

CLARE COUNTY COUNCIL

CLERICAL OFFICER PANEL (GRADE 3) (OPEN COMPETITION)

BRIEFING DOCUMENT

The purpose of this recruitment campaign is to form a Clerical Officer panel from which permanent and temporary posts may be filled.

THE PERSON

ESSENTIAL CRITERIA

1. Character

Candidates shall 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. 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) be a serving employee in a local authority, health board, 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 in a post of Clerical Officer or an analogous post.

or

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

4. Age

Each candidate must be under 70 years of age on the latest date for receipt of completed Application Forms for the office if they are deemed not to be new entrants to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

However, the age restriction of 65 years does not apply to "new entrants" to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

DESIRABLE CRITERIA

It would be desirable if each candidate has a proficiency in the use of Information Technology, e.g. Word, Excel, Outlook, Internet.

THE POST

PARTICULARS OF OFFICE

1. Position

Applications are invited from suitably qualified persons who wish to be considered for inclusion on a panel for the post of Clerical Officer (Grade III) from which any future permanent or temporary positions will be filled, as required, during the lifetime of this panel and subject to sanction approval from the Department of Housing, Planning and Local Government.

The purpose of the position of Clerical Officer is to provide clerical back-up for a Department or Section within the local authority. Clerical Officers are key frontline employees who deliver a range of services to the public and internally within the Council.

2. Duties and Responsibilities

The duties shall be such as may be assigned by the Council from time to time and shall include the duty of deputising for other employees of the Council when required. The duties shall also include such duties as may be assigned to them in relation to the area of any other local authority.

The duties will include but will not be limited to the following :

- Dealing with customers at a variety of levels through various means of communication.
- Processing applications for services in accordance with Council policies procedures and plans.
- Carrying out a range of administrative tasks including photocopying, preparing letters / documents / presentations for public circulation, typing, minute taking, report / returns preparation, filing, arranging meetings, receipting / balancing payments including cash, coin counting, handling internal / external mail.
- Assisting in the development of policies from time to time.
- Operation of the financial system and other local government systems.
- Any other duties that may be assigned as part of the overall functioning of the relevant Department.

3. Salary

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Salary scale for Clerical Officer is €23,587 to €39,109. Starting salary for new entrants to the sector is €23,587.

The rate of pay will be reviewed in accordance with National Pay Agreements sanctioned by the Minister for Housing, Planning and Local Government and approved by the Council. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

4. 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 local authority. On taking up appointment, the expense of the medical examination will be refunded to candidates.

5. Superannuation

The post holder will be required to contribute into either the **Local Government Superannuation Scheme** or the **Single Public Service Pension Scheme** depending on when they entered employment in the Public Sector.

6. Retirement Age

Minimum retirement age is 60 while 70 is maximum retirement age for staff that commenced employment in the public sector prior to 1st April 2004.

Staff who commenced employment in the public sector between 1st April 2004 and 31st December 2012, minimum retirement age is 65, with no maximum retirement age (subject to being in a state of health, to render regular and efficient service).

Staff who commenced employment in the public sector from the 1st January 2013, minimum retirement age is in line with the age for the contributory state pension and maximum retirement age is 70.

The provisions of the Public Service Superannuation (Miscellaneous Provisions) Acts 2004 and 2018 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 will apply.

7. Residence

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. Appointment

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

9. Hours of work and annual leave

The working hours at present provide for a five day, thirty-seven hour working week.

The Council reserves the right to alter the number of hours worked each day/each week and/or the times at or the days on which the hours are to be worked. The post-holder will be given as much notice as is reasonably practicable of any change in the schedule of hours worked.

Clare County Council's holiday 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, 1997 as amended. The annual leave applicable to this post will be 27 days.

10. Garda Vetting

The candidate may be required to complete the Garda Vetting process should they come under consideration for appointment.

11. Policies & Procedures

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Clare County Council. These include but are not limited to :

- Code of Conduct for Employees
- Attendance Management Policy & Sick Leave scheme
- Grievance Policy
- Disciplinary Policy
- Performance Management & Development System
- Confidentiality
- Information Communications & Acceptable Usage Policy and Social Media Policy

12. Probation

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply :

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- (b) such period shall be one year but the Chief Executive may at his/her discretion extend such period;
- (c) such persons shall cease to hold such employment at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.
- (d) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts.
- (e) there will be assessments during the probationary period.

13. General Data Protection Regulation

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 Clare Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including e-mail 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 for, with a designated short-listing 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 Personnel 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 which 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, Clare County Council will not be able to progress your application form for the competition for which you are applying.

Clare County Council's privacy statement can be accessed at <http://www.clarecoco.ie/privacystatement>.

14. Your right to information and to appeal

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. In this regard, Clare County Council will automatically forward the marks awarded to you at interview and comments made by the Interview Board.

The Council will consider appeals in relation to eligibility, short-listing and final decisions of interview boards. Such appeals must be made by candidates in writing within **7 working days** of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

15. Recruitment

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should note that it is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment.

Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

FORMAT OF THE COMPETITION

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulations 1974, the Minister has given directions as follows :

(i) The appointment shall be advertised in such a manner as to clearly indicate that the local authority is an equal opportunities employer.

(ii) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.

(iii) A local authority may decide, by reason of the number of persons seeking admission to the competition, to carry out Numeracy and Literacy tests and / or a short-listing procedure and admit to the competition only persons who appear to be likely to attain in the competition a standard sufficient for appointment.

It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

(iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

Core Competencies and Marking Scheme for Interview

Any candidates called for interview will be assessed and marked on the following areas :

RELEVANT EXPERIENCE	KNOWLEDGE & UNDERSTANDING OF LOCAL GOVERNMENT	INTERPERSONAL SKILLS / COMMUNICATION SKILLS
150 Marks	150 Marks	200 Marks

Candidates at interview must achieve a minimum of 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

CLARE COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.

Clare County Council will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

Checklist for applicants prior to submitting completed application form.

CHECKLIST

Please check that you have completed / provided / noted the following:

1. Fully completed application form (x4).
Hard copies only, applications are not accepted by e-mail.
2. Check that you have signed and dated the completed application form.
3. Provided a copy of documentary evidence in respect of any qualifications required/claimed (x4).
(Not original(s) – original(s) will be required prior to any appointment)
4. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
5. All information must be provided on the formal application form. Additional information provided via Letter, Curriculum Vitae, etc. **will not** be considered (unless specifically requested).
6. Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. **The responsibility rests with the applicant to ensure that the application form, in full (x4), is received on time by the Human Resources Department of Clare County Council.**
7. Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Postage is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
8. Please notify the Human Resources Department of any change of address.
9. **Applications can be submitted within the deadlines advertised via the following:**
 - An Post or any other delivery courier.
 - Delivery to the Customer Service Desk or Human Resources Department, Áras Chontae an Chláir.
 - Delivery to the post box at the front of Áras Chontae an Chláir.**E-mail applications will NOT be accepted.**
10. Four (4) hard copies of applications with attachments (x 4) must be sent to:
Human Resources Officer, Clare County Council, Áras Chontae an Chláir, New Road, Ennis, Co. Clare. Closing date for receipt of completed applications in the Human Resources Department, Clare County Council is **4.00 p.m. on Monday 25th February, 2019.**
11. Applications received after the closing date and time will not be considered.
If these requirements are not met, applications will be deemed invalid and therefore ineligible to proceed any further in the recruitment process.