



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

Candidate information booklet

Staff Officer

Employer:	Eastern & Midland Regional Assembly
Post Title:	Staff Officer – Local Authority Grade 5
Office Location:	Ballymun, Dublin 9
Closing date:	29th January 2025 – 5pm
Duration:	Permanent



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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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 in the design and delivery of EU funding programmes, notably the EU Just Transition Fund
- Identify, participate and co-ordinate EU projects
- Prepare, adopt and implement the Regional Spatial and Economic Strategies (RSES)
- 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 Staff Officer is a supervisory position and is assigned functional responsibility for the administration and management of a work area, section or team. The Staff Officer will work as part of a multidisciplinary team within EMRA primarily tasked with the implementation of the EU Just Transition Fund (EU JTF) Programme.

The Staff Officer will assist with the implementation of work programmes to achieve goals, targets and standards set out in Departmental Circulars and Common Provision regulations. The Staff Officer will be expected to use initiative and work to a high standard. The Staff Officer role requires excellent administrative, employee supervisory, interpersonal, communication and other particular skills and expertise depending on assignment. The successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

The Staff Officer will work under the direction and management of the Administrative Officer or analogous grade or another employee designated as appropriate.

General duties to include but not limited to:

- Support the Senior Staff Officer, Administrative Officer or designated Senior Official to ensure the section work programmes are implemented to deliver on the Assembly's Corporate Plan and Operational plans.
- Support the Administrative Officer or another nominated senior official to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
- Ensure full compliance with all organisational policies, procedures and processes in place.
- Communicate and liaise effectively with employees, supervisors and managers in other sections, senior managers and stakeholders in relation to operational matters for their section.
- Work with colleagues to prepare and present reports as necessary, including the preparation of reports or letters, which may be sensitive and/or confidential in nature.
- Keep up to date with changes in relevant legislation, departmental memos, and circulars and apply the necessary changes in procedures and processes.
- Carry out verifications that the projects delivered under the programme comply with the relevant legislation.
- Support colleagues to ensure the monitoring and evaluation of programmes is carried out in a timely manner for quarterly reporting.
- Support colleagues on the timely gathering of feedback from funded entities for the quarterly forecasting of payment applications.
- Support the organisation of Programme Monitoring Committee meetings.
- Take part in the implementation of the Programme communications strategy and evaluation plan
- Support the implementation of good practices with transparent reporting and communications to deliver accountable services.

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, Training and Experience

On the latest date for receipt of completed application forms, candidates shall have:

(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.

Confined

- i. 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**
- ii. 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

The ideal candidate will demonstrate the following:

- A clear understanding of local government services in order to achieve effective service delivery
- Knowledge of current local government issues & key policies guiding the local government sector
- A clear understanding of the role of Staff Officer
- Relevant administrative experience
- Ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with stakeholders
- Experience of planning/prioritising to meet targets and delegating work appropriately
- Experience in the operation of ICT systems and standard office software packages
- Understanding of financial processes
- Knowledge/experience of EU programmes and projects

Key Competencies

Management and Change	<ul style="list-style-type: none">• Display ability to co-ordinate a variety of different projects at the same time• Effectively manage the introduction of change and demonstrate flexibility and openness to change• Effectively deals with a range of information sources, investigating all relevant issues• Translates the business or team plan into clear priorities and actions for their area of responsibility
Delivering Results	<ul style="list-style-type: none">• Plan and prioritise work and resources to effectively deliver results• Ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission and vision of the Assembly• Make decisions in a timely and well-informed manner
Performance through people	<ul style="list-style-type: none">• Establish appropriate and productive working relationships at local, regional, national and European level• Demonstrate lessons learned from work experience• Demonstrate strong internal and external communications skills, experience of delivering presentations tailored to the nature and needs of diverse audiences
Personal Effectiveness	<ul style="list-style-type: none">• Operate effectively in an environment with significant complexity and pace• Take initiative and seek opportunities to exceed goals• Manage time and workload effectively• Maintain a positive, constructive and enthusiastic attitude to their role

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

Terms and Conditions

1. The Post

The post is permanent and is based in the Eastern and Midland Regional Assembly offices in Ballymun, Dublin 9.

2. Probation

There will be a six-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 Staff Officer (Grade 5) €50,206 – 51,705 – 53,236 – 54,799 – 56,374 – LSI1 58,209 – LSI2 60,051. 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 will be expected to work outside of normal office hours including weekends if necessary, without additional remuneration and to travel within Europe. 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 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.

9. 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.

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 emrarecruitment@emra.ie only and must be received no later than **5pm on January 29th**. 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 will 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. The life of the panel shall be for a period of two years from the date of the formation.

Applicants should hold themselves in readiness for interview in 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.