

**Candidate Information Booklet**

**Administrative Officer (Programme Manager): National Waste Collection Permit Office**

**(Open Competition)**

**Closing Date: 4:00 pm Thursday the 18**th **of July 2024**

***Application forms can be submitted to*:**

**The Senior Executive Officer**

**Human Resources**

**Offaly County Council**

**Áras an Chontae**

**Charleville Road**

**Tullamore**

**Co. Offaly**

**R35 F893**

**Or emailed to** **recruitment@offalycoco.ie** **with the subject line:**

**Administrative Officer (Programme Manager) NWCPO Competition 2024 & Applicants Name**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,150 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr and Clara. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2019. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operates through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 400 staff and has an estimated revenue and capital spend of over €76.2m and €82.5 respectively in 2023 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and three Directors of Service and a Head of Finance who currently hold the following briefs:

1. Climate Action, Environment, Transportation and Active Travel, NWCPO, Water, and Tullamore Municipal District

2. Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Head of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services for Housing and Ukrainian Response

The National Waste Collection Permit Office (NWCPO) was established in 2012 as a shared service, within the Environment Directorate in Offaly County Council. The offices primary function is the processing of applications for waste collection permits in accordance with the Waste Management Act, 1996 and the Waste Management (Collection Permit) Regulations, 2007 as amended.

The NWCPO hosts the waste collection permit register, a national waste facilities register and a waste data reporting system for both. The data gathered by the NWCPO is used for enforcement purposes as well as local, regional and national reporting.

The role of the NWCPO evolves with changes in waste policy and legislation.

**JOB DESCRIPTION**

Reporting to a Senior Executive Officer, the Administrative Officer (Programme Manager) is charged with the efficient management, direction, and development of the Office. This will involve liaison with multiple stakeholders across the waste sector.

The role of the Administrative Officer (Programme Manager) includes but is not limited to:

* To ensure the integrity of the waste collection permit authorisation process through the maintenance of appropriate procedures.
* To liaise with all relevant stakeholders.
* Ensure the upkeep of all data registers.
* Report as required to the SEO or NWCPO Project Board or other Governance structure that may be agreed.
* Advising on the range of issues impacting on wate collection policy and implementation.
* Advising, interpretation and implementation of waste legislation and regulation.
* Advising on the range of issues pertaining to waste data collection, management and dissemination.
* Representing the NWCPO in court proceedings and managing those court proceedings
* Support the development of systems and processes to ensure appropriate data is available to inform. effective decision making while driving continuous quality improvement.
* Keeping up to date with relevant external policy and regulatory developments, trends in the waste industry, and identifying opportunities which may be beneficial to the functioning of local authority waste services.
* Supporting the relevant waste structures in the development of appropriate reporting tools and key performance indicators to further enable continuous improvement in the quality and long-term operation and management of local authority waste services.
* Undertaking any other duties as considered appropriate by the CE of Offaly County Council, CCMA and/or the Board of the LGMA.
* To set targets, objectives, reporting and key performance indicators and to assist with the development of corporate plans, strategies and annual service plans, employment practice and relevant legislation.
* To deputise for the Director of Service or SEO as required.
* To ensure compliance with corporate policies (Health and Safety, HR, GDPR, Child Safeguarding etc.).
* To ensure good governance and acting in the public interest at all times.

**ESSENTIAL REQUIREMENTS FOR THE POST**

The ideal candidate will be a highly motivated person, with a strong sense of commitment to delivering quality public services and shall demonstrate a clear knowledge and understanding of:

* NWCPO services, its key stakeholders and relationships
* The needs of stakeholders using the NWCPO’s services
* The dynamic nature of the service provided by the NWCPO and the impact of changes to waste policy, stakeholder priorities and legislative interpretation
* Local government structures and its democratic role and mandate
* Current waste policy issues, future trends and strategic direction of the waste sector
* The structure and functions of the waste sector
* Key policies and legislation guiding the waste sector
* The terminology and coding used in the waste sector

Candidates are required to demonstrate a clear knowledge and understanding of:

* Local authority services, waste shared services, their key stakeholders and relationships
* Local government structures, functions and its democratic role and mandate
* Current local government issues
* Key policies guiding the local government sector, in particular waste management policies
* Good governance principles
* Public service values

The ideal candidate must be able to demonstrate that they have sufficient experience and proven track record in the following:

* Managing people
* Financial management
* Communicating effectively across different levels within an organisation
* Problem solving
* Decision making
* Policy formulation
* Interpretation of waste legislation and regulation Stakeholder networking and engagement
* Administration and report writing
* Operation of ICT systems and standard office software packages

**COMPETENCIES FOR THE POST**

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 short-listing or interview processes will be based on the information provided by candidates:

**Management & Change:**

• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies

• Clear understanding of political reality and context of the local authority

• Embeds good governance practices into day-to-day activities, practices and processes

• Develops and maintains positive and productive professional relationships both internally and externally to the local authority

• Effectively manages change, foster a culture of creativity in employees and overcomes resistance to change

**Delivering Results:**

• Acts decisively and makes timely, informed and effective decisions

• Pinpoints critical information and address issues logically

• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources

• Establishes high quality service and customer care standards

• Allocates resources effectively to deliver on operational plans

• Identifies and achieves efficiencies

• Ensures compliance with legislation, regulation and procedures

**Performance through People:**

• Effectively manages performance of individuals and teams to achieve operational plan targets and objectives

• Leads by example to motivate staff in the delivery of high-quality outcomes and customer service

• Develops staff potential

• Manages underperformance or conflict

• Understands effective communications at all levels within the organisation

• Actively listen to others

• Demonstrates high level of verbal and written communication skills

• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.

**Personal Effectiveness:**

• Initiative and creativity

• Enthusiasm and positivity about the role

• Resilience and Personal Well-Being

• Personal Motivation

• Understands the importance of corporate governance

• Commitment to integrity & good public service values

• Understanding the structures and environment within which the local authority sector operates and the role of an Administrative Officer in this context

• Political awareness

***Key Duties and Responsibilities***

***Details of Key Duties and Responsibilities are outlined under “Particulars of Office”.***

**PANEL FORMATION**

Recruitment arrangements to this grade will now be on the following basis:

1. 50% confined to employees of the sector
2. 30% open
3. 20% confined to employees of Offaly 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 and those confined to Offaly 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 Offaly County Council) will comprise of all successful applicants in order of merit from within the recruiting Local Authority i.e. candidates serving in Offaly 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**

1. Character

 Candidates shall be of good character.

1. 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.

1. Education, Training, Experience, etc.

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

**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 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 (Panels A and C as appropriate)**

**(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,

**And**

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

1. **Citizenship:**

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

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. 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
5. 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
6. 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

**PARTICULARS OF OFFICE**

1. **The Post:**

The post is permanent, whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate positions that may arise for its duration. Positions will be offered in order of merit as per the panel.

1. **Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   Starting pay for new entrants will be at the minimum of the scale.  Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee’s current point of scale.  The rate of remuneration may be adjusted from time to time in line with Government pay.

**The current salary scale applicable to the post is € €57,675 - €74,978 LSI 2**

1. **Duties:**

The duties of the post are to give to the local authority, and

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
2. to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties to exercise such powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level. The post holder may be required to work outside his/her normal job description from time to time.

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

• Operate under the direction of, and report to, the NWCPO SEO and or Director of Service or to any other such person as may be determined by the Council from time to time;

• Provide effective leadership and management of staff including implementation of the Performance Management Development System (PMDS) within the section;

• Ensure business continuity and disaster recovery technologies and processes are appropriate to the organisation’s needs and risk management policies;

• Contribute to the development and review of NWCPO policies;

• Contributing effectively to business process improvement initiatives;

• Analyse, interpret and communicate effectively, technical information and concepts to the local authority, management, staff and elected members;

• Liaise with other sections of the Council to ensure that the NWCPO functions and capabilities align with the business goals of the Council;

• Negotiate between the NWCPO and other directorates, and external suppliers to resolve technical or contentious issues and conflicts to ensure that projects and services are delivered on time and within budget;

• Plan and prioritise work effectively and be proactive and self-directed;

• Work under pressure to tight deadlines and to take a strategic approach in the delivery of key policy objectives;

• Manage and deal with conflicting demands within prescribed timelines and deadlines;

• Implement all Health and Safety management systems;

• Carry out duties at all times in a fair and impartial manner that enhances public trust and confidence;

• Deputise for line manager when required;

• Undertake any other duties of a similar level and responsibilities as may be required from time to time.

* Build effective teams to include training and development of staff;
* Identify and agree work programmes, targets and deadlines and ensure their subsequent implementation;
* Manage performance to ensure delivery of services in line with corporate objectives, policies and operational plans;
* Communicate, implement and manage all change within the section:
* Determine nature, level and pattern of demand for services and recommend priorities to senior management;
* Identify opportunities to expand or improve the range, quantity or quality of existing services and make recommendations to this effect;
* Prepare budgets to include the making of funding applications;
* Be responsible for day to day financial management within the section to include maximisation of potential funding opportunities and timely drawdown, collection or recoupment of monies due to the local authority
* Deliver projects within agreed budget and deadlines;
* Establish and maintain strategic alliances and close exchanges with elected members, business, government agencies and institutions;
* Develop and maintain productive working relationships with external agencies to ensure co-ordination of work programmes and elimination of duplication;
* Attend meetings and represent the local authority on internal or external committees, working groups or other fora when required;
* Research, analyse, disseminate and communicate essential information on relevant policies, procedures and legislation;
* Compile, prepare and present reports as necessary;
* Communicate effectively with senior management;
* Ensure compliance with relevant policies, procedures, legislation, standards, codes of conduct and general principles of good governance at all times
* Plan and prioritise work effectively and be proactive and self-directed;
* Manage and deal with conflicting demands within prescribed timelines and deadlines;

**4. Work Base:**

Offaly County Council reserves the right to assign you to any department or premises in use by the Council, 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.

**5. Working Hours:**

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remunertation will be paid in respect of such activities.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time. A flexible working hours system is in operation subject to the terms and conditions of the Time and Attendance Policy.

**6. Annual Leave:**

The current annual leave entitlement is 30 days. 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 (as amended)

**7. Sick Leave:**

 The terms of the Public Service Sick Pay Scheme will prevail.

**8. Probation:**

Appointees will be on probation for the first year of employment. The terms of the Offaly County Council Probation Policy will apply.

**9. Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***: New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time 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. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 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). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay, pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees 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 net pensionable remuneration (ie. 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 dependent or qualified children).

Persons who become pensionable employees 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 employees of a local authority will be required in respect of the Local Government (Spouses and Childrens 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.

**10. Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**11. Travel:**

Holders of the post shall hold a full driving licence for class B vehicles 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. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department circulars and Local Authority Travel and Subsistence Policy.

Offaly County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**12. Taking Up Appointment:**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**13. Recruitment & Selection Processes:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position.  While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same.  In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position **based on the specific competencies identified in the job description**.  An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.  This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.  It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.   On occasions a short listing interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority.  The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled.  Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such interview.  Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

**Right to Review:**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department on the HR page of iPortal or on our website at www.offaly.ie/careers . This document includes details of the review procedure available to applicants for each stage of the recruitment process.

 **14. Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, at their expense, a medical examination by the local authority’s Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

**15. Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**16. Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on his/her person at all times a valid SafePass card. Should he/she not hold a valid SafePass card, a course shall be undertaken to attain the card.

 **17. Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**18. Reference/Documentary Evidence:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition or invitation to attend an interview, is not to be taken as implying that Offaly County Council is satisfied that such person fulfils the requirements of the competition 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. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Offaly County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**19. Garda Vetting/Child Protection:**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

**20. 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 or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer**

**Applications from people with disabilities are welcome**

**Special requirements for interview purpose may be arranged if required.**

**Application for the Post of: Administrative Officer (Programme Manager) NWCPO**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Thursday the 18th of July 2024**

**IMPORTANT CHECKLIST AND NOTES:**

* **One fully completed copy of this application form with supporting qualifications** should be submitted by email to recruitment@offalycoco.ie or posted to the Senior Executive Officer, Human Resources Section, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore not later than **4.00 p.m. on Thursday the 18TH of July 2024** If emailing your application, please send with the subject line as: Administrative Officer NWCPO – “First Name, Surname”
* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Candidates who send their application by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. Allegations that any application form or letter relating to it has been lost or delayed in the post will not be considered by the Council unless a Post Office Certificate of Posting is produced in support of such allegations. Responsibility to make contact with An Post regarding any delays rests with the applicant.
* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Please note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Original certificates will be required prior to any appointment.
* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**Note: Please return the Application Form portion only, retain the booklet for your own records**



**Offaly County Council**

**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800**

**Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** recruitment@offalycoco.ie

**APPLICATION FOR ADMINISTRATIVE OFFICER (Programme Manager)**

**Closing Date for receipt of applications Thursday the 18th of July 2024**

**Please indicate which panel(s) you wish to apply for:**

**(please refer to Candidate Booklet for Qualifying Criteria)**

**Panel A (Existing Local Authority Sector Staff Only)**

**Panel B (Open Competition)**

**Panel C (Existing Offaly County Council Staff Only)**

|  |
| --- |
| **SECTION A – PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Surname:** BLOCK CAPITALS  | **Forename (s):** BLOCK CAPITALS  |
|  | **Known As:** |
| **Address for correspondence purposes:**BLOCK CAPITALS  | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Mobile Tel Number:** |
| **Eircode:** | **E-mail Address:** |

|  |
| --- |
| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:
Please provide copy of qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

**Academic, Professional or Technical Qualifications (cont):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

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| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

**Training Courses Undertaken:**

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|  |

**membership of professional institutions:**

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|  |
| **SECTION C – EMPLOYMENT RECORD** |

*Please give below, in date order* ***(starting with your current employer)*** *full details of all employment between*

*the date of leaving school or college and the present date. Please do not leave any period between these*

*dates unaccounted for.*

***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

**SECTION D – SUPPLEMENTARY INFORMATION**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role.

1. **STRATEGIC MANAGEMENT & BRINGING ABOUT CHANGE**

*(****Please limit your answer to 300 words.)***

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1. **DELIVERING RESULTS**

*(****Please limit your answer to 300 words.)***

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1. **PERFORMANCE THROUGH PEOPLE**

*(****Please limit your answer to 300 words.)***

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1. **PERSONAL EFFECTIVENESS.**

*(****Please limit your answer to 300 words.)***

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***ACHIEVEMENTS/SUPPORTING INFORMATION:***

Please outline briefly any particular achievments or supporting information you consider relevant to your application:

|  |
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**SECTION E – ADDITIONAL INFORMATION**

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email Address:*** |  |
| ***Nature of Relationship:*** |  |
|  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email address*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No**  If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state where you heard about this job vacancy?

Newspapers (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Should you wish to have your application form acknowledged, you should complete the return slip hereunder in capital letters and return with your completed application form. Upon receipt of your application form, this return slip will be forwarded to you, as acknowledgement.

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Dear Sir/Madam,

Please note that your application form for the post of **Administrative Officer (Programme Manager) NWCPO** has been received by Human Resources Section, Offaly County Council.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Senior Executive Officer**

**Human Resources**