



Tionól Réigiúnach  
an Deiscirt

Southern Regional  
Assembly

# Information Booklet

## Administrative Officer (Grade VII)

Email Applications only to [hr@southernassembly.ie](mailto:hr@southernassembly.ie)  
by Thursday 29<sup>th</sup> May 2025 at 4.00 p.m.

Email Subject line: AO Application



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

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## The Organisation

Established in 2015, the Southern Regional Assembly, one of 3 Regional Assemblies, is part of the regional tier of government in Ireland. The Assembly is based in Waterford City and the 34 Assembly Members represent the 10 local authorities at regional level, 27 appointed by their local authority, including the directly elected Mayor of Limerick, and a further six Committee of the Regions Members.

The Assembly plays an important role in promoting and supporting balanced regional development and is tasked with a general competence to co-ordinate, promote and support strategic planning and sustainable development, with significant responsibility for spatial planning, economic development and EU funding. The Assembly is responsible for regional implementation of the National Planning Framework and National Development Plan, through the development and implementation of a statutory Regional Spatial & Economic Strategy (RSES) for the region and Metropolitan Area Strategic Plans (MASPs) for Cork, Limerick-Shannon and Waterford. The Assembly must also ensure that all county, city development plans and Local Economic and Community Plans (LECPs) are consistent with the RSES by making statutory observations on draft development plans, variations and material contraventions received by constituent Planning Authorities.

The Assembly is Managing Authority for a EU co-funded regional investment programme and provides assistance to Local Authorities in engaging with EU institutions on matters related to regional and local development and on programmes and projects where assistance from the European Union may be sought.

### Functions

The principal functions of the Regional Assembly are:

- To prepare and oversee the implementation of the statutory Regional Spatial and Economic Strategies and provide statutory observations on Local Authority Development Plans and Local Economic and Community Plans (LECP's);
- To co-ordinate, promote or support strategic planning and sustainable development of the regions; including implementation of national policy at regional level;
- To promote effectiveness in local government and public services in the region, in conjunction with the National Oversight and Audit Commission;
- To manage EU Funded Regional Programmes as well as monitoring and making proposals in relation to the general impact in their regions of all EU Programmes of assistance from the EU.

### Regional Profile

The Southern Regional Assembly (SRA) covers 10 Local Authorities; Cork City, Cork County, Clare, Kerry, Limerick City and County, Tipperary, Waterford City and County, Carlow, Kilkenny and Wexford.



## THE COMPETITION

The Southern Regional Assembly is currently inviting applications from suitably qualified persons for the post of **Administrative Officer**. The Southern Regional Assembly will, following the interview process, form a panel for the post of Administrative Officer from which future permanent and temporary vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. These panels will exist for one year and may be extended for a further period of one year at the discretion of the Director. Suitably qualified persons are invited to apply for inclusion on this panel.

## About the Role

The Administrative Officer is a middle management position within the Southern Regional Assembly and is responsible for the administration and management of one or more units of the Assembly's activities, including the management of staff. The Administrative Officer contributes to and implements the strategic and policy decisions of the Assembly through its Annual Work Programme.

The post holder will be expected to work closely with senior managers and Assembly Members in delivering services to the highest standard and to contribute to the development and implementation of strategies and policies. The Administrative Officer is expected to carry out their duties with an understanding of the political context of local and regional government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

### **The key duties and responsibilities of the post of Administrative Officer include:**

1. To be responsible for the management and administration of one or more units within the Assembly, including the management of staff and the planning and prioritising of work programmes.
2. To contribute to and implement the strategic and policy decisions of the Assembly by ensuring that work programmes within their area of responsibility are implemented to deliver on the Assembly's corporate plan and annual work programme.
3. To develop and maintain productive working relationships with all external agencies, bodies, elected representatives, committee members and other stakeholders, including providing information and assistance when required.
4. To communicate and liaise effectively with employees, managers in other sections, senior managers, elected representatives and other stakeholders in relation to operational matters for their section.
5. To research, analyse and communicate information on specific issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
6. To represent the Assembly on committees and at meetings and to report on progress in his or her respective division as required.
7. To provide support and administrative assistance in the delivery of projects as required.

8. To be responsible for the day to day financial management of operational expenditure in the division, including preparation of budgets and maximising funding opportunities where appropriate.
9. To identify opportunities for improvements in the service delivery, value for money and other efficiencies within the relevant area of responsibility and to use performance indicators effectively as appropriate.
10. To communicate, implement and manage change management initiatives within the relevant area of responsibility.
11. To manage and supervise employees in supporting roles, including assigning duties and workload, providing on-going support, handling day to day issues and identifying training and development requirements as appropriate.
12. To ensure that divisional operations are in compliance with all Assembly policies, procedures, practices and standards and in compliance with the principles of good governance, legislative requirements and Department of Housing, Local Government and Heritage circulars and guidance.
13. To provide assistance in the understanding and interpretation of the Assembly's policies and procedures to employees in their area of responsibility.
14. To participate in corporate management activities and responsibilities appropriate to the grade.
15. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
16. To deputise for the line manager or equivalent as required.
17. To undertake any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

## Essential Requirements

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

- Knowledge and understanding of the structure and functions of local and regional government
- Knowledge of current local and regional government issues, priorities and concerns and the strategic direction of regional government
- Understanding of the role of Administrative Officer
- Relevant administrative experience at a sufficiently high level
- Experience of managing and supervising staff, including managing performance
- Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
- Effective budget and financial and resource management skills
- Knowledge and experience of operating ICT systems

## Desirable Requirements

- Knowledge of EU Policy, specifically Cohesion Policy
- Experience in managing EU-funding programmes or projects, including financial management, evaluation and communications
- Knowledge of IT systems - Grant Management Solutions, CRM, Enterprise, Project Management

## Initial Assignment

With initial assignment to the EU Division, the Administrative Officer will assist in the financial management, monitoring and evaluation duties of the ERDF co-funded Regional Programme.

Reporting to the Assistant Director, EU Division, initial duties will include:

- Assisting with the management and technical implementation (including financial management) of the Regional Programmes in accordance with the relevant EU Cohesion Policy Fund Regulations
- Servicing the Regional Assembly and its Committees and Sub-Committees and, in particular, the Regional Programme's Monitoring Committee
- Representing the Regional Assembly on external related committees
- Assisting with the management and implementation of other EU programmes / projects as they arise

# Qualifications for the post

## 1. Character

Candidates shall be of good character

## 2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

## 3. Education, Training, Experience, etc.

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

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

- (v) be a serving employee in either the Southern Regional Assembly or Waterford City & County Council, and have not less than two years' satisfactory experience in a post of Clerical Officer or an analogous post.

### And

Possess a full clean Class B driving licence and have access to his/her own vehicle.

## 4. Age

Each candidate must be under 65 years of age on the latest date for receipt of completed Application Forms for the office if they are deemed not to be new entrants to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

However, the age restriction of 65 years does not apply to "new entrants" to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

## 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:

|  |   |
|--|---|
| <b>Management and Change</b>                           | <ul style="list-style-type: none"> <li>• Think and act strategically.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> <li>• Effectively manage the introduction of change and demonstrate flexibility and openness to change.</li> </ul>  |
| <b>Delivering Results</b>                              | <ul style="list-style-type: none"> <li>• Contribute to the development of operational plans and lead the development of team plans.</li> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards.</li> <li>• Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</li> </ul> |
| <b>Leading and Motivating and Managing Performance</b> | <ul style="list-style-type: none"> <li>• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</li> <li>• Effectively manage performance.</li> </ul>  |
| <b>Personal Effectiveness</b>                          | <ul style="list-style-type: none"> <li>• Take initiative and seek opportunities to exceed goals.</li> <li>• Manage time and workload effectively and operate in an environment with significant complexity and pace.</li> <li>• Maintain a positive, constructive and enthusiastic attitude to their role.</li> <li>• Have effective verbal and written communication skills.</li> </ul>                                  |

# Application and Selection

## How to Apply

All completed Application Forms should be signed and emailed **IN PDF FORMAT**, directly to [hr@southernassembly.ie](mailto:hr@southernassembly.ie) no later than **4.00 pm on Thursday 29<sup>th</sup> May 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.

|   |  |
|---|--|
| <u>Equality</u>                               | The Southern Regional Assembly is committed to a policy of equal opportunity.  |
| <u>Confidentiality</u>                        | Subject to the provisions of the <b>Freedom of Information Acts 1997- 2014</b> , applications will be treated in strict confidence.  |
| <u>Data Protection</u>                        | 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.  |
| <u>Canvassing</u>                             | 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.   |
| <u>Deeming of Candidature to be withdrawn</u> | Candidates who- <ol style="list-style-type: none"><li>do not, when requested, furnish such evidence as is required in regard to any matter relevant to their candidature, or;</li><li>do not attend the interview(s) at the time(s) and place(s) appointed, or;</li><li>do not attend for the medical examination as directed, or</li><li>when offered appointment, do not accept appointment and take up duty as arranged - shall, unless the Regional Assembly in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature</li></ol> |

## 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. **Interviews will take place in Assembly House, O'Connell Street, Waterford City. An email invitation to interview will be sent to applicants in advance of interview date (if the candidate is shortlisted for interview).**

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.

## Panel Formation

Selection shall be by means of a competition based on an interview conducted by or on behalf of the Regional Assembly. A panel may be formed on the basis of such interview, to fill further vacancies that may arise. Suitably qualified persons are invited to apply for the following panel(s):

- A. **50% confined to employees of the local government sector**
- B. **30% open competition**
- C. **20% confined to employees of the Southern Regional Assembly and Waterford City and County Council**

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

**Panel B** (Open Competition) will comprise of all successful applicants in order of merit and may include candidates serving in a Local Authority, Regional Assembly, and external candidates.

**Panel C** (Confined to Southern Regional Assembly and Waterford City and Council Council) will comprise of successful applicants, in order of merit, from within this pool only.

Candidates whose names are on a panel and who satisfy the Regional Assembly that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as appropriate vacancies arise. The life of the panel will be for 12 months and may be extended for a further period of 12 months at the discretion of the Director.

## Particulars of Office

### 1. Appointment

A panel will be established for the post of **Administrative Officer** 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.

### 2. Duration

This panel will be used to fill full-time and part-time, permanent and temporary posts.

### 3. Reporting Relationship

The Administrative Officer will report to the Assistant Director, EU Division, and/or other assigned Officer

### 4. 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 1<sup>st</sup> January 2013 – Single Public Services Pension Scheme 'A' Officers/Non-Officers***

For new entrants recruited on or after 1<sup>st</sup> 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.

#### **5. 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.

#### **6. Salary**

The salary is analogous to Grade VII, which is currently €59,417 - €77,243 inclusive of long service increments

#### **7. Travel & Subsistence**

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

#### **8. Driving Licence**

Holders of the post shall possess a current unendorsed full driving licence (Category B) 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. The post holder's Insurance policy must cover such use and must indemnify the Assembly.

#### **9. Place of Work**

The HQ of the Regional Assembly is in Waterford City and the post will be based at HQ. The Regional Assembly operates a blended working policy.

#### **10. Residence**

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

#### **11. 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.

### **12. Annual Leave**

Annual leave entitlement is 30 days per annum exclusive of public and bank holidays.

### **13. 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.

### **14. 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).**

## **Data Protection (RECRUITMENT)**

### **BASIS FOR PROCESSING YOUR PERSONAL INFORMATION**

The basis for processing your personal data is to progress your application for the position you have applied for with the Southern Regional Assembly under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

### **SHARING OF INFORMATION**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your personal HR file.

### **STORAGE PERIOD**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, the Southern Regional Assembly will not be able to progress your application form for the competition.