



## NAME OF POSITION: SENIOR SOCIAL WORKER – DUBLIN CITY COUNCIL

POSITION No: 25/2025

CLOSING DATE: MIDNIGHT ON  
THURSDAY, 8<sup>TH</sup> MAY 2025

### INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR SENIOR SOCIAL WORKER 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](http://www.dublincity.ie)

### BACKGROUND

**Housing and Community Services** is responsible for a housing stock of 29,000 units providing maintenance, estate management and support services. It provides an extensive range of accommodation options including social housing, traveller accommodation and the Rental Accommodation Scheme (RAS).

The **Social Work Section** of Housing & Community Services is the social work agency of this local authority, providing a generic social work service to Dublin City Council Tenants, members of the Traveller community and those in Homeless Provision through Dublin City Council who may require such a service.

Social work within the Social Work Section is directed toward enhancing the personal and social functioning of an individual, family or group. The Social Work Unit involves, amongst other things, assessment/reporting, advocacy, counselling, mediation and other related therapeutic services.

### THE JOB

A **Senior Social Worker** is obliged to recognise the inherent dignity of every person irrespective of individual differences, carrying out their work with commitment, integrity and skill. As an employee of Dublin City Council, they will work under the direction of the Chief Housing Welfare Officer or such other person as may be designated from time to time, and lead a team of Social Workers working in co-operation with the relevant departments within Dublin City Council.

### THE IDEAL CANDIDATE SHALL

- possess excellent interpersonal and communication skills and have experience engaging with a wide range of people and maintaining good working relationships;
- have the ability to work collaboratively with service users, work colleagues and other professionals;

- have satisfactory experience working within and leading a team effectively to achieve a common goal, ensuring strong governance standards and ethics standards are adhered to and maintained;
- have proven ability to motivate and encourage staff under their supervision to achieve maximum performance;
- be self- motivated with ability to work on own initiative, in an independent environment and without constant supervision;
- possess excellent administrative skills and IT skills;
- possess good strategic thinking and organisational skills;
- 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;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have proven ability to identify, lead and implement on-going development and direct change in a Social Work Service.

***On the date of appointment the successful candidate must possess a current unendorsed full driving licence (Category A1, A and/or B) as they may be required to drive in the course of their duties.***

## **DESIRABLE**

**That the successful candidates would be already registered with CORU.** CORU is the umbrella body that is responsible for regulating health and social care professionals.

**All social work practitioners must be registered on the National Social Work Registration Board.** Further information regarding registration can be found on the CORU website [www.coru.ie](http://www.coru.ie). The prospective employee will be required to produce an original professional qualification in Social Work prescribed under the Health and Social Care Professionals Act 2005 (as amended) or a Certificate of Qualification in Social Work or a National Qualification in Social Work or a letter of Accreditation from the National Social Work Qualifications Board.

The prospective employee will also be required to produce a Certificate of Registration on the Social Work Register.

**NOTE: An offer of employment will be subject to registration with CORU being complete.**

**Please note information on taking up an offer of employment under SELECTION PROCESS, page 4 of this information booklet.**

**An offer of employment will be subject to Garda Vetting prior to any appointment being confirmed.**

## **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;

- (a) hold a professional qualification in Social Work prescribed under the *Health & Social Care Professionals Act, 2005* (as amended);  
**or**
- (b) have a Letter of Validation issued by CORU/National Social Work Qualification Board;
- (c) be eligible for registration with CORU;
- (d) possess satisfactory experience in social work as will enable them to discharge the duties of the office:
- (e) possess a high standard of administrative and management experience;  
**and**
- (f) have a satisfactory knowledge of public service organisations.

## DUTIES

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

- specialising in a particular area of work as is deemed necessary by the Executive Manager in consultation with the Chief Housing Welfare Officer;
- managing and supervising the delivery of a housing related Social Work service by a team of Social Workers within designated areas;
- undertaking Social Work team, administrative and support service staff line management including performance management;
- providing professional supervision to Social Workers and any other team members as may be assigned from time to time;
- carrying a case load for a designated area combined with additional management duties;
- undertaking the duties of the National Local Authority Representative in the National Co located SORAM (Sex Offenders Risk And Management) Office;
- assessing and making decisions on applications to the Exceptional Social Grounds Scheme;
- assessing the social work needs appropriate to the particular area where the team is assigned;
- providing advice, as required, on any matters relating to the Social Work Service;

- Leading the day-to-day management and contributing to future development and implementation of policy change within the Social Work Section as part of a Senior Management team led by the Chief Housing Welfare Officer;
- identifying, leading and implementing on-going development and directing change in the Social Work Service including policy changes, training needs, new innovations and projects;
- managing daily Duty Service as assigned by rota;
- working in close co-operation with voluntary and statutory agencies in their area providing services related to the Social Work Service and helping to establish such links and liaisons wherever needed, including active involvement on Area Committees, inter agency working groups and consultative forums;
- working in close co-operation with other sections and departments of the City Council;
- contributing to policy development in relevant areas including participation in inter and intra agency working groups and committees;
- meeting managerial and administrative needs incorporating those necessary to the functioning of a professional Social Work Service including ;
  1. Case management;
  2. Prioritisation of referrals;
  3. Co-ordinating Duty and Stand by rotas;
  4. Co-ordinating professional staff training options;
- processing Freedom of Information and Data Protection requests in a timely manner in accordance with Statutory requirements;
- overseeing the Personal Development Plan (PDP) process with assigned team members;
- adhering to Children First: National Guideline for Protection and Welfare of Children and Dublin City Council’s Child Safeguarding Policy;
- undertaking training/skills development as required to support the role and meet CPD requirements;
- 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 them 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 Social Worker** 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 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 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.

## 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 answers given in 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

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

- **Management and Change**
- **Delivering Results**
- **Performance through People**
- **Personal Effectiveness**
- **Local Authority Knowledge, Professional Knowledge & Experience**

Please see page 9 & 10 of the Candidate Information Booklet for more details.

## **SALARY:**

The salary scale for the position of **Senior Social Worker** is: -

€80,295; €82,612; €86,245; €89,867; €93,498; €97,145.

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 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 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 Thursday, 8<sup>th</sup> May 2025**

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**SENIOR EXECUTIVE OFFICER  
HUMAN RESOURCES DEPARTMENT**

Dated this \_\_\_\_\_ 2025

**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 Social Worker**

The key competencies for the role are as follows;

<b>Management and Change</b>	<p><b>Strategic Ability</b> Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear, specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b> Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p><b>Bringing about Change</b> Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrate initiative and innovation in identifying areas for service improvement. Demonstrates flexibility and an openness to change.</p>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b> Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p> <p><b>Operational Planning</b> Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p><b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
<b>Performance through People</b>	<p><b>Leading and Motivating</b> Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><b>Managing Performance</b> Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability. Demonstrate the ability to manage self and others in a busy working environment including the ability to prioritise referrals &amp; manage team caseloads.</p> <p><b>Communicating Effectively</b> Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<b>Personal Effectiveness</b>	<p><b>Resilience and Personal Well Being</b> Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p>

	<p><b>Personal Motivation, Initiative and Achievement</b></p> <p>Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities. Demonstrate a commitment to continuing professional development.</p>
<p><b>Local Authority Knowledge &amp; Experience</b></p>	<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 the <b>Senior Social Worker</b> in Dublin City Council.</p> <p>Demonstrates ability to promote anti-discriminatory practice and cultural competence.</p> <p>Has sufficient professional knowledge to carry out the duties and responsibilities of the role .</p> <p>Demonstrates experience of applying evidence based practice .</p> <p>Understands function and demonstrate effective use of professional supervision.</p>