



NAME OF POSITION: ASSISTANT STAFF OFFICER, DUBLIN CITY COUNCIL
POSITION No: 47/2025

CLOSING DATE: MIDNIGHT ON
TUESDAY, 24TH 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 ASSISTANT STAFF OFFICER (GRADE IV) MAY BE FILLED. DUBLIN CITY COUNCIL WILL, FOLLOWING THE INTERVIEW PROCESS, FORM THREE PANELS FOR THE POST OF ASSISTANT 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)

INTERVIEWS FOR THIS POSITION WILL BE HELD IN AUTUMN 2025

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

BACKGROUND

The City Council 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's 2025 revenue budget is €1.49bn and provides for operational activities and is funded through rates, government grants and service charges. In addition, the three-year Capital programme 2024 – 2026 amounts to €4.25bn and provides for the delivery of planned infrastructure.

Since 2014, the Council has provided water supply and waste water services under a Service Level Agreement on behalf of Irish Water. 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 **Assistant Staff Officer** is a support or supervisory position within the Council and is assigned responsibility for the day to day operation of a work area\ service. The Assistant Staff Officer works as part of team, supporting managers and colleagues to meet work goals and objectives and to deliver quality services to internal and external customers. They will be responsible for the implementation of work programmes to achieve goals and targets set out in Departmental and Team Plans. The Assistant Staff Officer is expected to carry out their duties in a manner that enhances public trust and confidence.

THE IDEAL CANDIDATE SHALL

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

- knowledge and understanding of the structure and functions of local government and current issues it faces;
- understanding of the role of Assistant Staff Officer within Dublin City Council and their role in delivery of business objectives;
- relevant administrative experience including delivery of business objectives, preparation of reports and correspondence and operating ICT systems;
- experience and competency in the implementation of high quality customer service and standards;
- an openness and responsiveness to change;
- ability to maintain positive, productive and beneficial working relationships;
- ability to plan, allocate and supervise the work of staff and other resources to achieve corporate objectives;
- understanding of the relevance of and have previously demonstrated a strong team ethic of co-operation and mutual support to ensure delivery of business objectives;
- self- motivation and proactiveness with the ability to work on own initiative;
- strong interpersonal and communication skills and be capable of representing the Council in a professional and credible manner with all stakeholders; and
- awareness of Health and Safety Legislation and Regulations, the 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: -

- To support the line manager to ensure the section or department work programme is implemented to deliver on the Council's corporate and operational plans.

- To communicate and liaise effectively with customers, colleagues, supervisors and line managers in other sections in relation to operational matters relevant to their section or area of work.
- Responsibility for preparation of reports, correspondence and other documents as necessary.
- To provide assistance and support in the delivery of projects as required.
- To ensure high levels of customer service, responding to queries and requests for information in a professional, courteous and timely manner.
- To support the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
- To supervise employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required.
- To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
- To comply with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- To deputise for the line manager or equivalent as required.
- To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;
- To carry out 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 **Assistant 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 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.

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 Dublin City Council 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 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;

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

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

SALARY

The salary scale for the position of **Assistant Staff Officer** is;

€35,260; €37,366; €40,355; €42,318; €44,035; €45,696; €47,938; €49,560; €51,210; (Maximum); €52,768 (1st LSI) (after 3 years satisfactory service on the Maximum); €54,367 (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 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

CLOSING DATE

Applications must be submitted before Midnight on Tuesday, 24th June 2025.

**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 **Assistant Staff Officer**.

The key competencies for the role are as follows;

Competency	Behaviours
Delivering Results	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	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	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	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	Knowledge and understanding of structure of Local Government including service requirements. Understanding of key challenges facing Local Government and Dublin City Council.

