



# Tionól Réigiúnach an Oirthir agus Lár Tíre

## Eastern and Midland Regional Assembly

### Assistant Staff Officer Grade 4 – Permanent

<b>Employer:</b>	<b>Eastern &amp; Midland Regional Assembly</b>
<b>Post Title:</b>	<b>Assistant Staff Officer, Local Authority Grade 4</b>
<b>Office Location:</b>	Ballymun, Dublin 9
<b>Closing date:</b>	<b>25<sup>th</sup> June 2026 – 5pm</b>

#### 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 Strategy (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 position of Assistant Staff Officer is a first level position in the middle management in the structure of the Assembly. An Assistant Staff Officer is required to be an effective, participative member of a team and will be required to supervise staff, manage the distribution of work and to provide one to one coaching and training for junior staff members.

The successful candidate will be based in the Eastern and Midland Regional Assembly offices in Ballymun, Dublin 9.

#### Duties:

##### Key duties and responsibilities

- Manage the day-to-day workings for the area of responsibility, including administration, finance and corporate functions
- Support the line manager to ensure the section or department work programmes are implemented to deliver on the Assembly's Corporate Plan and operational plans
- Process transactions in Agresso financial management software and update staff records in CORE HR
- Assist with the processing of HR functions
- Assist with the administration of Assembly meetings
- Prepare reports, correspondence and other documents as necessary
- Provide administrative support to the Planning team and EU team
- Assist with the administration of key EMRA projects, including EU funded projects
- Other duties that may be assigned to the officer from time to time.

The appointee will be required to carry out the duties attached to the post, under the general direction of the Senior Staff Officer, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties.

### **Eligibility**

#### **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, experience, etc**

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, or

#### **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

#### **Ideal candidate will demonstrate:**

- Experience in the use of a Financial Management System
- Knowledge of financial procedures
- Knowledge and understanding of regional and local government policies and structures
- Understanding of the role of an Assistant Staff Officer
- Experience of working as part of a team
- Experience in managing and motivating staff
- Excellent interpersonal and communication skills
- Experience of preparing reports and correspondence
- Experience in the use of desktop office products such as Excel, Word and email

## Key Competencies

Delivering Results	<ul style="list-style-type: none"><li>• Plan work and allocation of staff and other resources effectively.</li><li>• Implement high quality service and customer care standards</li><li>• Makes decisions in a timely and well-informed manner</li></ul>
Communicate effectively	<ul style="list-style-type: none"><li>• Have effective written and verbal skills</li><li>• Maintains positive, productive and beneficial working relationships with colleagues and management</li></ul>
Performance Management and Teamwork	<ul style="list-style-type: none"><li>• Supervise the team or work area to achieve corporate objectives</li><li>• Work as part of a team to ensure delivery of plans and schedules.</li><li>• Have a strong team ethic of co-operation and mutual support</li><li>• Demonstrates ability to lead by example and show initiative</li></ul>
Personal effectiveness	<ul style="list-style-type: none"><li>• Take initiative and be proactive when he or she sees the opportunity to make a contribution</li><li>• Manage time and workload effectively</li><li>• Maintain a positive and constructive and enthusiastic attitude to their role</li><li>• Understand and implement change and demonstrate flexibility and openness to change</li></ul>

## 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 whole-time and permanent.

### **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). The maximum retirement age is 70.

### **4. Salary**

Salary shall be at Local Government Assistant Staff Officer level: €36,474 to €56,015 (2<sup>nd</sup> LSI)  
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 over 5 days. The successful applicant may on occasion be requested to work outside of normal office hours, if necessary, without additional remuneration. Flexible working arrangements may apply, this may include hybrid working.

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 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 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.**

### **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. No additional documentation such as CVs will be considered. Email the completed Application Form to [emrarecruitment@emra.ie](mailto:emrarecruitment@emra.ie) no later than **5pm Thursday 25<sup>th</sup> of June 2026**.

**Note: Application forms received after 5pm on the 25<sup>th</sup> of June 2026 will not be accepted.**

The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting will be on the basis of information supplied on the application form. The Assembly may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as the Eastern & Midland Regional Assembly considered appropriate in the preliminary interview.

Selection will be by means of a competition based on a competency-based interview conducted by the Assembly. 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 July.

### **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.

### **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**

The Eastern and Midland Regional Assembly is committed to protecting the personal data of all applicants. In accordance with the sectoral records retention recommendation set by the Local Government Management Agency, we retain recruitment records for a period of 18 months. This retention period is necessary to comply with legal obligations and to defend against any potential claims that may arise. All personal data is securely held during this period and will be disposed of in accordance with our data protection policy once the retention period has elapsed. We ensure that all data processing activities are conducted in compliance with GDPR and the Data Protection Act 2018. Should you be successful at interview and take up a post within EMRA your application will form part of your employee file and will be retained for the duration of your employment and the retention period of 7 YEARS following departure from the organisation.

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.