



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Assistant Staff Officer – Grade IV**

**Closing Time and Date:  
5pm Friday 26<sup>th</sup> February, 2021**

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 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 Cavan 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 Cavan 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).

## **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 –

### **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 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

(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 not less than two years' satisfactory experience in a post of Clerical Officer or analogous post

## **DETAILS AND PARTICULARS:**

### **The Position**

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, section or team.

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. The post holder 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.

### **Duties & Responsibilities**

The Assistant Staff Officer responsibilities are set out below:

1. To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and operational plans.
2. To communicate and liaise effectively with employees, supervisors and line managers in other sections and customers in relation to operational matters for their section or area of work

3. To prepare reports, correspondence and other documents as necessary.
4. To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
5. To provide assistance and support in the delivery of projects as required.
6. To ensure high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner.
7. To support the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
8. To supervise employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required.
9. To participate in corporate activities and responsibilities appropriate to the grade.
10. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work
11. To deputise for the line manager or equivalent as required.
12. To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

**Probation**

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

**Salary**

Remuneration will be at the Assistant Staff Officer of the national wage scales. The present minimum scale is €28,753 increasing to €46,465 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](mailto: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](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 26<sup>th</sup> February, 2021.**
- 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 Assistant Staff 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.

<b>Requirements:</b>	
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government.</li> <li>• Knowledge of current local government issues.</li> <li>• Understanding of the role of an Assistant Staff Officer.</li> <li>• Relevant administrative experience.</li> <li>• Experience of working as part of a team.</li> <li>• Experience of preparing reports and correspondence.</li> </ul> <p>Knowledge and experience of operating ICT systems</p>
<b>Competencies:</b>	
	<p>The ideal candidate will demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• Understand and implement change and demonstrate flexibility and openness to change.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Plan work and allocation of staff and other resources effectively.</li> <li>• Implement high quality service and customer care standards.</li> </ul>



<b>Performance Management &amp; Team Works</b>	<ul style="list-style-type: none"> <li>• Supervise the team or work area to achieve corporate objectives.</li> <li>• Work as part of a team to ensure delivery of plans and schedules.</li> <li>• Have a strong team ethic of co-operation and mutual support.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Have effective written and verbal skills.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Take initiative and be proactive when he or she sees the opportunity to make a contribution.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive and constructive and enthusiastic attitude to their role.</li> </ul>

### **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 Assistant Staff 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.