**Administrative Officer – Corporate/ HR and EU Affairs**

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| **Employer :** | **Eastern & Midland Regional Assembly** |
| **Post Title :** | **Administrative Officer** - Local Authority Grade 7 |
| **Office Location :** | Ballymun, Dublin 9 |
| **Closing date:** | 2nd July 2018 |
| **Duration:** | Permanent 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 Administrative Officer for the EMRA. They will oversee the Corporate, HR and European Affairs remit of the Assembly. The post holder will operate primarily out of the Dublin office. However, regular travel to Brussels and other EU cities will be required.

Duties to include but not limited to:

* Oversee the Assembly's engagement in EU affairs, including linkage

with the Brussels office and delegated functions in the management of EU programmes, in accordance with the ESIF Regulations

* Oversee the Assembly's corporate functions, including the management of shared service arrangements, the preparation of annual reports, corporate plans, financial, communications and governance arrangements;
* Coordinate the Assembly's role in facilitating involvement in EU funded project activity by local authorities and other relevant agencies in the region;
* Assisting with the management (including financial management) and technical implementation of the Regional Programmes in accordance with the relevant EU Structural Fund and Cohesion Fund Regulations
* Service the Regional Assembly & its Committees and Sub-Committees, and in particular the Regional Programme’s Monitoring Committee
* Represent the Assembly on external related committees including on European Territorial Cooperation Committees
* Assisting with the management & implementation of other programmes / projects as they arise

**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 Irish National Policy, and Local Government
* Excellent knowledge of EU policy programmes and public Institutions

**The ideal candidate will have:**

* HR experience and managing staff
* Experience of financial management
* Leading, motivating and engaging others to achieve quality results
* Political awareness and have a clear understanding of the political reality and context of local, regional, national and European public institutions
* Experience in preparing, influencing or delivering EU Projects and Programmes
* The successful candidate will be required to travel to Brussels and other European cities on a regular basis

**Key Competencies**

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| Management & Change | **Strategic ability**  Incorporates opportunities into the operational planning process and identifies potential obstacles.  Analyses, reviews and evaluates the EMRA’s capability to meet its objectives.  **Networking and representing**  Develops and maintains positive and beneficial relationships with relevant interests.  Sustains a positive image and profile of the EMRA.  **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. |
| Delivering Results | **Operation Planning**  Translates the objectives into clear priorities and actions for their area of operation.  **Problem solving and decision making**  Can pinpoint critical information and can address issues logically. |
| Performance through People | **Leading and Motivating**  Leads and influences others to assume ownership of the objectives. Motivates and engages others towards achieving quality results.  **Managing Performance**  Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.  **Communicating effectively**  Has highly effective verbal and written communication skills.  Has excellent interpersonal skills. |
| Personal effectiveness | **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. |

**Terms and Conditions**

1. **The Post**

The post is whole-time and permanent.

1. **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.

1. **Salary**

Salary shall be at Local Government Administrative Officer Grade- €48,493 – €49,679– €51,065– €52,454– €53,846 – €55,086 – €56,358 – €57,590 – €58,817 – €60,925(LSI 1) – €63,042 (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.

1. **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.

1. **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.

1. **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.

1. **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.**

1. **How to apply**

Application forms are available for download on [www.emra.ie](http://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](mailto:recruitment@emra.ie) only and must be received no later than **5pm 2nd** **July 2018**. 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 provisionally - **16th and 17th July 2018.**

1. **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.