



## **NAME OF POSITION: COMMUNITY SAFETY COORDINATOR IN LOCAL COMMUNITY PARTNERSHIP, DUBLIN CITY COUNCIL**

**POSITION No: 28/2025**

**CLOSING DATE: MIDNIGHT ON  
THURSDAY, 15<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 COMMUNITY SAFETY COORDINATOR DUBLIN CITY COUNCIL 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**

The Department of Justice has developed a new community safety policy based on a key principle that policing is not the responsibility of the police alone and involves other agencies of Government such as health and social services. The Community Safety Policy proposes a whole-of-government approach to community safety. At the heart of this policy is the principle that every community has the right to be and feel safe in order to thrive and flourish.

This new approach will be delivered through Local Community Safety Partnerships (LCSPs), supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area and will also have a key oversight role in ensuring those actions are followed through.

### **Objectives of the Local Community Safety Partnerships**

The partnership approach is built on two premises:

1. Every community is different and has different problems and issues.
2. Responding to those problems and issues requires a range of inputs from across Government, local services, voluntary sector and the community itself.

The response to the issues identified above requires the following elements:

1. Community engagement in identifying what the needs of the community are.
2. Commitment and buy-in from State, local and voluntary service providers to work together to address those needs.

The LCSPs (Local Community Safety Partnerships) aim to foster sustained community involvement in identifying needs and co-designing solutions, and sustained commitment from services in working together to address those needs.

### **Structure of Local Community Safety Partnerships (LCSPs)**

Membership of each LCSP will include: Councillors from the local electoral area, residents; community representatives, including representatives of youth, new communities and the voluntary sector; business and education representatives; and relevant public services in the area, including the Health Service Executive (HSE), Tusla, An Garda Síochána (AGS) and the local authority. The LCSP will have a maximum of 30 members.

### **THE JOB**

The **Community Safety Coordinator** is a new role in Dublin City Council that will support and enable the establishment and operation of the Local Community Safety Partnerships in each of the five Local Electoral Areas of Dublin City Council. The Community Safety Coordinator will work to bring together a diverse group of agencies and residents and representational groups to engage in joint planning and co-ordination of services for the community. A main focus of the LCSP and role holder will be the design, execution and evaluation of community safety projects in the relevant Dublin City Council local electoral area.

The successful candidate will be a key driving force for the work of the LCSP. Located within their respective Dublin City Council Local Area Office, they will progress and coordinate the work of the LCSP, to achieve targeted measures in relation to community safety. The Coordinator will act as a support to community members to identify local priorities and access relevant services, as well as supporting and enabling the Local Community Safety Partnership (LCSP) in preparing, delivering and monitoring progress on their Local Community Safety Plan. The Coordinator may be required to present progress reports to groups as determined by Dublin City Council during the term of the Local Community Safety Plan.

The Community Safety Coordinator will manage the work of the Community Safety Administrator. The Community Safety Coordinator will be responsible for the day to day running of the community safety activities in the relevant local authority area.

### **THE IDEAL CANDIDATE SHALL**

- demonstrate the ability to work effectively across different organisational structures, community and representative groups and within the structure of the local authority;
- demonstrate the ability to engage positively with a diverse range of individuals;
- have proven experience in developing and managing relationships with a diverse range of stakeholders;
- demonstrate a proven ability to achieve goals and meet deadlines;
- demonstrate the ability to work in a community setting with a wide variety of organisations, services and groups;
- have proven experience in preparing strategic plans and input into policy documents;
- demonstrate strong leadership skills, sound judgement, self-motivation and strong interpersonal skills;
- have confidence to work on their own initiative;
- have excellent communication skills, both verbal, written and digital;
- have a good understanding of community development processes and principles;
- have a clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors;
- have the ability to work on several projects simultaneously;

- have both the ability and experience in contributing to and leading positive change in relevant organisations or structures;
- be able to work independently and as part of a team;
- possess excellent planning and organisational abilities;
- have the ability to administer and oversee programme funding and secure funding through appropriate mechanisms;
- have a high degree of motivation and resilience;
- demonstrate a high level of discretion and professional integrity; and
- have the ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.

## 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:-

- (i) (a) 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

have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is 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

***and***

- (ii) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

### **It is desirable that the successful candidate would:**

- (a) (i) hold a recognised NFQ Level 7 qualification in sociology, social policy, law, public health or similar;  
**OR**  
 (ii) have a minimum of three years relevant professional experience;
- (b) have a minimum of 2 years' experience working as a project coordinator or similar role, and
- (c) have a minimum of 1 years' experience in communications, outreach or similar;

(d) have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.

(e) experience in one or more of the following areas would be an advantage: local community development, public health, criminal justice system, communications and a demonstrated ability in programme delivery.

## DUTIES

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

- supporting the establishment and executing the work of the Local Community Safety Partnership, including through coordinating the development of a work plan for the LCSP, supporting the development of a local community safety plan;
- supporting engagement of community members with the LCSP;
- acting as a focal point for community safety in the area;
- developing and delivering local community safety projects under the leadership of the Chair of the LCSP;
- developing and delivering a communications strategy to keep the community informed about community safety activities;
- proactively engaging and building good relationships with other stakeholders working on community safety in the area;
- mapping the work by statutory agencies and community organisations that work on community safety activities in the area and liaising with the Local Community Development Committee on any relevant activities;
- ensuring the provision, collection and reporting of relevant data and information;
- ensuring that adequate record systems are in place and adhered to;
- ensuring that detailed reports are prepared for key stakeholders;
- preparing summary financial and administrative data for internal use;
- taking the lead on the organisation and management of all community safety project events;
- managing the work of the Community Safety Administrator;
- building and maintaining good working relationships both inside and outside the partnership, including with key actors in the local authority area;
- under the leadership of the Chair of the LCSP and management function of the relevant local authority, carrying out duties to ensure the control of expenditure within the partnership's budget;

- ensuring that financial management including petty cash procedures are followed and that adequate records are kept;
- undertaking all duties which may be required which are commensurate with the role of Community Safety Coordinator in consultation with the Chair of the LCSP and direction of the Central Area Manager.

**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 **Community Safety Coordinator** 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 and Experience**

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

## SALARY:

The salary scale for the position of **Community Safety Coordinator** is: -

€59,417; €60,871; €62,568; €64,271; €65,974; €67,495; €69,054; €70,563; €72,069 (Maximum); €74,649 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €77,243 (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 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, 15<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 **Community Safety Coordinator**.  
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 to ensure that functional responsibility is properly aligned with the purpose, mission and vision of the Local Community Safety Partnership and DCC as a Partner. Is effective in translating the needs for Local Community Safety into a Plan with measured outputs taking into consideration any relevant strategic or policy documents. Can effectively connect the objectives of DCC’s Corporate Plan to the Local Community Safety Partnership Plan. Can identify the key deliverables required by the role with respect to the establishment of the Community Safety Partnership structure.</p> <p><b>Networking and Representing</b> Establishes, maintains, participates and contributes to networks and works collaboratively with the full range of stakeholders to enhance service delivery. Sustains a positive image and profile of DCC.</p> <p><b>Bringing about Change</b> Effectively introduces change. Overcomes resistance to change. Demonstrates flexibility and openness to change.</p>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b> Pinpoints the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. Co-ordinates and leads the Partnership stakeholders through problem solving and decision making milestones.</p> <p><b>Operational Planning</b> Contributes to operational plans and develops team plans in line with priorities and actions for community safety, having regard for operational objectives and available resources.</p> <p><b>Managing Resources</b> Manages the allocation, use and evaluation of resources to ensure efficient delivery of objectives.</p>
<b>Performance Through People</b>	<p><b>Leading and Motivating</b> Leads, motivates and engages others to achieve quality results. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><b>Managing Performance</b> Effectively manages performance. Builds and leads effective Teams/Sections/Units. Empowers and encourages people to deliver their part of the operational plan, using Team Development Plans and Personal Development Plans.</p> <p><b>Communicates Effectively</b> Recognises the value of and requirement to communicate effectively with stakeholders. Has effective verbal, written and digital communication skills. Presents ideas effectively to individuals and groups.</p>
<b>Personal Effectiveness</b>	<p><b>Personal Motivation, Initiative and Achievement</b> 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.</p>

	<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>Local Authority Knowledge &amp; Experience</b></p>	<p><b>Knowledge &amp; Experience</b>          Has knowledge and understanding of local government structure including service requirements.          Understands key challenges facing the local government sector and Dublin City Council.          Understands the <b>objectives of the Local Community Safety Partnership and the role and responsibilities of the Local Community Safety Coordinator</b></p>