**MAYO COUNTY COUNCIL**

**ADMINISTRATIVE OFFICER**

**(GRADE VII)**

**INFORMATION BOOKLET**

**Closing Date not later than 4.00p.m on Thursday 18th April 2024**

# MAYO COUNTY COUNCIL

# THE ORGANISATION

Mayo County Council is at the heart of the local community and is the key driver of economic and social development in Mayo.

As the democratic leader of the County, we represent the people while delivering vital public services to a population of over 130,000 citizens in the areas of housing, roads transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, and the arts.

With over 1,200 employees, we offer a wide range of excellent career opportunities for candidates with an interest and passion for working in the public service, both from our headquarters in Castlebar and various district/area offices throughout the County.

**Our Mission**

To promote the well-being and quality of life of our citizens and communities in Mayo and to enhance the attractiveness of the County as a place in which to live, work, visit, invest in and enjoy.

**Our Vision**

A County that is Sustainable, Inclusive, Prosperous and Proud.

**Our Approach**

To continue to develop a team with the required culture, leadership, skills, drive and understanding to deliver key projects and programs.

* We aim to be citizen centred, reduce bureaucracy, and be responsive to competing needs.
* We build stable communities using an integrated approach to the development and implementation of Physical, Social and Economic Policies.
* Our policies are informed through meaningful engagement.

# ADMINISTRATIVE OFFICER (GRADE VII)

# THE COMPETITON

Mayo County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which future relevant vacancies for Administrative Officer (Grade VII) may be filled.

Mayo County Council will, following the recruitment and interview process, 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 Authority Sector, Open and those confined to Mayo County Council Staff.

**Panel A – Confined to the Local Authority Sector**

This will comprise of successful candidates in order of merit serving in a Local Authority or Regional Assembly (where applicable).

**Panel B – Open**

This will comprise of all successful candidates in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.

**Panel C – Confined to current employees of Mayo County Council**

This will comprise of successful candidates in order of merit who are currently working in Mayo County Council.

50% of posts filled will be confined to employees of the Local Authority Sector (Panel A), 30% will be filled by open recruitment (Panel B) and 20% will be confined to employees of Mayo County Council (Panel C).

# ADMINISTRATIVE OFFICER (GRADE VII)

# QUALIFICATIONS

Qualifications are the minimum requirements for the position and are set out by the Department of Housing, Local Government and Heritage.

1. **CHARACTER:**

Candidates shall be of good character.

1. **HEALTH:**

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

1. **EDUCATION, TRAINING, EXPERIENCE, ETC:**

**Each Candidate must, on the latest date for receipt of completed application forms:**

(i)

1. 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 of Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,

**and**

1. 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 organization and control of staff.

**Confined Competition (Panels A and C only)**

1. To be a serving employee in a Local Authority or Regional Assembly and have at least two years’ satisfactory experience in a post of Clerical Officer or an analogous post, **and**
2. Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

# ADMINISTRATIVE OFFICER (GRADE VII)

# PARTICULARS

1. **POSITION:**

Panels will be formed from qualified candidates from which permanent and temporary appointments may be made. This is a pensionable whole-time position on the basis of a 35-hour 5-day week.

**2.** **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

**SALARY SCALE:**

€55,847, €57,214, €58,810, €60,410, €62,011, €63,441, €64,906, €66,324, €67,739, €70,164

LSI I (after 3 years satisfactory service at maximum) €72,602 LSI II (after 6 years satisfactory service at maximum).

The starting pay for new entrants will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**3. JOB DESCRIPTION AND DUTIES:**

 **Job Description**

The Administrative Officer is a middle management supervisory position in Mayo County Council and is assigned responsibility for the development, management, and day to day operations of one or more departments or services within the Council. The Administrative Officer is the primary point of contact and liaison with other sections in relation to service delivery for their area of responsibility. The Administrative Officer is also a contributor to the strategic and policy making decisions of the Council and will be expected to contribute to the development and implementation of forward-thinking strategies within the local authority and to work closely with senior management, elected representatives, external agencies, and relevant stakeholders in delivering services to the highest standard.

The Administrative Officer may represent the Council on committees and at meetings and may be asked to report on progress in their respective section(s) at Council meetings, Municipal District meetings, Strategic Policy Committee meetings etc. The Administrative Officer is responsible for the efficient management, direction, and deployment of resources for the department or service to which they are assigned and will generally work as part of a multi- disciplinary team within one of the Council’s Directorates to deliver a broad and diverse range of services. These may include planning, economic and enterprise development, community and social development, housing, recreation, amenity and cultural services, environmental services,

transportation and infrastructure, and emergency services.

**DUTIES**

Mayo County Council under the control of the Chief Executive or his nominee and to any other local authority or body with which an agreement has been made by the local authority, under the general direction and control of the  Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate  services of an administrative, technical, supervisory or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body.  The holder of the employment will, if required, act for an employee of a higher level, if qualified to do so.

**The duties of the post of Administrative Officer will include but are not limited to the following:**

1. 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.
2. To 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.
3. 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.
4. 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(s).
5. To research, analyse and communicate information on specific issues and policies as appropriate, including compiling, preparing, and presenting reports, presentations, correspondence, etc.
6. 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.
7. To provide support and administrative assistance in the delivery of projects as required.
8. 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.
9. To identify opportunities for improvements in the service delivery, value for money and other efficiencies within the relevant areas of responsibility and to use performance indicators effectively as appropriate.
10. To communicate, implement and manage change management initiatives within the relevant area of responsibility.
11. 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.
12. To ensure that department or section operations are complying 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.
13. To assist 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.
14. To participate in corporate management activities and responsibilities appropriate to the grade.
15. To comply with Health and Safety legislative requirements, policies and procedures and safe systems of work.
16. To deputise for the line manager or equivalent as required.
17. To undertake any other duties of a similar level and responsibility, as may be required or assigned from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

1. **COMPETENCIES:**

Interviews are competency based and competencies are drawn from the Local Government Sector Competency Framework. Candidates for the post must demonstrate both at interview and on their application form that they have competency and skills in the following areas.

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| --- | --- |
| **Strategic Management & Change**  | * Experience of implementing agreed strategies to meet objectives and the ability to expand and improve the range, quantity, or quality of existing services.
* Displays the ability to think and act strategically.
* Develop and maintain positive, productive, and beneficial working relationships.
* Effectively manage the introduction of change and demonstrate flexibility and openness to change.
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| **Delivering Results/****Communicating Effectively** | * Contributes to the development of operational plans and lead the development of team plans.
* Plan and prioritise work and resources effectively.
* Establish high quality service and customer care standards.
* Make timely, informed, and effective decisions and show good judgement and balance in making decisions or recommendation.
* Have effective verbal and written communication skills.
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| **Leading and Motivating & Managing Performance** | * Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
* Effectively manage performance.
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| **Personal Effectiveness** | * Take initiative and seek opportunities to exceed goals.
* Manage time and workload effectively and operate in an environment with significant complexity and pace.
* Maintain a positive, constructive, and enthusiastic attitude to their role.
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 **Candidates will also be assessed at interview on the basis of how they demonstrate their Specialist Knowledge, Expertise and Self Development**

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| --- | --- |
| **Specialist Knowledge,**  **Expertise and Self Development** | * Knowledge and understanding of the role of Administrative Officer.
* Range & depth of experience relevant to post.
* Specialist Knowledge, expertise in previous & current working environment.
* Understanding of local government legislation, local government policy.
* A clear understanding of Health and Safety Policy and Procedures.
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**5. RESIDENCE:**

Holders of the position shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**6. ANNUAL LEAVE:**

Annual leave entitlement is **30** days per year.

**7. TRAVEL:**

Mayo County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive.

**8.** **SHORTLISTING**:

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Mayo County Council may decide that a number only will be called to interview. A shortlisting process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

 In the event of a shortlisting exercise being employed, The shortlisting process can take the form of:-

* Shortlisting of candidates on the basis of information contained in their application form. (It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form).
* Other written, oral or practical tests appropriate to the position.
* Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board ***or***
* Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

9. APPOINTMENT:

Candidates whose names are on a panel and who satisfy the Mayo County Council that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as relevant vacancies arise. This may include permanent, fixed term, specific purpose or other vacancies as applicable. The life of the panel will be one year from the date of its establishment.

The local authority 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 he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**10.** **REFERENCES/DOCUMENTARY EVIDENCE:**

Each candidate will be required to submit as references the names and addresses of two responsible persons to whom they are well known but not related. Candidates will be required to submit documentary evidence to the Local Authority in support of their application.

**11.** **SUPERANNUATION:**

As an employee of Mayo County Council, you will be assessed in terms of which Pension Scheme is applicable to you. You will become a member and contribute to the relevant scheme as outlined below:

1. Persons who become pensionable employees of a local authority under the Single Public Service Pension Scheme will be required in respect of their superannuation to contribute 3.5% of net pensionable remuneration and 3% of pensionable remuneration.
2. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension Contributory payable at the maximum rate to a person with no adult dependant or qualified children).
3. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 may be required to contribute to the Dependants Pension Scheme.

In order, to qualify for a pension, they must have served a minimum of two years (24 months) employment in an approved public body.

**12.**  **RETIREMENT AGE:**

**CLASS A PRSI**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012:

The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, in line with State Pension age.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ (from 1st April, 2004 and before January 2013) to the Public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The minimum age at which a person may retire is 65. As a ‘New Entrant’ to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a New Entrant to the public service, as defined in the Public Service Superannuation (miscellaneous provisions) Act 2004, who has joined before 1st April 2004, is subject to a compulsory retirement age of 70 as per CLS2/2019 but can retire from 60 years of age.

**CLASS D PRSI**

Minimum retirement age will be 60 years with compulsory retirement age of 70 years.

**13.** **BASE:**

Assignment of base shall be at the absolute discretion of Mayo County Council.

**14. REQUIREMENT TO DRIVE**

Candidates shall be required to possess a full current category B Driving Licence without any endorsements.

**15. PROBATION:**

Where a person who is not already a permanent employee of a Local Authority is employed, the following provisions shall apply:

1. There shall be a period after such employment takes effect during which such person shall hold such position on probation.
2. Such period shall be for six months, but the Chief Executive may at his or her discretion extend such period.
3. Such person will cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person is satisfactory.
4. The period at (a) above may be terminated on giving one weeks’ notice as per the Minimum Notice and Terms of Employment Acts.
5. There may be assessment(s) during the probationary period.

**16. MEDICALS:**

For the purpose, of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

**17.** **GARDA VETTING:**

Offer of employment may be subject to a Garda vetting process. Failure to pass Garda vetting will result in employment being terminated with immediate effect.

**18. CANVASSING WILL DISQUALIFY:**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or other otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidates’ favour either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

**19. GENERAL DATA PROTECTION REGULATION:**

Mayo County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

**Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Mayo County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on our application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

**Sharing of Information**

Outside of the HR recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service record and employment references.

**Storage Period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed.

**NOTES:**

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 applicants favour any employee 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.