



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

Assistant Staff Officer

Information for Candidates

October, 2021

The Competition

The Council is seeking applications from suitably qualified candidates with relevant experience for the position Assistant Staff Officer (Grade IV).

Recruitment arrangements to this grade will now be on the following basis:

The Council will form three separate panels of suitably qualified candidates to meet the requirements agreed nationally of the ratio of posts to be confined to the local government sector, open and those confined to Donegal County Council staff. The order of candidates placed on each of the three panels is determined by where they were placed on the overall Order of Merit List.

Panel **A** (Confined to 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) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.

Panel **C** (Confined to the recruiting local authority) will comprise of all successful applicants in order of merit from within the recruiting Local Authority i.e. candidates serving in Donegal County Council.

For the purposes of the above, the sector Panel A is comprehended to include all Local Authorities and the three Regional Assemblies only. Staff who are not existing employees of local authorities or regional assemblies are not eligible to apply for competitions confined to the sector (Panel A) or to the local authority (Panel C).

1. The Position

Assistant Staff Officers work in various sections of of the organisation, the duties will vary depending on assignment.

Post holders will be expected to constantly contribute towards improving the overall effectiveness of the section to which they are assigned.

The person appointed will under the direction and control of the Senior Staff Officer/Administrative Officer or other officer designated by the Chief Executive perform a range of duties and responsibilities.

2. Role, Duties & Responsibilities

A non-exhaustive list of the duties and responsibilities of the Assistant Staff Officer are set out below:

- Responsibility for the management and supervision of staff as appropriate, and to ensure training and development of such staff;
- Assign and monitor the work programme for the section/department as appropriate;
- To provide administrative support and reporting of progress, based on a thorough knowledge and understanding of the workings of the section, as appropriate;
- To develop and maintain effective working relationships (internally & externally); and
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

A satisfactory competence in the Irish language is deemed desirable and beneficial in relation to any vacancy which may arise within the Glenties Municipal District. An assessment of this competence may be carried out as part of the recruitment and selection process.

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for Assistant Staff Officer will be as set out below:

(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, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed application forms -

Applicants to Panel B (Open)

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four 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**
- (b) 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**
- (ii) have obtained a comparable standard in an equivalent examination, **or**
- (iii) hold a third level qualification of at least degree standard,

Confined Competition (Panels A and C as appropriate)

(iv) be a serving employee of a local authority or a regional assembly and have at least two years' satisfactory experience in a post of Clerical Officer or analogous post.

(d) Essential Skills

Candidates must be able to demonstrate that they have the following skills:

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.

Initiative and delivery of results, e.g.

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

Interpersonal skills and communicating effectively, e.g.

- 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.

Working with others and teamwork, e.g.

- 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.

Relevant Knowledge & Experience, e.g.

- 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

4. Particulars of the Post

(a) General

Donegal County Council proposes to create three panels (as outlined above) of qualified candidates for the position of *Assistant Staff Officer* 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 €29,253 minimum to max LSI2 €46,965. (as per Circular EL 03/2021).

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 Assistant Staff Officer 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 Assistant Staff Officer 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

The normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time.

5. Recruitment Process

A. Application Form

- Applications must be made on the official 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 application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

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

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.

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