



Tionól Réigiúnach an
Oirthir agus Lár Tíre
**Eastern and Midland
Regional Assembly**

Information booklet Administrative Officer – Corporate/ HR

Employer:	Eastern & Midland Regional Assembly
Post Title :	Administrative Officer - Local Authority Grade 7
Office Location :	Ballymun, Dublin 9
Closing date:	19th December 2024 – 5pm
Duration:	Permanent contract

Presentation

Who we are

The Eastern and Midland Regional Assembly was established under the Local Government Reform Act 2014 and has a statutory role in the regional government structure for the 12 Eastern and Midland local authorities. These are the local authorities of Dublin City, South Dublin, Dún-Laoghaire Rathdown, Fingal, Wicklow, Kildare, Meath, Louth, Westmeath, Laois, Longford and Offaly.

The main roles of the Assembly are to:

- Prepare, adopt and implement the Regional Spatial and Economic Strategies (RSES)
- Participate in the design and delivery of EU funding programmes, notably the EU Just Transition Fund
- Identify, participate and co-ordinate EU projects
- Support the national delegation to the Committee of the Regions (CoR)
- Oversee and support the Irish Regions European Office (IREO) in Brussels
- Support the work of the National Oversight and Audit Commission

The Role

The successful candidate will be an Administrative Officer for the EMRA. The Administrative Officer is a middle management supervisory position in the organisation and is responsible for the efficient management, direction, and deployment of resources for a work area or function to which they are assigned and will generally work as part of a multi-disciplinary team. The Administrative Officer is responsible for the day-to-day operations of a work area and may have responsibility for a number of staffing grades.

The key duties of the Administrative officer are:

- Responsibility for the management and day-to-day operations of one or more work areas
- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation
- To manage and supervise employees up to the position/grade of Senior Staff Officer or analogous grades and to ensure the training and development of such employees
- To build effective teams, develop motivation and commitment and maintain sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation
- To determine the nature, level, and pattern of demand for the service in the work area and to recommend priorities to senior management
- To prepare budgets and ensure that work programmes are implemented within allocated budgets
- To contribute to the development and implementation of strategic policies and forward-thinking strategies to guide the work of the Regional Assembly
- Work closely with senior management, assembly members, government departments, external agencies, and relevant stakeholders to deliver services to the highest standard
- Ensuring full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management
- Communicating and liaising effectively with employees, managers in other sections, senior managers, customers, and assembly members in relation to operational matters for their section

Successful applicants may be assigned to any service area/role within the Assembly at an analogous level by the Director at any time. In the first instance, the successful candidate will be assigned to the Corporate Team and oversee the Corporate and HR remit of the Assembly.

Duties to include but not limited to:

- Deliver the Assembly's corporate functions, including the preparation of annual reports, corporate plans, communications and governance arrangements
- Ensure all corporate policies and procedures are in line with the appropriate regulations and are reviewed and updated regularly (e.g. FOI, AIE, data protection...)
- Service the Regional Assembly & its Committees and Sub-Committees
- Fulfil the HR functions for the organisation which includes ensuring all HR policies and procedures are up to date (leave, training and development, blended working...), coordination of recruitment campaigns
- Take part in the delivery of the corporate identity and communication strategy of the Assembly
- Responsible for the IT section of the Assembly
- 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

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, **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 Competitions

- v. be a serving employee in either the Eastern and Midland Regional Assembly or Dublin City Council and have not less than two years' satisfactory experience in a post of Clerical Officer or an analogous post, **or**
- vi. be a serving employee in a local authority or a regional assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or an analogous post

Desirable Requirements:

The ideal candidate will be able to demonstrate:

- Relevant experience at the appropriate level
- Experience and demonstrated knowledge in corporate affairs and governance
- Experience in HR management, knowledge of HR legislation and practices and experience of managing staff
- Experience of drafting and delivering strategic reports to a high standard
- Capacity to lead, motivate and engage others to achieve quality results
- Strong organisational capacity and experience in administering and managing multiple elements of project delivery within agreed timeframes
- Political awareness and a clear understanding of the political reality and context of local, regional, national and European public institutions
- Strong oral and written communication skills
- Knowledge of National and Regional Policy, and Local Government including legislation
- Knowledge of EU policies and programmes

Key Competencies

<p>Management & Change</p>	<p>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. Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change.</p> <p>Influencing and negotiating Establishes appropriate and productive working relationships both externally and internally. Effectively influences key stakeholders to achieve operational strategy and objectives.</p>
<p>Delivering Results</p>	<p>Operation Planning Translates the objectives into clear priorities and actions for their area of operation. Plan and prioritise work and resources effectively.</p> <p>Problem solving and decision making Can pinpoint critical information and can address issues logically. Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</p>
<p>Leading and Motivating and Managing Performance</p>	<p>Leading and Motivating Leads and influences others to assume ownership of the objectives. Motivates and engages others towards achieving quality results.</p> <p>Managing Performance Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p>
<p>Personal effectiveness</p>	<p>Resilience and personal well being Takes initiative and seeks opportunities to exceed goals. Operates effectively in an environment with significant complexity and pace. Is self-motivated and enthusiastic about role.</p> <p>Communicating effectively Has highly effective verbal and written communication skills. Can write high-level and complex reports. Has excellent interpersonal skills.</p>

The Competition

Recruitment arrangements to this grade will now be on the following basis:

- A. 50% confined to employees of the sector
- B. 30% open
- C. 20% confined to employees of EMRA and Dublin City Council

The Regional Assembly 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/External, and those confined to the Eastern and Midland Regional Assembly and Dublin City 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 EMRA and Dublin city council) will comprise of all successful applicants in order of merit from within this pool only

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.

Terms and Conditions

1. The Post

The post is whole-time and permanent.

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 - €58,252 to €75,728 (LSI 2). Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. 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

35 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. Annual leave

Annual leave entitlement for the position will 30 days per year pro-rata.

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 in, or at an address convenient to the Regional Assembly, as approved by the Director. 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 Midland 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 19th of December 2024**. Application forms received after the closing date will not be accepted.

Selection will be by means of a competition based on a competency-based 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.

Applicants should hold themselves in readiness for interview provisionally in late January – early February 2025.

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.

12. Data Protection

BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

The basis for processing your personal data is to progress your application for the position you have applied for with the Eastern and Midland Regional Assembly under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

SHARING OF INFORMATION

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your personal HR file.

STORAGE PERIOD

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, the Eastern and Midland Regional Assembly will not be able to progress your application form for the competition.