



Northern & Western Regional Assembly

Candidate Information Booklet (Please read carefully)

Post of: Staff Officer (Grade V)
(initial assignment to the Northern and Western European
Regional Development Fund Programme)

Closing Date: Wednesday 5th April 2023
Completed Application Form and supporting documentation
must be emailed in **PDF Format** only to hr@nwra.ie

Note: Hard copy Application Forms will not be accepted

Please quote **“Staff Officer – Grade V”**
followed by your name in the subject line of the email.
Northern and Western Regional Assembly is committed to a policy
of equal opportunity.



Rialtas na hÉireann
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Aontas Eorpach

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GENERAL INFORMATION

Northern & Western Regional Assembly (NWRA) was established on 1st January 2015. The Assembly is responsible for co-ordinating, promoting and supporting strategic planning and sustainable development of the region. This includes making, implementing and monitoring progress on a Regional Spatial and Economic Strategy for the region. It also has responsibility for the provision of statutory observations on Local Authority Development Plans, Local Economic and Community Plans and for promoting regional policy in Ireland.

Additionally, the Regional Assembly manages the European Regional Development Fund Regional Programme 21-27 as well as monitoring and making proposals in relation to the general impact in their region of all EU programmes of assistance from the EU. It performs the role of national contact point for three EU Interreg Programmes, namely Interreg Europe, the Atlantic Area Programme and the Northern Periphery & Arctic Programme. In addition, the Assembly has been involved in a range of socio-economic projects covering a range of areas that promote the region, such as maritime economy, tourism, transport, food, renewable energy and smart specialisation.

THE COMPETITION

The Northern and Western Regional Assembly is currently inviting applications from suitably qualified persons for the above competition.

The Northern and Western Regional Assembly will, following the interview process, form 3 panels for the post of Staff Officer (Grade V).

These panels will exist for 12 months and may be extended for a further period of 12 months. Suitably qualified persons are invited to apply for the following panel(s):

Panel A (Confined to the Local Authority Sector)

This will comprise of successful applicants, in order of merit, from within the Local Authority Sector only, i.e. candidates serving in a Regional Assembly or Local Authority (where applicable).

Panel B (Open Competition)

This will comprise of all successful applicants in order of merit and may include candidates serving in a Regional Assembly, Local Authority and external candidates.

Panel C (Confined to the Northern and Western Regional Assembly and Roscommon County Council)

This will comprise of successful applicants, in order of merit, from within Roscommon County Council and the Northern and Western Regional Assembly only.

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There are currently two positions available. The first of these will be filled from Panel C and the second from Panel A.

Shortlisting

Candidates may be shortlisted for interview on the basis of information supplied in their application. Where it is considered that it would be reasonable not to admit all applicants to the interview, by reason of the number of applications received and the standard of knowledge, training, or experience in general of the candidates, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

QUALIFICATIONS

Panel B

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, Experience, Etc.

Candidates shall:

- i) a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four 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.

Panel A & C

Candidates shall 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.

POST OF STAFF OFFICER

The Role

The Staff Officer is a supervisory position within the Assembly and is assigned responsibility for the administration and management of a work area, section or team. The Staff Officer works as part of a team, assisting with the implementation of work programmes to achieve goals and standards set out in Departmental and Team Plans. The post holder has a supervisory role in the day to day operations of a work area or as a team leader. The Staff Officer is expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

Key Duties:

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

- To be responsible for the supervision of a work area or section within the Assembly, including supervision of a team.
- To support the line manager to ensure section or department work programmes are implemented to deliver on the Assemblies operational plan, including supervising the work of the team.
- To develop and maintain productive working relationships.
- To provide information and assistance relating to their area of work as required.
- To compile, prepare and present reports, presentations and correspondence as necessary.
- To represent their section or department on committees or at meetings and give progress reports as required.
- To provide support and assistance in the delivery of projects as required.
- To be involved in the day to day management of resources within their section or team.
- To identify opportunities for improvements in service delivery within their section or team.
- To support and implement change management initiatives within their section or team.
- To supervise employees in supporting roles, including assigning tasks and duties,

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scheduling and prioritising work and monitoring and reporting on progress.

- To provide support to team members and employees, handling day to day issues, ensuring compliance with all assembly policies and procedures.
- To participate in corporate activities and responsibilities appropriate to the grade.
- To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- To deputise for the line manager or equivalent as required.
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

Notwithstanding the requirements of the post, successful applicants may be assigned to any service area/role within the Assembly at an analogous level by the Director at any time.

The ideal candidate will demonstrate:

- Knowledge and understanding of the structure and functions of the Assembly
- Knowledge of current local and regional governance issues
- Understanding of the role of a Staff Officer
- Relevant administrative experience
- Experience of supervising staff
- Experience of working as part of a team
- Experience of preparing reports and correspondence
- Strong resource management skills
- Knowledge and experience of operating ICT systems

Competencies for the Post of Staff 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 of these when completing the application form as any shortlisting or interview processes will be based on the information provided by the candidates:

Purpose and Change	<ul style="list-style-type: none">• Understand and implement change and demonstrate flexibility and openness to change• Develop and maintain positive, productive and beneficial working relationships
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Delivering Results	<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
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Performance Management	<ul style="list-style-type: none">• Lead and develop the team to achieve corporate objectives• Effectively manage performance
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Personal Effectiveness	<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
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POST OF STAFF OFFICER

PARTICULARS

1. The post is whole time and pensionable. Panels will be formed for an initial period of one year and this may be extended at the discretion of the Director. Vacancies will be offered in order of merit as per the panels.

2. 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 position on probation,
- (b) such period shall be one year but the Director may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Director has certified that the service of such persons is satisfactory.

3. **SALARY:** €47,339 - €56,721 per annum

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

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

In accordance with EL02/2011 persons who are not serving Local Government or Regional Assembly employees must be placed on the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with government policy.

4. GARDA VETTING/CHILD PROTECTION

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the Assemblies Child Protection Policy.

5. 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.

6. RESIDENCE

The Northern and Western Regional Assembly reserves the right to assign you to any department, premises or district in use by the Assembly, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

7. ANNUAL LEAVE

Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Annual leave entitlement will be 30 days per annum (inclusive of days preallocated for Christmas period). The annual leave year runs from 1st January to 31st December.

8. WORKING HOURS

The successful candidate's normal hours of work will be 35 hours per week. The Assembly reserves the right to alter the hours of work from time to time.

9. SUPERANNUATION

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

10. RECRUITMENT

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview and
- Final interview;

Please note that the Northern and Western Regional Assembly reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.

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Panels may be formed on the basis of such a selection process. Candidates whose names are on a panel and who satisfy the Regional Assembly that they possess the qualifications declared for the post at the closing date for the competition and that they are otherwise suitable for appointment may be appointed to this post.

11. COMMUNICATIONS

The Northern and Western Regional Assembly will contact you when necessary at each stage of the competition by email or letter. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition. 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 hr@nwra.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Northern and Western Regional Assembly. The Northern and Western Regional Assembly does not accept responsibility for communications not accessed or received by an applicant.

12. ACCEPTANCE OF OFFER OF EMPLOYMENT

The Northern and Western Regional Assembly shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Regional Assembly in its absolute discretion may determine, Northern and Western Regional Assembly shall not appoint them.

13. 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 Assembly or person nominated by the Assembly to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

14. The Northern and Western Regional Assembly is an equal opportunities employer.

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 signed by the successful candidate