**KILKENNY COUNTY COUNCIL**

**OFFICE OF ADMINISTRATIVE OFFICER**

### QUALIFICATIONS

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.**

**COMMON RECRUITMENT POOL**

Each candidate must, on the latest date for receipt of completed application forms –

1. 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 in a post at a level not lower than that of Assistant Staff Officer or at least two years satisfactory experience in a post of Clerical Officer or in an analogous post.
2. have not less than two years satisfactory experience either 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;
3. possess a good standard of administrative experience and adequate experience in office organisation and in the control of staff.

**OPEN COMPETITION**

Be generally well educated and have a level of administrative experience, including office organisation and management of staff, such as would enable them to successfully perform the duties of the post of administrative officer

Kilkenny County Council will form two panels, one from Open Competition and one from The Common Recruitment Pool. Twenty percent of vacant posts will be filled from the open panel under current guidelines from the Department of Planning, Housing and Local Government.

### PARTICULARS OF OFFICE

1. The office is wholetime, permanent and pensionable.

2. **Superannuation Contributions**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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).

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 the 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).

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 will be required in respect of the Local Government (Spouses and Children’s Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5%of their pensionable remuneration in accordance with the terms of the scheme.

3. **DUTIES**

**Key duties and responsibilities of the role include:**

* To be responsible for the management and administration of one or more sections or departments within the Council, including the management of staff and the planning and prioritising of work programmes.
* To contribute to and implement the strategic and policy decisions of the Council by ensuring that work programmes within their area of responsibility are implemented to deliver on the Council’s corporate and operational plans.
* To develop and maintain productive working relationships with all external agencies, bodies, elected representatives, committee members and other stakeholders, including providing information and assistance when required.
* To communicate and liaise effectively with employees, managers in other sections, senior managers, customers and elected representatives and other stakeholders in relation to operational matters for their section.
* To provide support and administrative assistance in the delivery of projects as required.
* To communicate, implement and manage change management initiatives within the relevant area of responsibility.
* To manage and supervise employees in supporting roles, including assigning duties and workload, providing on-going support, handling day to day issues and identifying training and development requirements as appropriate.
* To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

The duties of the office, generally, shall be to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

4. **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 end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

5. **SALARY:**

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

In accordance with EL04/2018 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

The current salary scale for the position is €48,978 to €63,672

6. **LOCATION**

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

7. **HOURS OF WORK**

The person appointed will be required to work a 37, hour week Monday to Friday which equates to a 7 hour 24 minutes day to be accounted for within attendance hours of 9.00 a.m. to 5.24 p.m.

8. **ANNUAL LEAVE**

Annual leave entitlement for the position of Administrative Officer is 30 days per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

9. **GARDA VETTING**

Candidates will be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

10. **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.

11. **TRAVEL**

When required to do so holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification 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.

12. **SHORTLISTING**

Kilkenny County Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting will be on the basis of information supplied on the Application Form. The number of persons to be invited, in these circumstances shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.

13. **COMPETITIVE INTERVIEW**

The competitive interview shall be conducted by or on behalf of the local authority. The ideal candidate will demonstrate the following:

* Knowledge and understanding of the structure and functions of local government.
* Knowledge of current local government issues, priorities and concerns and the strategic direction of local government.
* Understanding of the role of an Administrative Officer.
* Relevant administrative experience at a sufficiently high level.
* Experience of managing and supervising staff, including managing performance
* Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
* Effective budget and financial and resource management skills.
* Knowledge and experience of operating ICT systems.

**Candidates called for interview will be assessed on the following**

**competencies:**

**Management & Change:**

* Think and act strategically.
* 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.

**Performance Management:**

* Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
* Effectively manage performance.

**Personal Effectiveness:**

* Take initiative and seek opportunities to exceed goals.
* Manage time and workload effectively and operate in an environment with significant complexity and pace.
* Maintain a positive, constructive and enthusiastic attitude to their role.
* Have effective verbal and written communication skills.
* Knowledge and understanding of the structure and functions of Local Government

14. **PANELS**

Panels may be formed on the basis of the interviews. 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 panels concerned be appointed as appropriate vacancies arise.

15. Kilkenny County Council will not be responsible for any expenses a candidate may incur in attending for interview.

16. Applications received after the closing date cannot be considered.