



NAME OF POSITION: COMPLIANCE OFFICER (TEMPORARY) 2 YEARS - DUBLIN CITY COUNCIL

POSITION No: 47/2026

CLOSING DATE: MIDNIGHT ON
FRIDAY, 1ST MAY 2026

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 **COMPLIANCE OFFICER (TEMPORARY)** FOR A PERIOD OF 2 YEARS 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, Economic, Leisure and Culture Services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

The **Finance Department** deals with the short and long-term financing of the City Council's operations, both of a revenue and capital nature. It has a key role in leading and managing an effective and responsive financial service to support service delivery. The City Council's 2026 revenue budget is €1.69bn and provides for operational activities and is funded through rates, government grants and service charges. In addition, the three year Capital programme 2025 – 2027 amounts to €3.26bn and provides for the delivery of planned infrastructure.

THE ROLE

Dublin City Council operates within an increasingly complex regulatory and governance environment. Reporting to the Head of Finance, the **Compliance Officer (Temporary)**, will be responsible for coordinating compliance, monitoring adherence to statutory and internal requirements and reporting on organisation-wide compliance performance.

THE IDEAL CANDIDATE SHALL

- have significant experience at a management level;
- have a satisfactory knowledge of public service organisation in Ireland;
- have a good knowledge of local government sectoral developments and understand their impact for Dublin City Council;

- have proven experience in policy development, risk management, collaboration, internal control review and reporting to senior management;
- have strong communication, analytical, and cross-functional collaboration skills;
- have excellent organisation skills and possess the drive to deliver the required results;
- have strong judgement and capacity to work autonomously;
- have an ability to operate effectively in an environment with significant complexity and pace;
- have experience of staff supervision and performance management;
- have an ability to work and deliver results within tight deadlines, in a changing and fast moving environment;
- 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.

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) be well educated;
- (b) have significant experience at an appropriate level in leading teams and managing resources;
- (c) possess a high standard of administrative and management experience at an appropriate level

Desirable

- Minimum Level 8 in the National Framework of Qualifications in Business or equivalent;
- Additional qualifications i.e. QFA, IIA or equivalent;
- Minimum of 5 years' experience in a similar role in compliance or internal audit with exposure to Public Sector Audits and Auditors.

DUTIES

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

- Develop and monitor the implementation of compliance frameworks and a system for compliance reporting.
- Produce and implement an annual compliance monitoring plan with relevant stakeholders.
- Review procedures and systems on a planned basis from the viewpoint of effective compliance and work with departments to develop solutions necessary to ensure compliance.

- Work with relevant departments to identify priorities for the development of compliance management including the monitoring and reporting on compliance with corporate policies and procedures.
- Produce professional high-level reports for Senior Management.
- Carry out investigations and enquiries across the organisation on compliance matters and highlight or escalate areas of concern.
- Contribute to and assist in the development of policies in relation to effective compliance controls within the organisation.
- Collaborate with all departments to develop a culture of compliance across the organisation.
- Review staff training processes to ensure appropriate compliance competencies. Educate employees on not only the regulations, but also the impact on the organisation if these aren't complied with.
- Continuously improve the control environment across the organisation and the assessment and reporting of its effectiveness.
- Work with departments and the Risk Management Unit to ensure that compliance risk is identified, managed and mitigated effectively.
- Inform risk register/risk management at local level and identify areas of concern for more detailed examination
- 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

- The post of **Compliance Officer (Temporary)** 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 question(s). 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 8 of the Candidate Information Booklet for more details.

SALARY:

The salary scale for the position of **Compliance Officer (Temporary)** is;

€81,777; €82,506; €85,715; €88,944; €92,179; €95,379; €98,600; (Maximum); €102,252 (1st LSI) (after 3 years satisfactory service on the Maximum); €108,074 (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

1. The post is temporary (2 years), whole time and pensionable.
2. Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
3. The nature of this employment is fixed term in line with sanction received from the Department of Housing, Local Government and Heritage.

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.

IRISH PROFICIENCY

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits are capable of performing their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.

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 question(s) are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Friday, 1st May 2026

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2026

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 **Compliance Officer (Temporary)**. The key competencies for the role are as follows;

<p>Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically to ensure that functional responsibility is properly aligned with the purpose, mission and vision of DCC. Is effective in translating the vision of the Corporate Plan into operational plans and outputs.</p> <p>Networking and Representing Establishes, maintains, participates and contributes to networks and works collaboratively with stakeholders to enhance service delivery. Sustains a positive image and profile of DCC.</p> <p>Bringing about Change Effectively introduces change. Overcomes resistance to change. Demonstrates flexibility and openness to change.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making 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.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for area of operation, having regard for operational objectives and available resources.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure efficient delivery of objectives.</p>
<p>Performance Through People</p>	<p>Leading and Motivating 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>Managing Performance 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>Communicates Effectively Recognises the value of and requirement to communicate effectively with all employees. Has effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<p>Personal Effectiveness</p>	<p>Personal Motivation, Initiative and Achievement 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>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p>
<p>Local Authority Knowledge & Experience</p>	<p>Knowledge & Experience Has knowledge and understanding of local government structure including service requirements. Understands Local Authority Governance, Legislation and Regulatory Frameworks Understands key challenges facing the local government sector and Dublin City Council Understands the role Compliance Officer (Temporary).</p>