



Information Booklet

Senior First Level Controller (Grade V)

Email Applications only to hr@southernassembly.ie
Email Subject line: Senior FLC Application

by Thursday 3rd December 2020 at 4 p.m.



The Organisation

Established in 2015, the Southern Regional Assembly 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 the third sectors at local, regional national and EU levels. Key functions include:

- Managing Authority for an ERDF co-funded Regional Operational Programme
- 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

About the Role

Reporting to the Auditor, duties of the **Senior First Level Controller** will include:

- Processing and appraising expenditure claims by ETC Projects;
- Carrying out verification checks on declared expenditure, including on-the-spot checks where necessary;
- Assisting with financial management;
- Dealing with enquiries from approved projects and project partners;
- Assisting the Auditor or other senior officers.

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.

The ideal candidate:

Candidates will demonstrate through their application form and at the interview that he/she has:

- Dedication to providing quality and excellent service
- Excellent problem solving and troubleshooting skills
- Ability to take ownership of issues / tasks and work on own initiative
- Ability to work as part of a team with strong customer service focus
- Ability to work under pressure
- Flexibility regarding working hours, with occasional unsociable hours and a willingness to travel internationally as required.
- Excellent communication and interpersonal skills, with a positive and professional attitude
- Must be committed to self-development and be enthusiastic about acquiring new skills and embracing new technologies
- A current, full, driving licence and have access to own car

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 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.

4. Skills

- A relevant accounting/financial qualification and/or at least 2 years relevant experience in the area of finance/audit
- Experience of office organisation
- Strong communication, external relations and networking skills
- Computer literacy

5. Desirable Requirements

- Knowledge and experience in EU-funded programmes, preferably on Structural Funds and/or cross-border, transnational or inter-regional co-operation or other ETC programmes

Competencies for the Post

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:

<p>Communication & Personal Effectiveness</p>	<ul style="list-style-type: none"> • Have effective written and verbal skills. • Take initiative and be open to taking on new challenges or responsibilities. • Manage time and workload effectively. • Maintain a positive and constructive and enthusiastic attitude to their role.
<p>Problem Solving & Decision Making</p>	<ul style="list-style-type: none"> • Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors. • Takes account of broader issues, agendas, sensitivities and related implications when making decisions. • Uses previous knowledge and experience in order to guide decisions. • Uses judgement to make sound decisions with a well reasoned rationale and stands by these. • Puts forward solutions to address problems.
<p>Delivering Results</p>	<ul style="list-style-type: none"> • Translate the business or team plan into clear priorities and actions for their area of responsibility • Plan work and allocation of staff and other resources effectively. • Implement high quality service and customer care standards. • Make decisions in a timely and well informed manner.
<p>Local Government and Regional Assembly - Knowledge & Understanding</p>	<ul style="list-style-type: none"> • Knowledge of the structure and functions of local government and regional assemblies. • Knowledge of EU Institutions, EU policies, Cohesion policy Practical understanding of economic, environmental, social & physical development issues at EU, national, regional & local level • Knowledge of current issues and challenges affecting the Assembly and advocate practice approaches to addressing them. • Clear and realistic views of future trends and strategic direction of the regional assembly. • Understanding the role of the Senior First Level Controller

Application and Selection

How to Apply

All Applications should be emailed directly to hr@southernassembly.ie no later than **4pm on Thursday 3rd December 2020**.

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. Due to the COVID19 restrictions virtual interviews will take place utilising a secure web based solution e.g. MS Teams. Instructions, guidance and links will be sent to applicants in advance of interview should you be shortlisted 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.

The successful candidate will be appointed on a full-time permanent basis, subject to the probationary period as set out below.

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 & Particulars of Office.

Particulars of Office

1. Appointment

A panel will be established for the post of **Senior First Level Controller (Grade V)** 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

The position is full-time and permanent, subject to one year's probationary period.

3. Reporting Relationship

The **Senior First Level Controller** will report to the Auditor of the Regional Assembly as instructed by the Assistant Director

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 V, which is currently €43,633 - €52,401 inclusive of long service increments

7. 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.

8. Place of Work

The HQ of the Regional Assembly is in Waterford City and the post will be based at HQ. The Regional Assembly is developing a remote working policy and alternative working arrangements will be at the discretion of the Regional Assembly.

9. 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.

10. Annual Leave

Annual leave entitlement is 30 days per annum exclusive of public and bank holidays.

11. 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.

12. 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).