SENIOR STAFF OFFICER

QUALIFICATIONS

1. Character
   Each candidate must be of good character.

2. Health
   Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Procedure for Filling of Posts
   Tipperary County Council is committed to filling 20% of posts at Senior Staff Officer level by way of open competition. On this basis two panels will be established:

   Panel A: (Common Recruitment Pool Panel) (Confined)
   This panel will comprise of successful candidates from within the Common Recruitment Pool only (see section 4 for details)

   Panel B: (Open Recruitment Panel)
   This Panel will consist of all successful applicants and may also include successful candidates from the Common Recruitment Pool Panel (see section 4 for details)

   Eligible local authority employees may apply for placement on both panels and it will be necessary for all candidates to indicate clearly on the Application Form which panel(s) they wish to be considered for.
4. Education, training, experience, etc.

Candidates shall, on the latest date for receipt of completed application forms:-

**Common Recruitment Pool Panel**

(a) be a serving employee in a local authority, health services executive, vocational education committee in the State, institute of technology, the General Medical Services (Payments) Board, St. James’s Hospital Board, Beaumont Hospital Board, An Bord Altranais, the Local Government Computer Services Board, the Border, Midland and Western Regional Assembly or the Southern and Eastern Regional Assembly and have, satisfactory experience at a level not lower than that of Assistant Staff Officer.

b) have not less than two years satisfactory experience in that post or at a level not lower than that of Clerical Officer in one of the organisations set out in paragraph (a) above;

c) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

**OR**

**Open Recruitment Pool Panel**

(a) be well educated

(b) have satisfactory administrative experience including satisfactory experience in office organisation and control of staff.
TIPPERARY COUNTY COUNCIL

SENIOR STAFF OFFICER

PARTICULARS OF OFFICE

The office is wholetime, permanent and pensionable.

1. Superannuation contribution:

Persons who become pensionable officers of a local authority who are liable to pay the 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. All persons who become pensionable officers of a local authority are required, in respect of the Local Government (Spouses and Children’s Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

For Class D officers the minimum retirement age is 60 and the maximum retirement age is 65.

Persons who become pensionable officers of a local authority, who are liable to pay the 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 social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

For Class A “non new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65.

For Class A “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

Persons who become pensionable officers of a local authority for the first time on or after 1 January 2013 or former public servants returning to the public service after a break of more than 26 weeks are assigned to the Public Service Pensions (Single Scheme & Other Provisions) Act 2012. Therefore, the conditions of employment regarding retirement age and superannuation shall be as follows:

The minimum retirement age is 66 in line with State Pension contributory age. This will increase to 67 in 2021 & 68 in 2028. Scheme members must retire at age 70.
You are liable to pay the Class A rate of PRSI contribution. You are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 3% of pensionable pay.

2. Salary

Current Salary Scale: €45,849 - €56,031 (2\textsuperscript{nd} LSI)

The salary shall be fully inclusive and shall be as determined from time to time. The employee shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

3. Probation:

Where a person who is not already a permanent officer of a local authority is appointed, the following provisions shall apply:-

(a) there shall be a period after such appointment takes effect, during which such person shall hold the office on probation;
(b) such period shall be one year but the manager may, at his or her discretion extend such a period;
(c) such a person shall cease to hold office at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

4. Duties:

The key duties and responsibilities of the post of Senior Staff Officer include:

1. To be responsible for the management and administration of a section or sections within the Council, including the management and supervision of staff.
2. To support their line manager to ensure work programmes are implemented deliver on the Council’s corporate and operational plans, including planning and prioritising work and allocating resources.
3. To develop and maintain productive working relationships, including providing information and assistance when required.
4. To act as a key point of contact and liaison in relation to all operational matters for the service delivery section or sections for which they are responsible.
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 involved in the day to day financial management of capital and operational expenditure in the section or department.

9. To identify opportunities for improvements in the service delivery within the relevant area of responsibility.

10. To implement and manage change management initiatives within the relevant area of responsibility.

11. To manage and supervise employees in supporting roles, including assigning and scheduling duties and workload, providing on-going support and handling day to day issues.

12. To ensure compliance with all organisational policies and procedures within their area of responsibility and to provide assistance in the understanding and interpretation of policies and procedures to employees in their area of responsibility and to customers and other stakeholders as appropriate.

13. To participate in corporate management activities and responsibilities appropriate to the grade.

14. To be in compliance with Health & Safety legislative requirements, policies and procedures and safe systems of work.

15. To deputise for the line manager or equivalent as required.

16. To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

5. Hours of Work:
The normal working hours are 37 hours per week. Flexible Working arrangements apply.

6. Annual Leave:
The annual leave entitlement for the grade is 30 days per annum.
7. Health:

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, before they are appointed, to undergo at their own 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.

8. Residence:

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

9. Selection Process:

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Shortlisting may apply based on the information supplied on application forms and the requirements of the position.

Candidates called for interview will be assessed on the following competencies and required to demonstrate their ability to:

Management and Change
- Be effective in translating corporate mission and objectives into operational plans and outputs.
- Develop and maintain positive, productive and beneficial working relationships.
- Effectively manage the introduction of change and demonstrate flexibility and openness to change.

Delivering Results
- Contribute 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 recommendations.

Leading and Motivating and Managing Performance
- Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage performance
- Have effective verbal and written communication skills.

Personal Effectiveness
- Take initiative and seek opportunities to exceed goals.
- Manage time and workload effectively.
- Maintain a positive, constructive and enthusiastic attitude to their role.

10. Application Process:

Applications on the official form should reach the Human Resources Section, Civic Offices, Emmet Street, Clonmel, Co. Tipperary not later than 4.00p.m. on Friday, 1st September 2017. Please note that amendments to the application form will not be accepted after this date.

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.

Tipperary County Council reserves the right to shortlist candidates in the manner deemed most appropriate.

11. Note re Canvassing:

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of verbal or written communication, or otherwise, to canvas or otherwise influence in the candidate’s favour, any member of staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

12. Period for Acceptance Of Offer:

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period of such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Tipperary County Council is an equal opportunities employer.

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