



## NAME OF POSITION: SENIOR SPORTS DEVELOPMENT OFFICER, SPORT & RECREATIONS SERVICES - CULTURE, COMMUNITY, LEISURE AND AREA SERVICES DEPARTMENT

POSITION No: 39/2025

CLOSING DATE: MIDNIGHT ON  
MONDAY 9<sup>TH</sup> JUNE, 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 SPORTS 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 900 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

Dublin City Council's **Sport & Recreation Section** supports, manages and delivers an extensive range of sports and physical activity programmes and services in the City. The section spends approximately €15 million annually through its wide variety of sport and recreation facilities and the Dublin City Sport & Wellbeing Partnership (the Partnership). The Partnership is an initiative driven by Dublin City Council working in co-operation with a range of partners and stakeholders providing a consolidated approach to the delivery of sports and physical activity services and programmes, across the city, with an enhanced emphasis on health and wellbeing.

The purpose of the Partnership is three-fold:

- To improve the quality of life of all people living in and working in Dublin City regardless of age or ability;
- To provide opportunities for people living in, working in and visiting Dublin City to participate in sport and physical activities through facilities, infrastructure, services, programmes and events; and
- To have Dublin City recognised as a national leader in sports and wellbeing.

For more information, visit <http://www.dublincity.ie/main-menu-services-recreation-culture-sports-facilities/our-role>

## THE JOB

The **Senior Sports Development Officer** is responsible for the management of the Sports Development Officers who are based around the city of Dublin. The Senior Sports Development Officer will also be expected to manage budgets, follow procurement processes, when required report to Strategic Planning Committee meetings, Area Council meetings and City Council meetings. The Senior Sports Development Officers will report to the manager of the Dublin City Sports and Wellbeing Partnership.

## THE IDEAL CANDIDATE SHALL

- have an understanding of the role of a Senior Sports Development Officer;
- experience of managing and supervising staff, including managing performance;
- be able to foster good working relationships with Dublin City Council internal sections/departments and with external organisations/groups, for the purpose of increasing participation in sport and physical activity;
- be capable of engaging with local communities to actively encourage participation in sports and physical activity;
- be able to work within a team and have the enthusiasm, energy and ability to motivate and encourage staff, external volunteers and coaches under their management to achieve maximum performance;
- possess good interpersonal skills and be able to communicate effectively with a wide range of key stakeholders through a range of mediums;
- have an ability to work on their own initiative, in an independent environment and without constant supervision;
- have a career record that demonstrates an ability to manage staff to ensure delivery of complex work programme;
- have the ability to motivate, empower and encourage staff under their control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- have relevant administrative experience at a sufficiently high level;
- be able to measure and report on progress, through developed and agreed formats, on the meeting of the objectives of specific sport and physical activity programmes and services;
- ensure strong governance and ethical standards are set and maintained;
- be competent in identifying issues of concern or relevance and in responding appropriately;
- have a willingness to learn, and the aptitude to engage with all new technology and information systems;
- 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;
- understand the changing operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens;

- 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 proven management analysis, report writing, and presentation skills;
- have effective financial and resource management skills;
- have knowledge and experience of operating ICT systems;
- have a willingness to learn and participate in relevant training courses in order to execute new 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: -

- (a) hold a minimum of a NFQ LEVEL 6 qualification in a related discipline e.g. sport/ community development, physical activity/health promotion and/or have a minimum of 3 years experience working in a community, sport or physical activity related environment;
- (b) have a minimum of 3 years' experience in Local, Regional or National community, sport or physical activity planning;
- (c) have a minimum of 3 years' experience of facilitating and delivering sport and physical activity programmes to diverse audiences (young people at risk, older persons etc.);
- (d) have knowledge of Local Sports Partnership working practices;
- (e) have excellent communications skills, both oral and written;
- (f) have experience managing a budget;
- (g) be familiar with the relevant policies and strategies of key bodies involved in sport, recreation and health promotion, including Sport Ireland's Code of Ethics and Good Practice for Children's Sport and Healthy Ireland's Framework for Improved Health and Wellbeing 2013 – 2025;
- (h) have a good understanding of the National Physical Activity Plan for Ireland;
- (i) have a good knowledge and awareness of Health & Safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace.

**Please note that successful applicants will be subject to Garda Vetting prior to any appointment being confirmed.**

### **DESIRABLE:**

It is desirable for the successful candidate to possess a current unendorsed full driving licence (Category B) as they may be required to drive a motor car in the course of their duties.

## DUTIES

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

- work with the Centre Manager in the implementation of Dublin City Council's new Sports Plan 2024 – 2029;
- supporting the Centre Manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility;
- set clear outcomes and targets for the Sports Development Officers;
- oversee, manage and support the Sports Development Officers in the development, delivery and review of their work, in accordance with the Dublin City's Sports Plan 2024 – 2029, along with collating and publishing the Key Performance Indicators of the Sports Development Officers;
- leadership and change management of Sports Development Officers, Co-funded Sports Development Officers, Sports Inclusion Officers and other staff within the section including assigning duties and workload;
- supporting management in the implementation of work programmes as required by the Council's Corporate, Operational Plans and the Sports Plan 2024 – 2029;
- delivery of specific departmental/organisational objectives;
- management of conflicting demands within a team environment and prescribed timelines and deadlines;
- liaise with Active Travel & Community Development personnel, so as to facilitate the effectiveness of their work and the timely and relevant production of reports for Area Committees, SPCs and Council meetings and any other reports as required by the Manager;
- attend Strategic Planning Committee meetings, Area Committee Meetings and City Council meetings when required;
- liaise with the Council's Parks and Operations Section with regard to the delivery and management of recreation facilities and amenities in the county;
- liaise with the administrative staff of the Section so as to facilitate the smooth management of the Division, including the planning and review of budgets;
- ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
- effective communication and liaison with colleagues, managers and users in relation to operational matters for their section;
- compile, prepare and present reports as necessary, including preparation of reports or letters, which may be of a sensitive and/or confidential nature;
- work in conjunction with the Centre Manager to establish and manage the different Local Sports Forums in each of the administrative areas of Dublin City Council;
- attend the Local Sports Forums in the administrative areas assigned;
- support implementation of good practices with transparent reporting and communications, and to deliver accountable services in the department/section;

**Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making.**

**Such other duties as may be assigned from time to time**

- to liaise with Sport Ireland, National Sporting Governing Bodies, other City/Council Sports Partnerships and, in particular, with sports clubs and organisations in the county in the delivery of sports programmes and the implementation of policies;
- to manage non-capital projects for which specific funding is obtained from non-Council sources;
- to deputise for more senior officers as appropriate;
- to manage the work of any temporary and/or contract staff in the Section;
- to undertake other duties as assigned by the Centre 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 **Senior Sports Development 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 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**
- **Leading, Motivating, Managing Performance and Communicating Effectively**
- **Personal Effectiveness**
- **Local Authority Knowledge and Experience**

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

## SALARY:

The salary scale for the position of **Senior Sports Development Officer** is: -

€56,754; €58,108; €59,758; €62,862; €64,716 (Maximum); €67,020 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €69,337 (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.

## **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 Monday, 9<sup>th</sup> June 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

The following competency framework has been developed for the position of **Senior Sports Development Officer**.

The key competencies for the role are as follows;

Competency	Behaviours
<b>Management and Change</b>	<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. Overcomes resistance to change.</p>
<b>Delivering Results</b>	<p>Contributes to the development of operational plans and leads the development of team plans.</p> <p>Plans, prioritises and manages work and resources effectively to ensure efficient delivery of services/objectives.</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>
<b>Leading, Motivating, Managing Performance and Communicating Effectively</b>	<p>Leads by example and 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> <p>Recognises the value of and requirement to communicate effectively</p>
<b>Personal Effectiveness</b>	<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> <p>Learns from experience and seeks to constantly improve performance.</p> <p>Operates at an effective pace and maintains performance levels in periods of extra demand</p>
<b>Local Authority Knowledge &amp; Experience</b>	<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 <b>Senior Sports Development Officer</b>.</p>