



Comhairle Contae Chill Dara  
Kildare County Council

## **Candidate Information Booklet**

**PLEASE READ CAREFULLY**

# **Administrative Officer Grade VII**

**Closing date for receipt of completed application forms is 4.00 p.m.  
on the 17<sup>th</sup> October 2024.**

***Kildare County Council is committed to a  
policy of equal opportunity.***



# Comhairle Contae Chill Dara Kildare County Council

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## Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Administrative Officer Grade VII with Kildare County Council.

## The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at Administrative Officer Grade as vacancies arise

## The Position and Role

The Administrative Officer is a management position within the local authority and is assigned responsibility for the day-to-day administration and management of one or more sections or departments handling specific areas of the Councils activities, including the management of employees. The Administrative Officer is an operational team lead and a crucial level between frontline staff and senior management with responsibility for resource management and service delivery. Administrative Officers are expected to contribute to the development of strategic policies to guide the work of the Council.

The Administrative Officer is also a contributor to the strategic and policy making decisions of the Council and will be expected to contribute to the development and implementation of forward-thinking strategies within the local authority and to work closely with senior management, elected representatives, external agencies, and relevant stakeholders in delivering services to the highest standard.

The Administrative Officer may represent the Council on committees and at meetings and may be asked to report on progress in their respective section(s) at Council meetings, Municipal District meetings, Strategic Policy Committee meetings etc. An Administrative Officer is responsible for the efficient management, direction, and deployment of resources for the department or service to which they are assigned and will generally work as part of a multi-disciplinary team within one of the Council's Directorates to deliver a broad and diverse range of services. These may include planning, human resources, community and social development, housing, recreation, amenity and cultural services, environmental services, transportation and infrastructure, and emergency services.

### **The Ideal Candidate**

The Ideal Candidate must be able to demonstrate that they have sufficient experience and a proven track record in the following:

- Be able to demonstrate a proven capacity to contribute to the development and delivery of strategic objectives, including through the implementation of service improvements and change programmes.
- Have a clear track record of managing resources and utilizing data to ensure efficient service design and delivery;
- Have experience of leading and managing diverse teams, enhancing employee engagement, and creating a culture of innovation and personal responsibility;
- Have the ability to maximise financial resources within a budgetary control framework;
- Have a knowledge of Kildare Council Council's strategic objectives, an understanding of the range of our internal and external stakeholders and a track record in successful stakeholder engagement;
- Have the ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.
- Have an ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
- Have knowledge of the structure and functions of local government, of current local government issues, future trends and strategic direction of local government and an understanding of the role of the Administrative Officer in this context.

## Duties and Responsibilities

The following is a non-exhaustive list of key duties and responsibilities which may be assigned to an Administrative Officer:

- Managing one or more sections or departments within the Council and implementing the strategic and policy making decisions of the local authority
- contributing to the development of longer-term strategy and policy to guide the work of the Council and development of the County
- Ensuring that section or department work programmes are implemented to deliver on the Council's strategies and objectives for the overall development of the County outlined in various corporate plans and strategies
- Identifying opportunities for improvements in service delivery within the relevant area of responsibility and to use key performance indicators or other performance indicators effectively as appropriate
- Initiating, developing and delivering relevant projects and work and evaluating their success relevant to various strategies and plans
- Preparation of budgets and responsibility for the day-to-day financial management of capital and operational expenditure in the department or section, including maximising funding opportunities where appropriate and ensuring all available funding is availed of, drawn down and recouped within appropriate time frames
- Managing and supervising employees in supporting roles up to the position/grade of Senior Staff Officer (Grade VI) or analogous grades, including assigning duties and workload
- Providing on-going support to employees in the department or section, including handling day to day problems and identifying training and development requirements as appropriate
- Ensuring full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management
- Communicating and liaising effectively with employees, managers in other sections, senior managers, customers, and elected representatives in relation to operational matters for their section
- Ensuring that department or section operations follow all Council policies, procedures, practices, and standards and are in compliance with the principles of good governance, legislative requirements and Local Government circulars and guidance
- Assisting from time to time with the development, implementation, and review of appropriate strategies/plans/policies for the development of the local authority area which may include relevant research, consultation and interaction with the statutory, local development and social partners

- Representing the local authority on committees and at meetings, including Council, Municipal District and Strategic Policy Committee meetings and reporting on progress in his or her respective section or department
- Organising and facilitating internal and external meetings and participating and engaging in discussions as appropriate
- Deputising for the Senior Executive Officer or analogous grade as required
- Promoting co-ordination and integration of service delivery between local government, voluntary, public sector and local development bodies operating within the local authority area, especially in relation to cross-sectoral interests, community, and business interests
- Developing and maintaining a productive working relationship with all external agencies, bodies, elected representatives, and committee members, including appropriate information provision and assistance when required
- Contributing to corporate governance and ensuring compliance with legislative and regulatory provisions including relevant health and safety provisions.

Notwithstanding the requirements of the post, successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time. These duties are indicative rather than exhaustive and are carried out under general guidance.

### **Panel Formation**

Recruitment arrangements to this grade are on the following basis:

- A. 50% confined to employees of the sector
- B. 30% open
- C. 20% confined to employees of Kildare County Council

The Council will form three separate panels of suitably qualified candidates to meet the requirements agreed nationally of the ratio of posts to be confined to the Local Government sector, Open/External, and those confined to Kildare County Council staff. The order of candidates placed on each of the three panels is determined by where they were placed on the overall Order of Merit List.

**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 Kildare County Council)** will comprise of all successful applicants in order of merit from within the recruiting Local Authority i.e., candidates serving in Kildare County Council.

For the purposes of the above, the sector Panel A is comprehended to include all Local Authorities and the three Regional Assemblies only. Staff who are not existing employees of local authorities or regional assemblies are not eligible to apply for competitions confined to the sector (Panel A) or to the local authority (Panel C).

## **Qualifications**

### **Character:**

Each candidate must be of good character.

### **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.

### **Education, Training and Experience etc.:**

#### **APPLICANTS TO PANEL B (OPEN)**

- (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.  
**and**
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

#### **CONFINED COMPETITION (PANEL A)**

- (v)
  - 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.

- b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

**CONFINED COMPETITION (PANEL C)**

(v)

- a) be a serving employee of Kildare County Council and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post.
- b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

**Competencies for the post of Administrative Officer**

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 to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Challenges the status quo to see how systems, processes and practices may be improved.</li> <li>• Develops and initiates change management programmes to meet defined end objectives.</li> <li>• Recognises that people react differently to change and manages this accordingly.</li> <li>• Can work with multiple stakeholders to implement change.</li> </ul>
<b>Performance through People</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to build effective teams and motivate and engage staff and stakeholders to achieve quality results.</li> <li>• Can manage the role, performance, and contribution of each staff member for which they are responsible.</li> <li>• Has excellent interpersonal, presentation and communications skills.</li> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with a wide range of stakeholders including citizens, elected members and staff.</li> </ul>



<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Translate the business/team plan objectives into clear priorities and actions for their area of operation.</li> <li>• Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> <li>• Establishes high quality service and customer care standards.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.</li> <li>• Manages their time effectively, focusing on essential tasks and responsibilities.</li> <li>• Is positive and enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Takes initiative and seeks opportunities to exceed goals in service delivery.</li> </ul>
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government including service requirements.</li> <li>• Knowledge of current local government issues.</li> <li>• Understanding of the role of an Administrative Officer.</li> <li>• Understanding key challenges facing the local government sector and Kildare County Council.</li> <li>• Knowledge and experience of operating ICT systems.</li> </ul>

## Particulars of Employment

### The Post

The post is wholetime (i.e., 35 hours per week), Permanent or temporary full-time basis subject to sanction from the Department of Housing, Local Government and Heritage.

### Location

The successful applicant may be based in Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future. The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

## **Commencement**

Kildare County Council 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 they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

## **Working Hours (35 Hour Week)**

### **Working Hours**

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

### **Reporting Arrangements**

Administrative Officers report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

### **Probationary Period of Employment**

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

## Remuneration

€57,675 per annum to €69,956 per annum (maximum)

€72,460 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€74,978 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

## Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
  - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
  - Compulsory retirement age will be 70.

### **Annual Leave**

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 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **Residence**

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

### **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.

### **Code Of Conduct/Organisation Policies**

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

### **Training**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

### **Health and Safety Regulations**

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

### **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated

by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

### **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.**

### **Communications**

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

### **Before You Proceed**

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out on Pages 3, 5 and 5 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

### **Shortlisting**

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience

on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

## **Interview Stage**

### **Interview Process**

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management and Change**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 7 and 8.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

## **Feedback**

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

### **Pre-Employment Checks**

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

### **Confidentiality**

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

### **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