



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

3ú Uirlár ó Thuaidh | Ionad Cathartha | An tSráid Mhór | Baile Munna | Baile Átha Cliath 9
3rd Floor North | Ballymun Civic Centre | Main Street | Ballymun | Dublin 9



Administrative Officer

For the Irish Regions Office & Co-ordinator for the Irish Delegation to the Committee of the Regions
(Fixed term contract – 9 months; based in Dublin)

Employer :	Eastern & Midland Regional Assembly
Post Title :	Administrative Officer - Local Authority Grade 7
Office Location :	Ballymun, Dublin 9
Closing date:	5pm Thursday 21 st September 2017
Duration:	Fixed term 9 month contract

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:

- Participate on EU operational programme monitoring and other committees
- Identify, participate and co-ordinate certain EU projects
- Implement the appropriate Regional Planning Guidelines (RPGs) operational within its geographical area
- Prepare adopt and implement the Regional Spatial and Economic Strategies (RSES)
- Support the work of the National Oversight and Audit Commission
- Support the national delegation to the Committee of the Regions (CoR)
- Oversee and support the Irish Regions Office (IRO) in Brussels

The Role:

The successful candidate will be the Co-ordinator of the Irish Delegation to the Committee of the Regions and will operate primarily out of the Dublin office. However, regular travel to Brussels based meetings will be required. The Co-ordinator will provide support to the Committee of the Regions Irish delegation and will provide advice and make substantive contributions on all aspects related to the work of the Committee, and related work for the Irish Regions Office. The post holder will also be responsible for managing the Irish Regions Office and ensuring that it achieves its aims in supporting local government engagement in EU affairs.

Duties to include but not limited to:

- Co-ordinator for the Irish delegation to the Committee of the Regions
- Preparation of briefing and policy documents for Irish Committee of Regions members and their alternate members;
- Attendance at meetings of CoR and other meetings as required;
- Promoting the work of the CoR Irish delegation and the Irish members;
- Forging and maintaining links with the secretaries of other National CoR delegations;
- Establishing feedback mechanisms with the Irish CoR delegation;
- Maintaining adequate liaison with Irish CoR members, the Irish secretariat in Dublin and the administration of the CoR in Brussels
- Monitoring of EU policy and legislative developments having an impact on Irish regional and local government;
- Communicate and provide guidance to the three Regional Assemblies and their constituent local authorities regarding EU Policy and legislative development;

- Act as contact point for the Regional Assemblies and their constituent local authorities;
- Liaise with other EU Institutions; maintain a positive working relationship with the Irish Members of the European Parliament and with the Irish Permanent Representation to the European Union;
- Undertake any other duties as may be assigned from time to time by the Director of the Eastern & Midland Regional Assembly
- Managing staff and resources in the Irish Regions Brussels office
- Project manage the development and relaunch of the new Irish Regions Office website

Essential Requirements

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, Knowledge and Experience

- Honours Bachelor Degree or higher degree in relevant discipline
- Minimum 5 years' experience working in a similar high level role
- Excellent knowledge of EU policy programmes and public Institutions
- Excellent knowledge of Irish National Policy, and Local Government

The ideal candidate will have:

- Political awareness and have a clear understanding of the political reality and context of local, regional, national and European public institutions
- Project management skills and experience of managing people
- Experience of managing finance and budgets and ensuring value for money
- Leading, motivating and engaging others to achieve quality results
- Experience in preparing, influencing or delivering EU Projects and Programmes

Key Competencies

<p>Management & Change</p>	<p>Strategic ability Incorporates opportunities into the operational planning process and identifies potential obstacles for the sector. Analyses, reviews and evaluates the Irish Region’s Office capability to meet its objectives. Develops or revises policy to support regional and local government objectives.</p> <p>Networking and representing Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the Irish Region’s Office.</p> <p>Influencing and negotiating Establishes appropriate and productive working relationships at local, regional, national and European level, within the public sector. Effectively influences key stakeholders to achieve operational strategy and objectives.</p>
<p>Delivering Results</p>	<p>Problem solving and decision making Assimilates information from across their area of operation, assesses risk and identifies key elements and potential solutions. Appropriately evaluates and challenges the available information rather than accepting evidence on face value. Addresses issues logically and on a step by step basis. Shows good judgement and balance in making decisions or recommendations.</p>
<p>Performance through People</p>	<p>Communicating effectively Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. Is clear in all communications, considering the audience in getting the message across. Puts in place or develop existing systems and mechanisms to make best use of available information. Communicates with credibility, conviction, composure and confidence in potentially stressful public situations.</p>
<p>Personal effectiveness</p>	<p>Resilience and personal well being Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace. Is self-motivated and enthusiastic about role.</p>

Terms and Conditions

1. The Post

The post is for a 9 month fixed term contract (maternity post cover).

2. Probation

There will be a 6 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 Administrative Officer Grade - €48,013– €49,187– €50,559– €51,935– €53,313 – €54,541 – €55,800 – €57,020 – €58,235 – €60,322 (LSI 1) – €62,418 (LSI 2)

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 will be expected 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. Annual Leave

Annual leave entitlement for the position will be 2.5 days per month.

7. 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.

8. 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.

9. Start date

The Eastern and Midlands Regional Assembly shall require a person to whom an appointment is offered to take up such appointment 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 Assembly in its absolute discretion may determine, the Assembly shall 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.

10. 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. Emails should be addressed to recruitment@emra.ie only and must be received no later than **5pm on Thursday 21st September 2017**. Application forms received after the closing date will not be accepted.

Selection will be by means of a competition based on an interview conducted by the Assembly. The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of essential requirements and level of experience. Shortlisting will be on the basis of information supplied on the application form.

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 2017.

11. 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.