



Tionól Réigiúnach
an Tuaiscirt & an Iarthair
**Northern & Western
Regional Assembly**

INFORMATION BOOKLET

**FOR THE POSITION OF
CLERICAL OFFICER (GRADE III)
IN THE
NORTHERN AND WESTERN REGIONAL ASSEMBLY
(PERMANENT AND TEMPORARY POSITIONS)**

Closing Date: 4p.m. on Thursday, 24th July 2025

Completed Applications including both Section 1 and Section 2 should be emailed to jobs@nwra.ie please ensure to populate the subject bar with 'Clerical Officer - Application Form'

IMPORTANT CHECKLIST

Please check the following points before sending in your application form:

- All application forms must be submitted, fully completed (*i.e Section 1 & Section 2*) and inclusive of all the requested documentation by **4.00 pm on Thursday 24th July 2025**. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- Ensure that your application form is completed in **typed format** and you have answered all questions fully.
- The completed application form, along with scanned copies of relevant Educational Qualifications & Driving Licence can be submitted via email to jobs@nwra.ie by **4.00pm, on Thursday 24th July 2025** **Please ensure subject bar of email states "Clerical Officer, Application Form"**
- Original certificates will be required prior to any appointment. **Applications submitted that do not meet the requirements as outlined will be deemed invalid, will be returned to the candidate and will NOT be included in the next stage of the competition.**
- Please note that a previous submission of relevant Education Qualifications and Driving Licence to this office will not suffice as fulfilling the current application requirements.
- 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 should allow sufficient time to ensure delivery is **not later** than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department, Northern and Western Regional Assembly.
- Please notify the Human Resources Department of any change of address. Please ensure that you include a current valid contact number and current email address on your application form.

The Northern and Western Regional Assembly - Who we are:

The Northern and Western Regional Assembly (NWRA) is one of three Regional Assemblies in the Republic of Ireland. We work with key stakeholders at EU, national, regional and local level to accelerate and optimise effective regional development. We are looking to recruit a Clerical Officer (Grade III) who share our values and a commitment to sustainable regional development.

The Corporate Plan (www.nwra.ie) provides an extensive overview of our work programme but some of our core work packages underway include:

- Implementation of the Regional Spatial and Economic Strategy (RSES);
- Develop and support innovative European Territorial research projects across the region;
- To support the national delegation to the Committee of the Regions (CoR);
- Participate as Managing Authority for the region in delivering EU Operational Programmes;
- To provide support and assistance to the Irish Regions Office (IRO) in Brussels and
- Acting as National Contact Point for Northern Periphery and Arctic, Atlantic Area and INTERREG Europe programmes
- Collaborate on innovative local, regional, national and EU wide research projects.

About the Role

CLERICAL OFFICER (Grade III)

Duties, Qualifications & Particulars of Office

The Person

Applicants should be able to demonstrate the following skills and competencies:

- Excellent communication and interpersonal skills
- Satisfactory knowledge and experience of office organisation
- Ability to work as part of a team
- Methodical and organised

Duties

The purpose of the position of Clerical Officer is to provide clerical back-up for a unit within the Northern & Western Regional Assembly.

Duties associated with this grade will include but are not limited to:

- Assisting in the implementation of operational work activities and supporting Line Managers and colleagues;
- Collating data/information for reporting;
- Ensuring high quality customer service, responding to queries and providing information;
- Use of Information Technology, e.g. Word, Excel, Outlook, Internet;
- The skills to work as part of a team and the ability to work on own initiative;
- To act, as required, for an employee of a higher grade;

Clerical Officer Grade III

- General clerical, administrative and customer service duties;
- And any other such duty as may be assigned from time to time.

The ideal candidate will need to be conscientious and resilient, be able to demonstrate good communication & customer service ability, have excellent organisation and task management skills with the ability to work effectively under pressure (both independently and as part of a team) and have a high level of attention to detail and accuracy.

Qualifications

Education

Candidates shall:

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 and Skills, established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied

or

have passed an examination of at least equivalent standard

or

equivalent qualification on National Framework of Qualifications

or

have satisfactory relevant experience which encompasses demonstrable equivalent skills.

Desirable:

Proficiency and working knowledge in the use of standard PC software

Satisfactory knowledge of the functions and duties of Regional Assemblies & Local Authorities

Experience in Sage Accounts

Competencies for the post of Clerical 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 if invited to complete an application form as any short-listing or interview processes will be based on the information provided by the candidates:

Team Working	<ul style="list-style-type: none"> • Inter-personal skills and ability to communicate effectively with a wide range of stakeholders • Develop and maintain good working relationships within teams • Demonstrate dignity and respect for colleagues • Understand own role and personal contribution within a team
Delivering Results	<ul style="list-style-type: none"> • Takes responsibility for delivering quality work in a timely manner • Assesses and prioritises workloads • Ensures accuracy and high standards in work delivered • Flexibility in approach to work • Adapts quickly to change and new ways of doing things • Uses initiative and is self-motivated when required
Customer Service & Communications Skills	<ul style="list-style-type: none"> • Communicates clearly • Demonstrates positive customer service attitude • Is respectful, courteous, and professional and remains composed even in challenging situations • Actively listens and tries to understand needs and perspectives of others
Personal Effectiveness	<ul style="list-style-type: none"> • Sound knowledge and understanding of the Regional Assembly its services and role of Councilors • Commitment to self-development and improving skills and knowledge base • Be open to taking on new challenges or responsibilities. • Brings enthusiasm and commitment to their role. • Be positively motivated to deliver a quality service.

Application and Selection

How to Apply

All Applications should be emailed directly to jobs@nwra.ie no later than Thursday, 24th July 2025.

Applications **must be made on the official application form** and all sections must be completed in full. Please ensure that your application is in **typed format**. When completing the application form, accuracy is essential. The information you supply in the application form will play a central part of the selection process.

Equality

The Northern & Western Regional Assembly is committed to a policy of equal opportunity.

Confidentiality

Subject to the provisions of the **Freedom of Information Acts 2014**, applications will be treated in strict confidence.

Data Protection

The personal records are used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the General Data Protection Regulations.

Canvassing

Any attempt, direct or indirect, by a candidate to influence the selection process will automatically disqualify the candidate. Do not send a reference without it being requested or induce anyone to make representations on your behalf. If you do, you run the risk of being disqualified.

Deeming of Candidature to be withdrawn

- a) Do not, when requested, furnish such evidence as is required in regard to any matter relevant to their candidature, or;
- b) Do not attend interview(s) at the time(s) and place(s) appointed, or;
- c) Do not attend for the medical examination as directed, or
- d) When offered appointment, do not accept appointment and take up duty as arranged – shall, unless the Regional Assembly in its absolute discretion decide otherwise, be deemed to have withdrawn their candidature.

Shortlisting

The Assembly reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the information provided in your application will be assessed against the criteria based on the requirements for the position and decided if you will be shortlisted, relative to the other candidates applying for the position.

Interview

Admission to the interview is conditional on receipt of a completed application form by the required cut-off date. The onus is on all applicants to make themselves available for the interview on the date specified by the Assembly and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the email address specified on their application form.

Selection shall be by means of an open competition based on an interview conducted by or on behalf of the Northern and Western Regional Assembly. A panel may be formed on the basis of such interview. Candidates at interview must demonstrate relevant experience, job-related achievements and the competencies as set out. Candidates who satisfy the Regional Assembly that they possess the qualifications declared for the post and that they are suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year from the latest date for receipt of applications.

The successful candidate will be appointed on a full-time permanent basis, subject to the probationary period as set out below.

The admission of a person to a competition, or invitation to attend for interview, is not to be taken as implying that such person fulfils the requirements of the position or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview – see attached Duties, Qualifications & Particulars of Office.

Particulars of Office

Appointment

A panel will be established for the post of **Clerical Officer – Grade III** which will be used to fill both **permanent and temporary** vacancies which may arise during the lifetime of the panel. The Regional Assembly 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 he/she fails to take up the appointment within such period or such longer period as the Regional Assembly in its absolute discretion may determine, the Regional Assembly shall not appoint him/her.

Duration

Positions filled from the permanent panel will be full-time and permanent, subject to a one-year probationary period. Positions filled from the temporary panel will be contingent on duration of absence from duty of the post holder they are temporarily replacing and will not extend beyond this period.

Superannuation

Persons who become pensionable officers of a Regional Assembly, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a Regional Assembly who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, Regional Assembly to contribute to the Regional Assembly at the rate of 5% of their pensionable remuneration.

Widows and Orphans/Spouses and Children's Scheme

All persons who become pensionable officers of a Regional Assembly are required, in respect of the Local Government (Spouses and children's Contributory Pension) Scheme, 1986 to contribute to the Regional Assembly at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

New Entrants from 1st January 2013 – Single Public Services Pension Scheme 'A' Officers/ Non-Officers

For new entrants recruited on or after 1st January 2013 as well as former public servant returning to the public service after a break of more than 26 weeks. The Public Service Pension (Single Scheme and Other Provisions) Act 2012 applies to your employment. Members of this Scheme are required in respect of superannuation to contribute at the rate of 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable

remuneration less twice the annual rate of State Pension contributory) and you are liable to pay the Class A rate of PRSI contribution.

Retirement Age

New Entrants to the Public Service on or after 1st January 2013 have a compulsory retirement age of 70 years under the provisions of the Public Service Pensions (Single Scheme & Other Provisions Act 2012). New entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 do not have a mandatory retirement age. Any candidate who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, is subject to a compulsory retirement age of 65 years.

Salary

The salary is analogous to Grade III, which is currently €30,811 - €47,945 inclusive of long service increments.

Travel & Subsistence

Travel and subsistence costs arising in the course of official duties will be payable at Department of Housing, Planning and Local Government rates.

Place of Work

The HQ of the Regional Assembly is in Ballaghaderreen Co. Roscommon.

Probation/Performance Review

Where a person who is not already a permanent officer of a Regional Assembly or Local Authority is appointed, the following provisions shall apply: -

- a) There shall be a period after appointment during which the appointee will hold the position on probation.
- b) Such period shall be one year and may be extended at the discretion of the Director.
- c) Such person shall cease to hold the office at the end of the period of probation unless during such period the Director has certified that the service of such person is satisfactory based on the recommendation of the relevant Supervisor.
- d) Employment may be terminated during the probationary period should service be deemed by the Director to be unsatisfactory.

Annual Leave

Annual leave entitlement is 27 days per annum exclusive of public and bank holidays, increasing to 29 days per annum after five years service.

Working Hours

The normal hours of work will be 35 hours per week. The Regional Assembly reserves the right to alter the hours of work from time to time.

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.

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(s).