



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

# **REPROGRAPHIC SERVICE SUPERVISOR**

## **Information for Candidates**

**October, 2025**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Reprographic Service Supervisor (analogous to Senior Staff Officer)

The Reprographic Service Supervisor is a middle management position within the local authority and is assigned responsibility for managing the performance of the Reprographics Services Section handling an area of the local authority's activities.

The post holder will operate within defined parameters relevant to the position, in accordance with the Council's goals.

It is proposed to form a panel of qualified candidates from which vacancies both permanent and temporary will be filled during the lifetime of the panel.

## **2. Roles Duties & Responsibilities**

A non-exhaustive list of the duties and responsibilities of the Reprographic Service Supervisor are set out below:

- Agreeing with the Area Manager, standards of service in terms of quality, timeliness, cost effectiveness, value for money
- Liaising with staff in relation to their requirements for services and agreeing costs, delivery mechanisms and schedules
- Preparation of work schedules for staff and evaluating performance and output in relation to agreed standards and targets
- Creating and maintaining such systems as are necessary to enable staff to discharge their responsibilities and to ensure accountability
- Ensuring that equipment, materials and office supplies are optimum for the efficient running of the unit and provision of service
- Evaluating on an ongoing basis the operations of the unit, identifying any deficiencies and devising solutions to remedy same
- Furnishing, as required, management information reports to the Area Manager
- Keeping up to date with the latest innovations in graphic, reprographic and mailroom technology and maximising the use of ICT generally to improve service
- Obtaining prices, at minimum annually for services, goods and materials
- Responsibility for procurement of equipment, services, materials and office supplies and deciding on the most cost effective means of sourcing and delivering these, subject to adherence to the provisions of the procurement directives and purchasing procedures
- Monitoring and controlling expenditure and advising Area Manager of potential exceedances
- Developing a customer oriented ethos in service delivery
- To act as the manager for the performance of staff to include providing direction, supervision, control, induction, training and career development
- Ensuring a safe system of work.

### **3. Qualifications & Requirement of the Post**

#### **(a) Character:**

Candidates shall be of good character.

#### **(b) Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

#### **(c) Education, Experience**

On the latest date for receipt of completed application forms, candidates shall:

- Have a good Standard of Education.
- Have excellent IT skills and be proficient in the use of Technology.
- Have Financial Skills (budgeting, bookkeeping, Agresso or other similar software packages)

#### **(d) Core Competencies**

##### **i. Planning & Organisational skills**

- Ability to manage resources
- Ability to analyse and identify key issues/demands
- Ability to work under pressure in a cross functional environment and to tight timelines.

##### **ii. Initiative and delivery of results**

- Track record of achievements
- Problem solving & resolution
- High level of attention to detail
- Compliance with various policies / standards
- Judgement and ability to work autonomously.

##### **iii. Interpersonal skills and communicating effectively**

- Effective verbal and written communication skills
- Ability to present ideas effectively and to present to groups
- Ability to write fluently, and to prepare clearly structured written reports.

##### **iv. Working with others and teamwork**

- To maintain effective working relationships (internally & externally)
- To work as part of a team
- To lead, motivate and manage staff, and build effective teams
- Customer focus.

**v. Personal Effectiveness**

- Knowledge of Local Government & the Council generally
- Knowledge and awareness of key topical and priority issues
- Understanding of political reality / context of issues
- Understanding compliance standards, and policies, procedures, legislation
- Maintain a positive, constructive and enthusiastic attitude to their role
- Personal Motivation – Strives to perform at a higher level.

**4. Particulars of the Post**

**(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of *Reprographic Services Supervisor* from which it will fill any vacancy that may arise.

**(b) Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**(c) Remuneration**

The current annual pay-scale is €57,322 minimum to max LS12 €70,030 (*as per Circular EL 07/2025*).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

**(d) Base**

The base for the post of the Reprographic Service Supervisor shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Reprographic Service Supervisor may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

**(e) Residence**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**(f) Working Hours / Annual Leave**

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

Annual leave allowance will be Maximum 30 days for all applicants.

### **(g) Requirement to Drive**

Candidates shall be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

### **(h) Citizenship Requirements**

Eligible candidates must be, on the latest date for receipt of completed application forms; (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.

### **(i) Conflicts of Interest**

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

### **(j) Garda Vetting**

Candidates for the post of Reprographic Service Supervisor may be subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

## **5. Recruitment Process**

### **Application Form:**

- Applications must be made on the official **online application form** and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the **online application form** will be considered when assessing a candidate's suitability for the post.

- Applications must be submitted **through our online portal 'Submit.Com'**. **Applications received in any other format will not be valid.**

## **B. Short Listing**

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

## **C. Right to Information and Review - # RSS 001**

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision quoting the above reference number.

## **D. Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

## **E. Other**

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

## **F. Canvassing Will Disqualify**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

## **G. General Data Protection Regulation**

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the

Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

[www.donegalcoco.ie](http://www.donegalcoco.ie)