



Tionól Reigiúnach Oirthir agus Lár-Tíre Eastern and Midland Regional Assembly

Assistant Staff Officer Grade 4 – Permanent (Confined competition to the Common Recruitment Pool)

Employer :	Eastern & Midland Regional Assembly
Post Title :	Assistant Staff Officer, Local Authority Grade 4
Office Location :	Ballymun, Dublin 9
Closing date:	5pm Friday 22 nd September 2017

Who we are:

The Eastern and Midland Regional Assembly was established under Local Government Reform Act 2014 and has a statutory role in the regional government structure for the 12 Eastern and Midland local authorities. The main roles of the Assembly are to:

- Implement the appropriate Regional Planning Guidelines (RPGs) operational within its geographical area
- Prepare and implement the Regional Spatial and Economic Strategies (RSES)
- Ensure consistency with RPG/RSES in relation to the Local Economic and Community Plans of the 12 constituent Local Authorities
- Establish and assist appropriate regional fora
- Support the work of the National Oversight and Audit Commission
- Identify, participate and co-ordinate certain EU projects
- Support the national delegation to the Committee of the Regions (CoR)
- Participate on EU operational programme monitoring and other committees
- Oversee and support the Irish Regions Office (IRO) in Brussels

The Role:

The position of Assistant Staff Officer is a first level position in the middle management in the structure of the Assembly. An Assistant Staff Officer is required to be an effective, participative member of a team and will be required to supervise staff, manage the distribution of work and to provide one to one coaching and training for junior staff members.

The successful candidate will be based in the Eastern and Midland Regional Assembly offices in Ballymun, Dublin 9.

Duties:

Key duties and responsibilities

- Manage the day to day workings for the area of responsibility, including administration, finance and corporate functions
- Provide administrative support to the Planning team
- Supervise corporate team

- Assist with the processing of HR functions.
- Assist with the administration of key EMRA projects.
- Other duties that may be assigned to the officer from time to time.

The appointee will be required to carry out the duties attached to the post, under the general direction of the Programme Executive, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties.

Eligibility

Character

Each candidate must be of good character.

Health

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

Education, training, experience, etc

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

- (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, or
- (iv) be a serving employee in a local authority, health board, vocational education committee in the State, institute of technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais, the Local Government Computer Services Board, the Border, Midland and Western Regional Assembly or the Southern and Eastern Regional Assembly and have satisfactory experience in a post of Clerical Officer or an analogous post.

Confined Competition

- (v) be a serving employee and have at least two years satisfactory experience in a post of Clerical Officer or analogous post in one of the organisations set out in paragraph (iv) above.

For any clarifications on eligibility and the common recruitment pool please contact recruitment@emra.ie

Ideal candidate will demonstrate:

- Experience in the use of Financial Management System Agresso
- Knowledge of financial procedures
- Knowledge and understanding of regional and local government policies and structures
- Experience of working as part of a team
- Experience in managing and motivating staff
- Possess excellent interpersonal and communication skills
- Experience of preparing reports and correspondence
- Experience in the use of desktop office products such as Excel, Word and email

Key Competencies

Understanding Purpose and Change	<ul style="list-style-type: none"> • Understand and implement change and demonstrate flexibility and openness to change • Develop and maintain positive, productive and beneficial working relationships
Delivering Results	<ul style="list-style-type: none"> • Plan work and allocation of staff and other resources effectively. • Implement high quality service and customer care standards
Performance Management and Team Work	<ul style="list-style-type: none"> • Supervise the team or work area to achieve corporate objectives • Work as part of a team to ensure delivery of plans and schedules • Have a strong team ethic of co-operation and mutual support • Demonstrates ability to lead by example and show initiative • Have effective written and verbal skills. • Has good interpersonal skills
Personal effectiveness	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the Local and Regional Government system • Knowledge of the role of Assistant Staff Officer • Take initiative and be proactive when he or she sees the opportunity to make a contribution • Manage time and workload effectively • Maintain a positive and constructive and enthusiastic attitude to their role

Terms and Conditions

1. The Post

The post is whole-time and permanent.

2. Probation

There will be a 12 month probation period which may be extended at the discretion of the Director.

3. Superannuation

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 65.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

Persons who become pensionable officers of a regional assembly who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 65.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration. The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

4. Salary

Salary shall be at Local Government Assistant Staff Officer level - €26,756 – €28,584 – €31,649 – €33,379 – €34,894 – €36,356 – €38,332 – €39,761 – €41,213 – €42,548 (1st LSI) – €43,889 (2nd LSI). Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

Persons who are not serving local authority employees on or after 1st January, 2011 will be based on the minimum of the scale.

5. Hours of work

37 hours per week. The successful applicant may on occasion be requested to work outside of normal office hours if necessary without additional remuneration. Flexi Leave arrangements may apply.

The Assembly reserves the right to alter your hours of work from time to time.

6. Retirement

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

7. Residence

Post holders shall reside within a reasonable commutable distance of Ballymun, Co. Dublin. The Director of the Eastern & Midland Regional Assembly reserves the right to assign the post holder to any premises, now or in the future subject to reasonable notice.

8. Start date

The Eastern and Midland Regional Assembly shall require the successful candidate to take up their appointment within a reasonable period. Should they fail to take up the appointment within an agreed period, the Assembly at its discretion may not appoint them.

IMPORTANT NOTICE

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 to be agreed with the successful candidate.

How to apply

Application forms are available for download on www.emra.ie. Only applications received by email and on the official Application Form will be accepted. No additional documentation such as CVs will be considered. Email the completed Application Form to recruitment@emra.ie no later than 5pm Friday 22nd September 2017. **Application forms received after 5pm on Friday 22nd September will not be accepted.**

The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting will be on the basis of information supplied on the application form. The Assembly may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as the Eastern & Midland Regional Assembly considered appropriate in the preliminary interview.

Selection will be by means of a competition based on a competency based interview conducted by the Assembly. A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Assembly that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise.

Applicants should hold themselves in readiness for interview in October.

Special Needs

Candidates who indicate on their application that they have special needs will be required to submit a psychologists/medical report to the Assembly. A determination, if any, will be made by the Assembly on appropriate accommodations to be made for individual candidates, during the selection process.