



Assembly House,
O'Connell Street,
Waterford.

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Open competition for appointment to the position of

CLERICAL OFFICER

Competition Guidelines, Duties, Qualifications & Particulars of Office

DATE 2nd October 2019



CLERICAL OFFICER (Grade III)

Competition Guidelines

The Southern Regional Assembly was established on 1st January 2015. The Regional Assembly is involved in the management and monitoring of EU programmes in the region, regional economic and spatial planning and promoting regional policy in Ireland.

The Regional Assembly now wishes to establish a panel for the post of Clerical Officer (Grade III).

Recruitment Procedure

Candidates must demonstrate from their application form to the satisfaction of the Assembly that they possess sufficient skills and experience, as per above, in order to be called for interview.

Selection shall be by means of a competition based on an interview conducted by or on behalf of the Southern Regional Assembly. A panel may be formed on the basis of such interview. Candidates at interview must achieve a minimum of 50 per cent of the total marks under each of the competencies to qualify for inclusion on a panel. Candidates whose names are on a panel and who satisfy the Regional 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 will be two years from the latest date for receipt of applications. The successful candidate will be appointed to the relevant position, subject to one year's probationary period for permanent posts and a probationary period of shorter duration for temporary posts, depending on length of post.

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies. While you may meet the eligibility requirements of the competition and you may indeed exceed same, if the numbers applying for the position are such that it would not be practical to interview everyone, it may be decided that a number only will be called to interview. In this respect, there will be a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience. Criteria to be used for short listing purposes will be based on the competition guidelines and the information supplied on the application forms and/or by preliminary interview.

The admission of a person to a competition, or invitation to attend for interview, is not to be taken as implying that such person fulfils the requirements of the position or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview – see attached Duties, Qualifications and Particulars of Office. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense and the Regional Assembly will not be responsible for refunding any expenses incurred.

The 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. If he or she fails to take up the appointment within such period or such longer period as the Regional Assembly in its absolute discretion may determine, the Regional Assembly shall not appoint the person.

Making an Application

<u>Applications</u>	Applications must be made on the attached Application Form and posted/delivered (original and three copies) to the H.R. Officer, Southern Regional Assembly, Assembly House, O'Connell Street, Waterford. When completing the application form accuracy is essential as you may be shortlisted on the basis of information supplied. Any inaccuracy in completing the form may result in rejection. Therefore, it is in your own interest to ensure that the information supplied in your application is complete and correct.
<u>Closing Date</u>	Applications should be posted/delivered in sufficient time to ensure delivery not later than 4.00 pm on Wednesday, 16th October 2019. An acknowledgement will issue to applicants on request. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting. The cost of postage must be borne by the applicant. Change of address should be notified to us immediately in writing.
<u>Equality</u>	The Southern Regional Assembly is committed to a policy of Equal Opportunity.
<u>Confidentiality</u>	Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strict confidence.
<u>Data Protection</u>	The personal records are used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the General Data Protection Regulations.
<u>Canvassing</u>	Any attempt, direct or indirect, by a candidate to influence the selection process will automatically disqualify the candidate. Do not send a reference without it being requested or induce anyone to make representations on your behalf. If you do, you run the risk of being disqualified.
<u>General</u>	The onus is on all applicants to make themselves available for interviews on the date(s) specified and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form. Candidates are responsible for all expenses incurred by them in connection with this competition.
<u>Deeming of Candidature to be withdrawn</u>	Candidates who- (a) do not, when requested, furnish such evidence as is required in regard to any matter relevant to their candidature, or; (b) do not attend the interview(s) at the time(s) and place(s) appointed, or; (c) do not attend for the medical examination as directed, or (d) when offered appointment, do not accept appointment and take up duty as arranged - shall, unless the Regional Assembly in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature

Clerical Officer (Grade III)

Duties, Qualifications & Particulars of Office

The Person

Applicants should be able to demonstrate the following skills and competencies:

- Excellent communication and interpersonal skills
- Satisfactory knowledge and experience of office organisation
- Ability to work as part of a team
- Methodical and organised

Qualifications

Education

Candidates shall:-

(a) 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 a pass leaving Certificate Applied or an equivalent qualification on NFQ.

or

(b) have passed an examination of at least equivalent standard,

or

(c) have had at least two years previous service as Clerical Officer, Clerk/Typist (Clerical Duties), Clerk Typist (Typing and Clerical Duties) or Clerk/Typist under a Local Authority, Regional Assembly or Health Board in the State

or

(d) have satisfactory relevant experience which encompasses demonstrable equivalent skills.

Other

- Proficiency and working knowledge in the use of standard PC software
- Satisfactory knowledge of the functions and duties of regional assemblies & local authorities
- Knowledge of EU structural funds requirements is desirable.
- Experience in Sage Accounts is also desirable

The Post

Reporting to the Programme Executive, the successful candidate will have an integral role to play in the administrative running of the office. The duties shall be such clerical/administrative and secretarial as may be assigned from time to time by the Assembly and shall include the duty of deputising for other employees of the Assembly, when required.

Duties

The purpose of the position of Clerical Officer is to provide clerical back-up for a Division within the Assembly. Duties associated with this grade would include:

- Assisting in the implementation of operational work activities and supporting Line Managers and colleagues
- Collating data/information for reporting
- Ensuring high quality customer service, responding to queries and providing information
- The skills to work as part of a team and the ability to work on own initiative
- Use of Information Technology, e.g. Word, Excel, Outlook, Internet
- General clerical & administrative duties e.g. filing, copying, answering/making telephone calls, dealing with emails, reception desk

- Routine accounts work
- Any other duty assigned to them by their supervisor.

Particulars of Office

1. Appointment

A panel will be established for the post of Clerical Officer which will be used to fill both permanent and temporary vacancies which may arise during the lifetime of the panel. The 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 he/she fails to take up the appointment within such period or such longer period as the Regional Assembly in its absolute discretion may determine, the Regional Assembly shall not appoint him/her.

2. Reporting Relationship

The Clerical Officer will report to the Programme Executive and/or other employee of the Regional Assembly as instructed by the Director

3. Superannuation

Persons who become pensionable officers of a Regional Assembly, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to 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 the State Pension Contributory).

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, Regional Assembly to contribute to the Regional Assembly at the rate of 5% of their pensionable remuneration.

Widows and Orphans/Spouses and Children's Scheme

All persons who become pensionable officers of a Regional Assembly are required, in respect of the Local Government (Spouses and children's Contributory Pension) Scheme, 1986 to contribute to the Regional Assembly at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

New Entrants from 1st January 2013 – Single Public Services Pension Scheme 'A' Officers/Non-Officers

For new entrants recruited on or after 1st January 2013 as well as former public servant returning to the public service after a break of more than 26 weeks. The Public Service Pension (Single Scheme and Other Provisions) Act 2012 applies to your employment. Members of this Scheme are required in respect of superannuation to contribute at the rate of 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) and you are liable to pay the Class A rate of PRSI contribution.

4. Retirement Age

New Entrants to the Public Service on or after 1st January 2013 have a compulsory retirement age of 70 years under the provisions of the Public Service Pensions (Single Scheme & Other Provisions Act 2012)

New entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 do not have a mandatory retirement age.

Any candidate 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.

5. Salary

Salary is that of Clerical Officer (Grade III) in the Local Authority Service currently €24,000 to a maximum of €39,793 (inclusive of long service increments) and will attract increments, subject to annual review based on performance.

6. Travel & Subsistence

Travel and subsistence costs arising in the course of official duties will be payable at Department of Housing, Planning and Local Government rates.

7. Place of Work

The successful candidate will be based in Waterford City

8. Probation/Performance Review

There shall be a period after appointment during which the appointee will hold the position on probation. The period of probation will be prescribed by the Director. Employment may be terminated during the probationary period should service be deemed by the Director to be unsatisfactory. Employment may be terminated at the end of the probationary period unless the Director has certified that the employee had satisfactory service. Tenure of employment following probation will be subject to satisfactory service.

9. Annual Leave

Annual leave entitlement is 27 days per annum exclusive of public and bank holidays.

10. Working Hours

The normal hours of work will be 37 hours per week. The Regional Assembly reserves the right to alter the hours of work from time to time.

11. Health

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Regional Assembly. On taking up appointment the expense of the medical examination will be refunded to candidates.
