



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Administrative Officer – Grade VII**

**Closing Time and Date: 5pm Friday 16<sup>th</sup> February, 2024**

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

**Cavan County Council:**

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building, roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life

**THE COMPETITION:**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Administrative Officer (Grade VII). 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.

### **Citizenship:**

**Candidates must, by the date of any job offer, 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.

### **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 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, and

(iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

**Confined Competition (Panels A and C as appropriate)**

(v) (a) 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, and

(b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff

**DETAILS AND PARTICULARS:****The Position**

The Administrative Officer is a middle management position within Cavan County Council and is responsible for the administration and management of one or more sections or departments handling specific areas of the Council's activities, including the management of staff. The Administrative Officer contributes to and implements the strategic and policy decisions of the Council, through ensuring the implementation of operational plans.

The post holder will be expected to work closely with senior managers and elected representatives in delivering services to the highest standard and to contribute to the development and implementation of strategies and policies.

The Administrative Officer is the primary point of contact and liaison with other departments or directorates in relation to all operational matters for the service delivery section or sections for which they are responsible.

The Administrative Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

**Duties & Responsibilities**

The Administrative Officer responsibilities are set out below:

- To be responsible for the management and administration of one or more sections or departments within the Council, including the management of staff and the planning and prioritising of work programmes.
- To contribute to and implement the strategic and policy decisions of the Council by ensuring that work programmes within their area of responsibility are implemented to deliver on the Council's corporate and operational plans.
- To develop and maintain productive working relationships with all external agencies, bodies, elected representatives, committee members and other stakeholders, including providing information and assistance when required.

- To communicate and liaise effectively with employees, managers in other sections, senior managers, customers and elected representatives and other stakeholders in relation to operational matters for their section.
- To research, analyse and communicate information on specific issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
- To represent the local authority on committees and at meetings and to report on progress in his or her respective section or department as required.
- To provide support and administrative assistance in the delivery of projects as required.
- To be responsible for the day-to-day financial management of capital and operational expenditure in the department or section, including preparation of budgets and maximising funding opportunities where appropriate.
- To identify opportunities for improvements in the service delivery, value for money and other efficiencies within the relevant area of responsibility and to use performance indicators effectively as appropriate.
- To communicate, implement and manage change management initiatives within the relevant area of responsibility.
- To manage and supervise employees in supporting roles, including assigning duties and workload, providing on-going support, handling day to day issues and identifying training and development requirements as appropriate.
- To ensure that department or section operations are in compliance with all Council policies, procedures, practices and standards and in compliance with the principles of good governance, legislative requirements and Department of Housing, Planning and Local Government circulars and guidance.

- To provide assistance in the understanding and interpretation of the Council's policies and procedures to employees in their area of responsibility and to customers and other stakeholders as appropriate.
- To participate in corporate management activities and responsibilities appropriate to the grade.
- To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- 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**

Remuneration will be at the Administrative Officer of the national wage scales. The present minimum scale is €55,847 increasing to €72,602 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**

This post may come within scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

### **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 35 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 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 16<sup>th</sup> February, 2024.**
  
- 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 by 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 Administrative 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, priorities and concerns and the strategic direction of local government.</li> <li>• Understanding of the role of an Administrative Officer.</li> <li>• Relevant administrative experience at a sufficiently high level.</li> <li>• Experience of managing and supervising staff, including managing performance.</li> <li>• Experience of compiling, preparing and presenting reports, presentations, correspondence etc.</li> <li>• Effective budget and financial and resource management skills.</li> <li>• Knowledge and experience of operating ICT systems.</li> <li>• Experience of identifying opportunities to effectively use ICT systems to deliver workplace efficiencies.</li> </ul> |

| <b>Competencies:</b>  |  |
|---|--|
| <b>Management and Change</b>                                    | <ul style="list-style-type: none"> <li>• Think and act strategically.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> <li>• Effectively manage the introduction of change and demonstrate flexibility and openness to change.</li> </ul>   |
| <b>Delivering Results<br/>and<br/>Communicating Effectively</b> | <ul style="list-style-type: none"> <li>• Contribute to the development of operational plans and lead the development of team plans.</li> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards.</li> <li>• Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</li> <li>• Have effective verbal and written communication skills.</li> </ul> |
| <b>Leading and Motivating<br/>and Managing<br/>Performance</b>  | <ul style="list-style-type: none"> <li>• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</li> <li>• Effectively manage performance.</li> </ul>   |
| <b>Personal Effectiveness</b>                                   | <ul style="list-style-type: none"> <li>• Take initiative and seek opportunities to exceed goals.</li> <li>• Manage time and workload effectively and operate in an environment with significant complexity and pace.</li> <li>• Maintain a positive, 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 Administrative 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.