



Information Booklet

Clerical Officer (Grade III)

Email Applications only to hr@southernassembly.ie
by Thursday 9th March 2023 at 4.00 p.m.

Email Subject line: CO Application



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag an
Aontas Eorpach
Co-funded by the
European Union

The Organisation

Established in 2015, the Southern Regional Assembly, one of 3 Regional Assemblies, is part of the regional tier of government in Ireland.

It covers the local authorities of Kilkenny, Carlow, Waterford, Wexford, Tipperary, Cork (City & County), Kerry, Clare and Limerick. Part of the Local Government sector, our 33 Assembly Members represent the 10 local authorities at regional level, 27 appointed by their local authority and six as Committee of the Regions Members. The Assembly forges links between the European Union (EU), and national and local levels through regional spatial and economic planning and European Regional Development Funding (ERDF) for the benefit of the Southern Region.

We interact with a wide variety of Government Departments, agencies, local authorities and stakeholders from the private sector and the third sector at local, regional national and EU levels. Key functions include:

- Managing Authority for ERDF co-funded Regional Programmes
- Programme Partner for the Ireland Wales Programme
- Functions across a number of European Territorial Co-Operation Programmes including our role as National Contact Point for the Interreg North West Europe Programme
- Active participants in EU funded Projects
- Prepare, adopt and implement Regional Spatial and Economic Strategy

THE COMPETITION

The Southern Regional Assembly is currently inviting applications from suitably qualified persons for the post of **Clerical Officer** (Grade III). The Southern Regional Assembly will, following the interview process, form a panel for the post of Clerical Officer 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

About the Role

The key duties and responsibilities of the post of Clerical Officer include:

1. To participate in and support the work of the section or department to ensure that work programs are delivered in accordance to the operational plans.
2. To communicate and liaise with team members, supervisors, members of the public and others in relation to operational matters in their section or area of work.
3. To prepare reports, correspondence and other documents as necessary.
4. To provide a comprehensive administrative and clerical service as required.
5. To ensure high levels of customer services, responding to queries and requests for information in a professional courteous and timely manner.
6. To support and participate in all change management initiatives within their area of work or the wider organisation.
7. To support and assist team members as required.
8. To participate in corporate activities and responsibilities appropriate to the grade.

9. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
10. To deputise for the line manager or equivalent as required.
11. To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Essential Requirements

1. Character

Candidates shall be of good character

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

3. 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

or

- (ii) Have obtained a comparable standard in an equivalent examination,

or

- (iii) 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

- (iv) Have satisfactory relevant experience which encompasses demonstrable equivalent skills.

Competencies for the Post

In the context of the key duties and responsibilities for the post of Clerical Officer listed above, the ideal candidate will demonstrate the following **knowledge, experience, skills and competencies**:

- Knowledge and understanding of the functions of a Regional Assembly
- Understanding of the role of a Clerical Officer.
- Relevant administrative experience and clerical skills.
- Strong customer service ethos.
- Experience of working as part of a team.
- Knowledge and experience of operating ICT systems.

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these.

Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

| | |
|---|---|
| Communicating Effectively & Customer Focus | <ul style="list-style-type: none"> • Have effective written and verbal skills. • Take pride in the quality of service delivered and seeks to improve it. • Relate well to others and maintains positive working relationships. • Represent the organisation positively and professionally when dealing with members of the public and other stakeholders. |
| Personal Effectiveness | <ul style="list-style-type: none"> • Be open to taking on new challenges or responsibilities. • Be positively motivated to deliver a quality service. • Adopt a positive and constructive approach to work. • Bring enthusiasm and commitment to their role. |
| Planning & Organising Work | <ul style="list-style-type: none"> • Deliver a high standard of service in line with work plans and schedules. • Manage time and workload effectively. • Take initiative when he or she sees the opportunity to make a contribution. |
| Team Work | <ul style="list-style-type: none"> • Work as part of a team to ensure delivery of plans and schedules. • Have a strong team ethic of co-operation and mutual support. |

Application and Selection

How to Apply

All completed Application Forms should be signed and emailed IN PDF FORMAT, directly to hr@southernassembly.ie no later than **4pm on Thursday 9th March 2023**.

Applications **must be made on the official application form** and all sections must be completed in full. Please ensure that your application is in **typed format**. When completing the application form, accuracy is essential. The information you supply in the application form will play a central part of the selection process.

Equality The Southern Regional Assembly is committed to a policy of equal opportunity.

Confidentiality Subject to the provisions of the **Freedom of Information Acts 1997- 2014**, applications will be treated in strict confidence.

Data Protection 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.

Canvassing 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.

Deeming of Candidature to be withdrawn 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

Shortlisting

The Assembly reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the information provided in your application will be assessed against the criteria based on the requirements for the position and decided if you will be shortlisted, relative to the other candidates applying for the position.

Interview

Admission to the interview is conditional on receipt of a completed application form by the required cut-off date. The onus is on all applicants to make themselves available for the interview on the date specified by the Assembly and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the email address specified on their application form. **Interviews will take place in Assembly House, O'Connell Street, Waterford City. An email invitation to interview will be sent to applicants in advance of interview date (if the candidate is shortlisted for 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.

Selection shall be by means of an open competition based on an online 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 demonstrate relevant experience, job-related achievements and the competencies as set out. Candidates who satisfy the Regional Assembly that they possess the qualifications declared for the post and that they are suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than two years from the latest date for receipt of applications.

All appointments will be subject to the probationary period as set out below.

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Particulars of Office

1. Appointment

A panel will be established for the post of **Clerical Officer (Grade III)** 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. Duration

This panel will be used to fill full-time and part-time, permanent and temporary posts.

3. Reporting Relationship

The Clerical Officer will report to an Administrative Officer and/or other assigned Officer

4. 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.

5. 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.

6. Salary

The salary is analogous to Grade III, which is currently €27,146 - €44,110 inclusive of long service increments

7. Travel & Subsistence

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

8. Driving Licence

Holders of the post shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify the Assembly.

9. Place of Work

The HQ of the Regional Assembly is in Waterford City and the post will be based at HQ. The Regional Assembly operates a blended working policy.

10. Residence

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

11. Probation/Performance Review

Where a person who is not already a permanent officer of a Regional Assembly or Local Authority is appointed, the following provisions shall apply:-

- a) There shall be a period after appointment during which the appointee will hold the position on probation.
- b) Such period shall be one year and may be extended at the discretion of the Director
- c) Such person shall cease to hold the office at the end of the period of probation unless during such period the Director has certified that the service of such person is satisfactory based on the recommendation of the relevant Supervisor.
- d) Employment may be terminated during the probationary period should service be deemed by the Director to be unsatisfactory.

12. Annual Leave

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

13. Working Hours

The normal hours of work will be 35 hours per week. The Regional Assembly reserves the right to alter the hours of work from time to time.

14. 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.

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(s).

Data Protection (RECRUITMENT)

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 Southern 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

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, the Southern Regional Assembly will not be able to progress your application form for the competition.