

CANDIDATE INFORMATION BOOKLET

**CAREER OPPORTUNITY IN LOCAL
GOVERNMENT**

**CLERICAL OFFICER – ADMINISTRATION
ROLE**

CLOSING DATE FOR RECEIPT OF EXPRESSIONS OF INTEREST:

FRIDAY THE 13TH JULY, 2018



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THE COMPETITION:

The purpose of this recruitment campaign is to form a panel for Meath County Council from which full-time, permanent and fixed-term contract posts may be filled at Clerical Officer Grade.

THE ROLE:

Clerical Officers make a valuable contribution to the provision of the Local Authority's services. The Clerical Officer will work as part of a multidisciplinary team, assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Corporate Plan and Annual Service Delivery Plans. He/she will also be required to operate the Local Authority's existing and future IT systems as part of their work.

As part of the Local Authority's commitment to providing quality services to citizens, the Clerical Officer will assist in delivering a wide range of services across the organisation. Clerical Officers provide a point of contact for customers to carry out their business and access information about the Council's services. Examples of Meath County Councils Services include:

- * Environment and Water Services
- * Information Systems and Analysis
- * Human Resource Management
- * Planning and Development
- * Financial Management
- * Community Services
- * Transport Infrastructure
- * Emergency Services
- * Communications

DUTIES AND RESPONSIBILITIES:

The Clerical Officer is the entry-level administrative grade in Local Authorities (LA's) in the country. Clerical Officers are deployed across a vast range of services throughout the organisation providing a vital role through a range of administrative duties. To become a Clerical Officer, one must demonstrate a good general educational standard and be efficient and customer focused. The duties shall be such clerical/administrative and secretarial as may be assigned to the employee from time to time by the Local Authority. The following is a non-exhaustive list of duties which may be assigned to a Clerical Officer:

- Dealing with Public/Customers, including Public Counter/Reception Work
- Use of Information Technology, e.g. Word, Excel, Database, Outlook, Internet
- Inputting and working with computer data
- Collating data/information for reporting
- Cashiering
- General clerical & administrative duties e.g. filing, copying, answering/making telephone calls, dealing with emails, reception desk
- Handling mail and correspondence including electronic correspondence.
- Processing invoices and payroll for payment
- Carrying out routine accounts work – Purchasing, Creditors, Debtors
- Taking minutes of meetings
- Drafting letters and reports
- Maintaining high quality records in a thorough and organised manner;
- Checking all work thoroughly to ensure it is completed to a high standard;
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work.
- The skills to work as part of a team and the ability to work on own initiative
- Ensuring high quality customer service, responding to queries and providing information
- Assisting in the implementation of operational work activities and supporting Line Managers and colleagues
- Any other duties deemed appropriate

Most positions would include some or all of the above elements.

LOCAL AUTHORITY COMPETENCY FRAMEWORK – OPERATIONAL STAFF FRAMEWORK

<i>Pillar One</i>			<i>Pillar Two</i>		<i>Pillar Three</i>		<i>Pillar Four</i>
<i>Purpose and Change</i>			<i>Delivering Results</i>		<i>Personal Performance</i>		<i>Personal Effectiveness</i>
1.1	Knowing Section Purpose and its Priorities	2.1	Identifying Problems and Contributing to Solutions	3.1	Accepting Direction	4.1	Skills, Experience and Knowledge
1.2	Understanding the Role of the Elected Council	2.2	Co-operating with Decisions and Implementing Solutions	3.2	Contributing Positively	4.2	Resilience and Personal Well Being
1.3	Understanding and Adhering to the Code of Conduct for all Employees	2.3	Taking Care of Council Resources and Equipment	3.3	Co-operating to Reduce Conflict	4.3	Integrity
1.4	Maintaining a Positive Image of the Council	2.4	Complying with all Council Rules	3.4	Communicating Effectively	4.4	Personal Motivation and Initiative
1.5	Co-operating with Change	2.5	Delivering Quality Work and Services				
1.6	Safety, Health and Welfare at Work						

EXAMPLES OF SOME OF THE CURRENT EMPLOYEE BENEFITS INCLUDE:

- Allocation of 27 Days Annual Leave per annum
- A range of Family Friendly Policies
- Availability of a Flexi Leave Scheme
- Availability of a an Optical Benefit Scheme
- Availability of a Cycle to Work Scheme
- Meath County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Meath County Councils Social Club
- State of the Art Office Accommodation in the new Civic Headquarters Office
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

QUALIFICATIONS FOR THE POST

1. CHARACTER

Candidates must 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. EDUCATIONAL STANDARD

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

(a) 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 Established Leaving Certificate Examination or Leaving Certification Vocational Programme. (At least Grade B in Foundation Level Mathematics and Grade C in Foundation Level Irish may be considered as equivalent to Grade D (or a Pass), in Higher or Ordinary Level, from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme);

or

(b) have passed an examination of at least equivalent standard;

or

(c) have had at least two year's previous service in the office of Clerical Officer, Clerk/Typist (Clerical Duties), Clerk Typist (Typing and Clerical Duties) or Clerk/Typist under a local authority, or health board in the State;

or

(d) have satisfactory relevant experience which encompasses demonstrable equivalent skills.

DETAILS AND PARTICULARS

PROBATION

Where a person is permanently appointed to Meath 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 nine months but the Chief Executive may, at her 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:

The present minimum point on scale is €23,122 per annum with annual increments subject to satisfactory performance via PMDS. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

<i>Point</i>	<i>Rate</i>	<i>Point</i>	<i>Rate</i>
1	€23,122	9	€31,290
2	€24,641	10	€32,365
3	€25,016	11	€33,128
4	€25,775	12	€34,196
5	€26,882	13	€35,268
6	€27,994	14	€37,288
7	€29,105	LS1	€38,722
8	€30,211		

WORKING HOURS

37 Hours per week

LEAVE:

Annual Leave: 27 Days Annual Leave per Annum

Flexi Leave: 7 hours or 1 working day per calendar month

RESIDENCE:

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

GARDA VETTING:

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

OUTSIDE EMPLOYMENT

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

SUPERANNUATION CONTRIBUTION

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). A person paying Class A rate of PRSI who becomes a pensionable officer of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

COMMUNICATIONS

Meath 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 in the course of 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 clericalofficer2018@meathcoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information (data) collected on the expression of interest form, and 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 Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>

STAGE 1 – ONLINE EXPRESSION OF INTEREST

BEFORE YOU PROCEED

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out in Page 6 of this booklet.

This will prevent you from incurring unnecessary expense in progressing in the competition.

STAGE 1 – SUBMISSION OF EXPRESSION OF INTEREST

Applicants are invited to express their interest in applying for the position of Clerical Officer by completing an online form through Meath County Council's website. The information submitted on the online form will then be passed to the Aptitude Testing Provider. There is no requirement to submit evidence of education / experience at this point.

The admission of a person to this competition, or invitation to attend an aptitude test or interview is not to be taken as implying that the local authority is satisfied that such person fulfills the requirements of the Regulations 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 the Aptitude test or interview. If you do not meet these essential requirements but nevertheless attend the Aptitude test and interview you will be putting yourself to unnecessary expense, as the local authority will not be responsible for refunding any expenses incurred.

The onus is on all applicants to make themselves available for any Aptitude testing or interview and to make whatever arrangements are necessary to ensure they receive communications sent to them at the email address specified on their Expression of Interest Form.

STAGE 2 – APTITUDE TESTS

After the closing date, a full list of the expressions of interest will be forwarded to the company who will conduct the Aptitude Tests on behalf of Meath County Council.

All communication for the Aptitude Testing will be through this provider.

The results will be forwarded to Meath County Council when all the tests have been completed and all candidates will be notified of their results within 4 weeks of test completion.

WHAT DO I NEED TO BRING TO THE APTITUDE TEST?

You must bring photographic identification in the form of Driving Licence or Passport

WHERE WILL THE APTITUDE TESTS TAKE PLACE?

The location of the Aptitude test centre will be notified to candidates nearer to the test date.

The highest scoring participants in these tests will be invited to the next phase of the selection process

STAGE 3 – INVITATION TO SUBMIT APPLICATION FORM

- Those who have successfully passed Stage 2 will be invited to submit a formal application form for the position of Clerical Officer with a set closing date for receipt of applications.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

STAGE 4 - SHORTLISTING

Meath County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. 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 when registering your attendance at the Human Resources Department.

STAGE 5 –INTERVIEW STAGE

Interview Process

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role of Clerical Officer. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Meath County Council is satisfied that such person fulfils the requirements of the Regulations 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 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 these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Meath County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Meath 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 Meath County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Meath County Council 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.

Candidates on the panel, who satisfy all the requirements for the post may be offered employment subject to:

- (i) their place, in order of merit, on the panel.
- (ii) the requirements of Meath County Council

STAGE 6 – PRE-EMPLOYMENT CHECKS

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda vetting. The Council will invite to attend a medical only the required number of successful candidates at the interview stage to fill the number of vacancies determined by the Council at the time. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

FINE PRINT

GENERAL INFORMATION

1. Meath County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Meath County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality:** Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Meath County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Acts 1997 & 2003.
6. **Deeming of candidature to be withdrawn:** Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
7. **Data Protection:** The personal information (data) collected on the expression of interest form, and 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 Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>
8. **Candidates should note that canvassing will disqualify.**

IMPORTANT INFORMATION-TERMS AND CONDITIONS

Your attention is drawn to this important information. By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:

1. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
2. Candidates in the recruitment process must not:
 - Knowingly or recklessly provide false information
 - Canvass any person, with or without inducements
 - Interfere with or compromise the process in any way.
3. A third party must not impersonate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
 - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
 - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
4. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the essential requirements.

FAQ

Frequently Asked Questions (and Answers)

1. Who can I contact if I have a query in relation the Recruitment Campaign for Clerical Officer?

Meath County Council is recruiting Clerical Officers. It is expected that there will be a high level of interest in this competition. If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Meath County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to clericalofficer2018@meathcoco.ie

2. What happens after I have submitted my expression of interest online?

After the closing date, a full list of the expressions of interest will be forwarded to the provider who will conduct the Aptitude Tests on behalf of Meath County Council. All communication for the Aptitude Testing will be through this provider. The results will be forwarded to Meath County Council when all the tests have been completed and all the candidates notified of their results.

3. What happens if I cannot attend a particular stage of the competition?

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Meath County Council cannot change dates and times of any particular stage of the process.

4. When will I know the results of the Aptitude test?

You will be advised of the result of your Aptitude test within 4 weeks of completing the test by email.

5. What happens on completion of the Aptitude Tests?

Meath County Council will be in touch with you in due course to advise you if you have been successful in progressing to the next stage of the selection process. Meath County Council will email you, inviting you to formally submit an application form for the position of Clerical Officer. The official application form will be attached to the email. You will be required to complete the application form in full and return to the Human Resources Department by email prior to the competition closing date. **Late applications will not be accepted.**

6. I have submitted my application form. What happens next?

Meath County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum qualifications for the post as set out by the Department of Housing, Planning and Local Government. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a short listing process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted by email 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 when registering your attendance at the Human Resources Department.

7. What happens on completion of the shortlisting process?

Meath County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

8. What happens after undertaking the final interview?

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position of Clerical Officer.

9. If I am offered employment where will I be based?

The majority of positions will be based at Meath County Councils Headquarters – Buvinda House, Navan. However, you may be assigned to another office within County Meath.

10. How will Meath County Council communicate with me throughout the Recruitment and Selection Campaign?

Meath County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form 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 postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing clericalofficer2018@meathcoco.ie.

The onus is on each applicant to ensure that s/he is in receipt of all communication from Meath County Council. Meath County Council accepts no responsibility for communication not accessed or received by an applicant.

General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[Meath County Council Website](#)



[Meath County Council Facebook](#)



[Meath County Council Twitter](#)



clericalofficer2018@meathcoco.ie