



**Candidate Information Booklet for all Clerical/Administrative
grades**

(Please read carefully before completing an application)

Clerical Officer, Assistant Staff Officer, Staff Officer,
Senior Staff Officer & Administrative Officer Competitions
Closing Dates are clearly indicated on each competition

Fingal County Council

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CONTENTS

General Information	3
Context	3
The Position	4
References & Educational Qualifications	4
Hours of work.....	4
Sick Leave.....	4
Annual Leave.....	4
Start date	4
Vetting.....	5
Short-listing	5
Panels.....	6
Local Authority Competency Framework	7
Operational Staff Framework (Clerical Officer & Assistant Staff Officer)	7
Front Line Manager Framework (Staff Officer)	8
Middle Manager Framework (Senior Staff Officer & Administrative Officer)	9
Interview	10
After the Interview.....	10
Acceptance of offer	10
Appeals Process	11

GENERAL INFORMATION

Fingal County Council is a Local Authority serving the northern part of the metropolitan area of Dublin. With offices at Swords and Blanchardstown, the Council serves a population of 300,000 in rural, coastal, urban and suburban communities within a geographical location of 448. sq km.

As one of the county's major local employers, currently employing over 1,500 staff, the Council provides a range of services to our citizens - community & leisure facilities, housing, planning, environmental services, maintenance, water, transportation routes, and business support to name a few.

Fingal County Council is fully committed to delivering services to communities in the best and most efficient way possible in order 'to be the place of choice to live, work, visit and do business in Ireland'.

Fingal is the third most populous Local Authority area in Ireland and, with a population increase of 77% between 1996 and 2011 is the fastest growing, most diverse and youngest population in the country.

Fingal's significant economic advantages include Dublin Airport, fast access to Dublin Port, rail, road, power and telecommunications infrastructure. Proximity to Dublin city centre and the location on the Dublin-Belfast economic corridor, ensure continued future growth. Dublin Airport is nationally significant due to its employment base, passenger throughput and airfreight services and it remains the primary economic hub in Fingal.

The area is defined by the diversity of its landscape and settlement patterns with rural, urban and suburban locations all rolled into one county. Fingal has 88 km of coastline stretching from Sutton to Balbriggan and has three protected estuaries, salt marsh habitats and thirteen major beaches.

Fingal has a rich cultural heritage and has developed some of the major assets of the county as visitor attractions including Ardgillan Castle, Newbridge House, Malahide Castle & Gardens and Skerries Mills. Fingal County Council has further major plans for the development of heritage, arts and culture within the county. Community participation through residents associations, tidy towns groups and community groups are all an invaluable part of the development of sustainable communities within Fingal.

CONTEXT

Local Government has undergone a very significant reform process in line with the proposals in "Putting People First". The programme sets out a wide range of actions to deliver reform in order to enhance effectiveness and accountability and improve performance across the sector. The Local Government Act 2014 provided the legislative basis to give effect to many of the reform measures set out in the Action Programme.

The Act, together with the Action Programme provide the policy context within which the successful candidate will work.

THE POSITION

The particulars of each post, including minimum required qualifications will be advertised alongside the Application form on the Council's website, www.fingal.ie and candidates are advised to read this information carefully prior to completion of the online application form.

Each candidate must, on the latest date for receipt of completed application forms, have obtained all relevant qualifications and criteria of the post that they are applying for.

REFERENCES & EDUCATIONAL QUALIFICATIONS

Applicants are required to advise the names of two responsible persons to whom they are well known but not related. At least one of the referees should be an existing or former employer.

In advance of any offer of employment, Fingal County Council reserves the right to seek both written references from current and previous employers. The Council will also require proof of all educational qualifications or any other organisation(s) with which the candidate has been/is associated. The Council reserves the right to determine the appropriateness of such references and referees.

HOURS OF WORK

The working hours at present provide for a 5-day, 37 hour working week. A flexible working hours' system may be availed of subject to the terms and conditions of the Flexitime Policy.

SICK LEAVE

The terms of the Public Service Sick Pay Scheme apply.

ANNUAL LEAVE

Annual leave entitlement is dependent on each position and can vary from 27 to 30 days per annum. Fingal County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

START DATE

The successful candidate will commence on direction from HR management. Should they fail to take up the appointment when requested the council reserves its right not to appoint him/her.

VETTING

Garda vetting is required for certain roles within Fingal County Council. Failure to complete a Garda vetting form on request may prevent your employment with Fingal County Council. In the event of an unsatisfactory Garda declaration being received Fingal County Council reserves the right not to offer you employment.

In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Fingal County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.

SHORT-LISTING

Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description. and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process.

If required, the testing will be performed through a 3rd party provider and **submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.** Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Fingal County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation.

It is in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed below.

Short-listing does not suggest that 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. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.

PANELS

Recruitment to each separate post of Clerical Officer, Assistant Staff Officer, Staff Officer, Senior Staff Officer & Administrative Officer is on the following basis

- A. 50% confined to employees of the Local Government sector,
- B. 30% open, and
- C. 20% confined to employees of Fingal County Council

A recruitment competition will be held to create three Panels. Existing staff employed by a local authority or regional assembly who meet the criteria for the post are eligible to apply for all three categories.

Panel A: Confined to Local Authority Sector

This will comprise of successful applicants in order of merit who are currently working in the Local Authority Sector or Regional Assembly.

Panel B: Open

This will comprise of all successful applicants in order of merit and may include candidates who are currently working in a local authority, regional assembly and external applicants.

Panel C: Confined to current employees of Fingal County Council

This will comprise of successful applicants in order of merit who are currently working in Fingal County Council.

Vacancies that arise during the life of these Panels may be filled from the appropriate Panel in the following sequential order:

1	Confined to Fingal County Council	Panel C
2	Confined to Local Authority Sector	Panel A
3	Open	Panel B
4	Confined to Fingal County Council	Panel C
5	Confined to Local Authority Sector	Panel A
6	Open	Panel B
7	Open	Panel B
8	Confined to Local Authority Sector	Panel A
9	Confined to Local Authority Sector	Panel A
10	Confined to Local Authority Sector	Panel A

LOCAL AUTHORITY COMPETENCY FRAMEWORK

The particulars of each post will be advertised alongside the Application form and candidates are advised to read this information prior to completing the online application form.

OPERATIONAL STAFF FRAMEWORK (CLERICAL OFFICER & ASSISTANT STAFF OFFICER)

<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 & Knowledge of the Business</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						

FRONT LINE MANAGER FRAMEWORK (STAFF OFFICER)

<i>Pillar One</i>			<i>Pillar Two</i>		<i>Pillar Three</i>		<i>Pillar Four</i>
<i>Understanding Purpose and Change</i>			<i>Delivering Results</i>		<i>Performance Through People</i>		<i>Personal Effectiveness & Knowledge of the Business</i>
1.1	Knowing Council Purpose and its Priorities	2.1	Identifying Problems and Contributing to Solutions	3.1	Leading and Directing	4.1	Qualifications and Knowledge
1.2	Understanding the Role of the Elected Council and the Representational Role of the Elected Members	2.2	Organising Work Programmes and Implementing Solutions	3.2	Performance Management	4.2	Resilience and Personal Well Being
1.3	Understanding and Adhering to the Code of Conduct for all Employees	2.3	Managing Resources, including Equipment	3.3	Managing 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	Implementing Change	2.5	Delivering Quality Work and Services				
1.6	Safety, Health and Welfare at Work						

MIDDLE MANAGER FRAMEWORK (SENIOR STAFF OFFICER & ADMINISTRATIVE OFFICER)

<i>Pillar One</i>			<i>Pillar Two</i>		<i>Pillar Three</i>		<i>Pillar Four</i>
<i>Management and Change</i>			<i>Delivering Results</i>		<i>Performance Through People</i>		<i>Personal Effectiveness & Knowledge of the Business</i>
1.1	Mission and Vision	2.1	Problem Solving and Decision Making	3.1	Leading and Motivating	4.1	Qualifications and Knowledge
1.2	Strategic Ability	2.2	Operational Planning	3.2	Managing Performance	4.2	Resilience and Personal Well Being
1.3	Political Awareness	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Networking and Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing About Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health and Welfare at Work						

INTERVIEW

Candidates will be invited to interview by email, it is important that the email address and mobile phone number supplied in the application form is correct. Dates, and times of interview are subject to change at short notice.

Where possible candidates will be informed of the Interview Board Members in advance, however board members are also subject to change.

NB - It may be necessary to carry out online video interviews via MS Teams and candidates must ensure they have access to suitable technology to facilitate this process. The interview format is subject to change up to and including the date of interview.

Where candidates do not present or make themselves available at the time & date requested this will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

Canvassing of any kind will automatically disqualify candidates from the recruitment process.

AFTER THE INTERVIEW

Fingal County Council will publish the successful candidates on our website (using your candidate reference number) and a panel will be formed for a period of 12 months.

All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

ACCEPTANCE OF OFFER

The local authority shall require persons to whom appointment is offered to confirm acceptance of offer within two weeks and to take up such appointment within a period of not more than 4 weeks from acceptance of offer. If they fail to take up the appointment within this timeframe the offer will be deemed to have been refused by the candidate.

APPEALS PROCESS

If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **three working days** of being notified of this decision.

The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer careers@fingal.ie. Within **two working days** of its receipt, the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken.

If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.