



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

Recruitment and Selection Campaign for the Position of Administrative Officer (Grade VII)

CLOSING DATE FOR RECEIPT OF APPLICATIONS

4PM ON THURSDAY 23RD MAY 2024

Important Notes:

- Please submit your application form inclusive of all other required documentation to hr@galwaycoco.ie as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- Candidates must submit a copy of all declared qualifications and a copy of photographic identification with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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Details and Particulars

The Competition

Galway County Council is inviting applications from suitably qualified candidates with relevant experience for the position of Administrative Officer (Grade VII). Recruitment arrangements to this grade will now be on the following basis:

Galway County Council will form three (3) separate panels of suitably qualified candidates to meet the requirements for posts confined to the local authority sector, open and those confined to Galway County Council staff, from which future relevant vacancies may be filled.

Suitably qualified persons are invited to apply for the following panel(s): -

- **Panel A** (Confined to local authority sector) will comprise of successful applicants in order of merit from within the local authority sector only i.e. candidates serving in a local authority or Regional Assembly (where applicable).
- **Panel B** (Open) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.
- **Panel C** (Confined to the recruiting local Authority) will comprise of all successful applicants in order of merit from within the recruiting local authority i.e. candidates serving in Galway County Council.

Eligibility criteria for all three panels are set out under Qualifications below.

Qualifications

Character:

Candidates shall be of good character and references shall be sought.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

Citizenship:

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

Education and Experience

1. EDUCATION, TRAINING AND EXPERIENCE ETC:

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

Applicants for Panel A - Confined to the Local Authority Sector

- (i) (a) be a serving employee of a local authority or a regional assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post, and
(b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Applicants for Panel B - Open Panel

- (i) (a) Have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five (5) subjects (or four (4) 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 (3) subjects in that examination (or two (2) 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 and
- (iv) Have satisfactory experience in administrative procedures, including adequate practical experience in work or an executive nature, office organisation and control of staff.

Applicants for Panel C - Confined to the Recruiting Local Authority

- (i) (a) be a serving employee of Galway County Council and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post,
and
- (b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.
- It is desirable that candidate's hold a full unendorsed Category B Driving Licence.

The Post

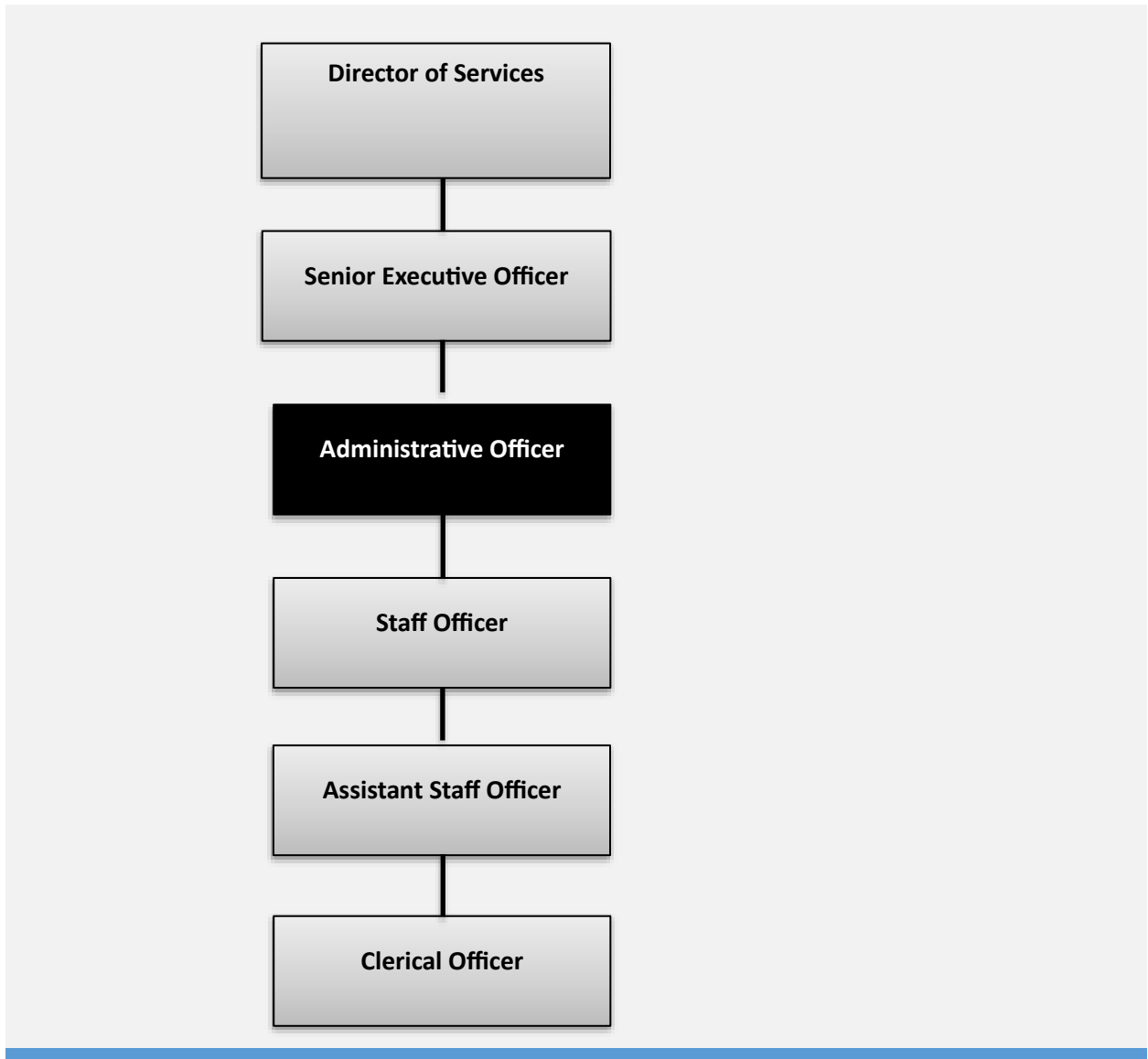
The Administrative Officer is a middle management position and is responsible for the efficient management, direction and deployment of resources of the department and function to which the office holder is assigned, within defined parameters relevant to the position in accordance with the local authority's vision and objectives.

The successful candidate will be expected to carry out duties set out below;

- To determine the nature, level and pattern of demand for the service in the function and to recommend both service level and strategic policy priorities to senior management;
- To implement the agreed strategies to meet and to expand or improve the range, quantity or quality of existing services and to recommend changes in strategies as required;
- To develop and maintain relationships with external agencies in accordance with policy and to ensure the agreements to co-ordinate work programmes are implemented;

- To achieve and maintain the productive association between elected representatives and the executive delivery of the service;
- To achieve and maintain similar co-operation with local development agencies in accordance with evolving policy on the integration of local government and local & community development;
- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation;
- To manage performance and to supervise multi-disciplinary staff up to the position/grade of Senior Staff Officer and analogous grades and to ensure the training and development of such staff;
- To build effective teams, develop motivation and commitment and maintain sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation;
- To deputise as required;
- To implement the systems necessary and co-ordinate the resources to support service delivery. This includes systems to manage finance and budgets and ensure value for money, to provide information on the pattern of demand and activity and to schedule work programmes;
- To undertake any other duties of a similar level and responsibilities as may be required from time to time.

Typical Positioning of the Post in the Organisational Structure



The Person:

Preferably the successful candidate will demonstrate:

- A clear understanding of local government services in order to achieve effective service delivery.
- Ability to work within, and lead, multidiscipline teams and have the ability to motivate, empower and encourage employees to achieve maximum performance.
- A capability of working closely with the elected Councillors to deliver the full range of quality services and implement policy decisions through the Strategic Policy Committees and Municipal District Councils and other County Council departments while being able to seek co-operation and consensus from a wide range of bodies and representative groups.
- A satisfactory knowledge of public service organisation in Ireland.

- A career record that demonstrates a high level of competence in the management of staff.
- Strong interpersonal and communication skills.
- Excellent influencing and negotiating skills.
- Ability to manage financial resources within a budgetary control framework.
- Ability to deputise at a senior level.

The ideal candidate for this position should possess the following competencies:

Management and Change	<p>Strategic Ability:</p> <p>Displays the ability to think and act strategically to ensure that his/her functional responsibility is properly aligned with purpose, mission, and vision of the Council. He/she is effective in translating the mission and vision of the Corporate Plan into operational plans and outputs.</p>
	<p>Networking and Representing:</p> <p>Establishes, maintains, participates and contributes to networks and works collaboratively with stakeholders to enhance service delivery. Sustains a positive image and profile of Galway County Council.</p>
	<p>Bringing about Change:</p> <p>Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
Delivering Results	<p>Problem Solving and Decision Making:</p> <p>Can pinpoint the critical necessary information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p>
	<p>Operational Planning:</p> <p>Contributes to operational plans and develops team plans in line with priorities and actions for his/her area of operation, having regard to Corporate goals, operational objectives, and available resources. Establishes high quality service standards.</p>
	<p>Managing Resources:</p> <p>Manages the allocation, use and evaluation of resources to ensure efficient delivery of service delivery objectives.</p>
	<p>Leading and Motivating:</p>

Performance through People	Leads, motivates and engages others to achieve quality results. Leads by example in terms of commitment, flexibility, and a strong customer service ethos.
	<p>Managing Performance:</p> <p>Effectively manages performance. Builds and leads effective Teams/Sections/Units. Empowers and encourages people to deliver their part of the operational plan, using Team Development Plans and Personal Development Plans.</p>
	<p>Communicating Effectively:</p> <p>Recognises the value of and requirement to communicate effectively with all employees. Has effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
Personal Effectiveness	<p>Personal Motivation, Initiative and Achievement:</p> <p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p>
	<p>Resilience and Personal Well Being:</p> <p>Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p>

The Salary:

Point	01/10/2023
1	€55,847
2	€57,214
3	€58,810
4	€60,410
5	€62,011
6	€63,441
7	€64,906
8	€66,324
9	€67,739
LSI 1	€70,164
LSI 2	€72,602

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Working Hours

35.17 Hours per week.

Annual Leave:

30 Days per Annum

Pension:

Local Government Superannuation Scheme. Details provided prior to appointment.

Residence:

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Probation:

Where a person who is not already a permanent officer of a Local Authority is appointed to the office, the following provisions shall apply:

- a) There shall be a period after such appointment takes effect during which such person shall hold such office on probation.
- b) Such period shall be twelve months, but the Chief Executive may at his/her discretion extend such period.
- c) Where such person's services are unsatisfactory, the appointment may be terminated by the Chief Executive at any time during the period of probation.
- d) Where, on completion of the period of probation, the Chief Executive certifies that the person's services are satisfactory, such person will finally be appointed.

Garda Vetting:

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

Outside Employment

The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Application Process and Closing Date:

Completed Applications forms and copies of qualifications as well as photographic identification may be emailed to hr@galwaycoco.ie or posted to: **Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway.**

The **closing date** for receipt of completed applications for this position is **4.00pm on Thursday 23rd May, 2024**

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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 of the successful candidate.

CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES

GENERAL PRINCIPLES

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

ADVERTISING

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspapers, as well as the Council's website at www.galway.ie and the national website www.localgovernmentjobs.ie

LEGISLATION

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.

- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

WHAT ARE YOUR RESPONSIBILITIES?

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
 - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
 - Candidates must not knowingly provide false information on their application.

- No other person may impersonate or represent a candidate at any stage of a selection process.
- Candidates must not interfere with or compromise the process in any way.
- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

APPOINTMENT ON MERIT

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
 - Shortlisting of candidates on the basis of information contained in their application form;
 - Other written, oral or practical tests appropriate to the position;
 - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board **or**
 - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer

of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

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. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 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.

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Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit *your application form inclusive of all other required documentation* to hr@galwaycoco.ie as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to hr@galwaycoco.ie providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.
- ✓ 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 the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.

- ✓ 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 posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.