



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Communications & Media Officer

Closing Time and Date: Monday 21st March, 2022

Cavan County Council is committed to a policy of equal opportunity.

THE COMPETITION:

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Communications & Media Officer.

QUALIFICATIONS FOR THE POST:

Character:

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

Education, training, experience, etc

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

- a) Hold a third level qualification in communications, public relations, public affairs, journalism or marketing and;
- b) Minimum of 3 years relevant experience in a communications, public relations, public affairs or journalism role.

Candidates must hold a valid Class B Driving License

The Position

Cavan County Council continuously reviews and seeks to improve communications and engagement with the public in the delivery of quality public services.

The overall aim of the Council is to ensure that there is clear, consistent and appropriate communications between the Council and relevant stakeholders both within and outside of the organisation.

- The Communications & Media Officer will be part of a team in the Corporate Services Department with the aim of delivering the Council's communications priorities.
- He/she will have responsibility for media relations, corporate publications, communications and engagement with a broad range of internal and external stakeholders.
- He/she will report directly to the Senior Executive Officer or other officer as designated by the Chief Executive.

The Corporate Services Department provides a wide range of Cavan County Council services including meetings administration, corporate governance, data protection & access to information and customer services. Communication and engagement is an integral part of the Corporate Services Department's functions.

Duties & Responsibilities

The Communications & Media Officer responsibilities are set out below:

- To be responsible for the management and supervision of staff where assigned;
- Responsibilities for the management of the day to day operations of the communication section/department;
- Plan, develop and prioritise work programme;
- Motivate, empower and encourage staff;
- Ensure full compliance with all organisation policies;

- Analyse and report on the workings of the communication section/department;
- Support implementation of good practices with transparent reporting and communications to deliver accountable services in the section/department;
- Effective communication and liaison with colleagues, managers, customers and external agencies in relation to operative matters for the section/department;
- Contribute to the strategic and policy making decision of Cavan County Council in relation to communications;
- Compile, prepare and present as necessary including preparation of reports or letters, including those which may be of a sensitive and /or confidential nature;
- Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the section/department;
- Assist in the development and management of Council's communications internally and externally;
- Co-ordinate the development of key publications, drafting and editing speeches, press releases, websites content and other copy;
- Assist with public relations, including media queries, monitoring news coverage and maintaining good working relations with the media;
- Support the efficient organisation of Council events through the incorporation of key communications aspects in the planning and roll-out of such events;
- Support stakeholders engagement and liaise with key stakeholders as required;
- Support the evaluation of the delivery and impact of communication activities;
- Keep up to date with the overall development and communications and emerging issues/progress in the area;
- To deputise for the line manager or equivalent as required.
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

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.

Salary

The present minimum scale is €49,530 increasing to €60,512 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 21st March, 2022.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements:

A Requirement and Competency Framework has been developed for the position of Communications & Media Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Understanding of the role of Communications & Media Officer in the Local Authority • Relevant experience including media and public relations experience • Knowledge of local authority services and communication strategies • Possess media and administrative experience of a high standard • Experience in implementing communication strategies and an ability to deliver day to day communications activity to a variety of audience • Awareness of legislation and regulations in the area of Health & Safety and Data Governance
Competencies:	
Management and Change	<ul style="list-style-type: none"> • Demonstrates innovation and creativity to secure successful strategic outcomes • Effectively manage the introduction of change and demonstrate flexibility and openness to change. • To lead, motivate and manage staff, and build effective teams. • Effectively manage performance

<p>Delivering Results</p>	<ul style="list-style-type: none"> • Develops realistic and challenging team plans which are consistent with the local authority's stated values and policies together with review processes to ensure that all relevant operations support the Council's mission and vision • Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. • Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.
<p>Communicating Effectively</p>	<ul style="list-style-type: none"> • Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills. • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience • Writes fluently, clearly structuring written communication and demonstrates experience of report writing and correspondence in non-routine work situations • Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals / agencies
<p>Personal Effectiveness</p>	<ul style="list-style-type: none"> • Take initiative and seek opportunities to exceed goals. • Manage time and workload effectively. • Maintain a positive, constructive and enthusiastic attitude to their role.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- 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.
- Information provided by a candidate in their application form will be used for the purpose of the Communication & Media Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.