employed in the sector may be on one panel, (Panel B). The order of candidates placed on each of the three panels is determined by where they were placed on the overall Order of merit.

## 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, in conjunction with the examples given to the 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 **Staff Officer**;

- Delivering Results
- Performance through People
- Communicating Effectively
- Personal Effectiveness
- Understanding Purpose & Change

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

## SALARY

The salary scale for the position of **Staff Officer** is: -

€49,706; €51,193; €52,709; €54,256; €55,816 (Maximum); €57,633 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €59,456 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **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 <https://careers.dublincity.ie> 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 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 should not be submitted until all sections of the form, including the assessment questions, are completed.

For any queries please contact: [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)

## **CLOSING DATE**

**Applications must be submitted before Midnight on Tuesday 8<sup>th</sup> October, 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

The following competency framework has been developed for the position of **Staff Officer**.

Competency	Examples of Behaviours
<b>Delivering Results</b>	<p>Translates the business or team plan into clear priorities and actions for their area of responsibility.</p> <p>Plans work and allocation of staff and other resources effectively.</p> <p>Implements high quality service and customer care standards.</p> <p>Makes decisions in a timely and well informed manner.</p>
<b>Performance through People</b>	<p>Demonstrates a good understanding of the components of the job.</p> <p>Leads and develops the team to achieve corporate objectives.</p> <p>Effectively manages performance.</p> <p>Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</p>
<b>Communicating Effectively</b>	<p>Has effective written and verbal skills.</p> <p>Demonstrates good interpersonal skills.</p> <p>Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</p>
<b>Personal Effectiveness</b>	<p>Takes initiative and is open to taking on new challenges or responsibilities.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive and constructive and enthusiastic attitude to their role.</p>
<b>Understanding Purpose &amp; Change</b>	<p>Has knowledge and understanding of local authority functions and structures.</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Understands the responsibilities of a local authority supervisor or employee to uphold high standards of governance, compliance and behaviour.</p> <p>Demonstrates flexibility and openness to change.</p> <p>Understands the role of the Staff Officer.</p>