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

# Candidate information booklet

# Clerical Officer

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| **Employer:** | **Eastern & Midland Regional Assembly** |
| **Post Title:** | **Clerical Officer** - Local Authority Grade 3 |
| **Office Location:** | Ballymun, Dublin 9 |
| **Closing date:** | **25 November 2026 – 5pm** |

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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
- Prepare, adopt and implement the Regional Spatial and Economic Strategies (RSES)
- 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 Eastern and Midland Regional Assembly is currently inviting applications from suitably qualified persons for the post of Clerical Officer (Grade III). Following the interview process, a panel for the post of Clerical Officer will be formed, from which future permanent and temporary vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. These panels will exist for one year and may be extended for a further period of one year at the discretion of the Director. Suitably qualified persons are invited to apply for inclusion on this panel.

**The Role:**

Clerical Officers make a valuable contribution to the provision of the Eastern and Midland Regional Assembly's services. The Clerical Officer will work as part of a multidisciplinary team, assisting with (but not limited to) the implementation of the EU Just Transition Programme to achieve goals, targets and standards set out in Departmental Circulars, and in regulations governing the Programme. The successful candidate will also be required to operate the Assembly's existing and future IT systems as part of their work. Clerical Officers provide a point of contact for colleagues and stakeholders to carry out their business and access information about the Assembly's services.
The successful candidate will be based in the Eastern and Midland Regional Assembly offices in Ballymun, Dublin 9.

**Key duties and responsibilities:**

- Assist in the day-to-day workings of the office: administration, corporate functions, HR procedures and financial processes.
- Perform general clerical duties, maintain high-quality records in a thorough and organised manner, Prepare reports, correspondence and other documents as necessary,
- Carrying out routine accounts work,
- Organise meetings, include note taking and drafting agendas and minutes,
- Provide administrative support to the Managing Authority team to ensure delivery of the EU Just Transition Fund, assist with the administration of key EMRA projects, including EU projects
- Deputise for other officers of the Regional Assembly, when required,
- Other duties that may be assigned to the officer from time to time

## 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) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme

**or**

(ii) have passed an examination of at least equivalent standard

**or**

(iii) have had at least two year's previous service in an office of Clerical Officer, Clerk/Typist (Clerical Duties), Clerk/Typist (Typing and Clerical Duties) or Clerk/Typist under a local authority or health board in the state

**or**

(iv) have satisfactory relevant experience which encompasses demonstrable equivalent skills

***Qualifications obtained outside of Ireland must be accompanied by a comparability statement from Quality and Qualifications Ireland (QQI) confirming their equivalence to the Irish National Framework of Qualifications (NFQ). Where the qualification documentation is not in English, a certified translation must also be provided.***

## The ideal candidate will demonstrate:

- Knowledge and understanding of the functions of a Regional Assembly and local authorities and relevant experience.
- Ability to demonstrate capacity in the competency areas of **Planning and organising work, Communicating effectively, Teamwork and Personal effectiveness**
- Understanding of the role of a Clerical Officer
- Relevant administrative experience and clerical skills

- Experience of working as part of a team
- Knowledge and experience of operating ICT systems, including standard office software packages

**Key Competencies**

Candidates will have to demonstrate from their application form to the satisfaction of a short-listing board that they possess sufficient skills and experience in the competencies listed below in order to be called for interview. Candidates called for interview will be assessed at the interview under the four competencies listed on the application form using some/all of the following indicators within each competency:

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| **Planning and organising work** | • Deliver a high standard of service in line with work plans and schedules.<br>• Manage time and workload effectively.<br>• Take initiative when he or she sees the opportunity to make a contribution.<br>• Prioritises workloads and generates effective solutions |
| **Communicate effectively** | • Have effective written and verbal skills.<br>• Has good interpersonal skills<br>• Is respectful, courteous, and professional and remains composed even in challenging situations<br>• Actively listens and tries to understand needs and perspectives of others |
| **Teamwork** | • Work as part of a team to ensure delivery of plans and schedules<br>• Have a strong team ethic of co-operation and mutual support<br>• Prioritises workloads and generates effective solutions |
| **Personal effectiveness** | • Be open to taking on new challenges or responsibilities.<br>• Be positively motivated to deliver a quality service<br>• Adopt a positive and constructive approach to work<br>• Bring enthusiasm and commitment to their role |

**Please note:** Candidates will be assessed at the interview stage under the four competencies listed above **in addition** to Relevant Experience, Local Government Knowledge and Understanding.

**Terms and Conditions**

**1. The Post**

The post is whole-time and permanent.

**2. Probation**

There will be a six-month probation period from the date of employment, which may be extended at the discretion of the Director.

**3. Superannuation**

A. Officers joining the Public Service after the 1st of January 2013 will be required to join the Single
Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.
OR
B. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and
who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration
(i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.
OR
C. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who
are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of
5% of their pensionable remuneration. If an option to join a dependent scheme was made you
will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

**4. Salary**

Salary shall be at Local Government Clerical Officer level **€31,935 - €33,702 - €34,140 - €35,021 - €36,312 - €37,603 - €38,895 - €39,833 - €40,897 - €42,128 - €43,004 - €44,227 - €45,456 - €47,770 - €49,413 (LSI1)**

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. Flexible working arrangements, including blended working, may apply.
The Assembly reserves the right to alter your hours of work from time to time.

**6. Sick Leave**

The terms of the Public Service Sick Pay Scheme will prevail.

**7. Annual leave**

Annual leave entitlement is 27 days per annum exclusive of public and bank holidays, increasing to 29 days per annum after five years' service. Leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

**8. Retirement**

Retirement is dependent on the superannuation scheme you become a member of and details will be made available to you upon appointment.

**Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions where relevant will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

**9. 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.

**10. 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. Only applications received by email and on the official Application Form will be accepted

When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process. Only information contained in the candidate application form will be used during the screening and shortlisting processes. Any additional submissions will not be considered. The Eastern and Midland Regional Assembly accepts no responsibility for incomplete or inaccurate applications.

Applications received will undergo an initial eligibility screening. Candidates who do not meet the specified eligibility requirements will be deemed ineligible and will not progress further in the selection process. 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 during the lifetime of the panel.

Application Forms to be submitted to recruitment@emra.ie no later than **5pm Wednesday 25th of November 2026.**

**Note: Application forms received after 5pm on the 25th of November 2026 will not be accepted.**

Applicants should hold themselves in readiness for interview in early 2027**.**

**The Interview**

Candidates will be invited to interview by email. It is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice. Where possible, candidates will be informed of names of Interview Board Members in advance, however board

members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process. Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition. Where it is necessary to change an interview date, time or format, candidates will be notified accordingly. Failure to comply with a revised interview arrangement or to attend at the rescheduled date and time will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

**Additional Needs**

Candidates who indicate on their application that they have additional needs are asked to contact and make the HR team aware as soon as is appropriate. Every effort will be made by the Assembly to provide appropriate accommodations for individual candidates, during the selection process, where possible and appropriate.

**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.