



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

Administrative Officer (Grade VII)

Panel A: Confined to Local Authority Sector Employees

Panel C: Confined to Leitrim County Council Employees

Closing Date: 4:00 pm on Thursday, 5th March 2026

Important Notes

Completed Application Form (***inclusive of all other required documentation***) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Administrative Officer Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North-West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

The Administrative Officer is a middle management supervisory position in the Local Authority and is assigned responsibility for the development and management of one or more departments or services within the Council or alternatively the successful candidate may be assigned to a developmental and/or project management role/duties (eg. economic regeneration, community development etc), working closely with relevant internal and external stakeholders, including responsibility for project development and delivery. He/She will be responsible for the efficient management, direction and deployment of assigned resources for the department, service or work area to which they are assigned and will generally work as part of a multi-disciplinary team within one of the Local Authority Directorates, and in collaboration with a range of internal and external stakeholders and/or partner agencies/organisations as appropriate to deliver a broad and diverse range of services including planning, economic and enterprise development, community and social development, housing, recreation, amenity and cultural services, environmental services, transportation and infrastructure, emergency services and corporate support services etc.

The Administrative Officer is responsible for day-to-day operations and management of one or more sections or units or multiple work streams within the local authority and is the primary point of contact and liaison with other internal sections and external bodies in relation to service delivery for their area of responsibility. He/She is also a contributor to the strategic and policy making decisions of the Council and will be expected to contribute to the development and implementation of forward-thinking strategies within the local authority and to work closely with senior management, elected representatives, external agencies and relevant stakeholders in delivering services to the highest standard. The Administrative Officer may represent the Council on committees and at meetings and may be asked to report on progress in his/her respective section(s) at Council meetings, Municipal District meetings, Strategic Policy Committee meetings, Interagency meetings etc.

The role requires excellent management, administrative, interpersonal, communication, research, reporting, project initiation, development and delivery skills, budgetary and timescale management, and other particular skills and expertise depending on assignment. The post holder will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

The Administrative Officer will generally work under the direction and management of the Senior Executive Officer, and/or Director of Services or analogous grade as appropriate and will, from time to time, be required to deputise for senior personnel and must be willing to take on this challenge.

Panel Information and Eligibility:

In accordance with the Workplace Relations Commission (WRC) agreement, the following procedure will apply to the recruitment of clerical and administrative Grade IV to Grade VII posts in Leitrim County Council:

Panel A - 50% Confined to the Local Authority Sector

Panel C – 20% Confined to Employees of Leitrim County Council

Leitrim County Council will, following the recruitment and interview process, form **two** panels from which future relevant vacancies may be filled during the lifetime of the panels.

Panel A – Confined to the Local Authority Sector

This will comprise of successful candidates in order of merit serving in a local authority or Regional Assembly (where applicable)

Panel C – Confined to current employees of Leitrim County Council

This will comprise of successful candidates in order of merit who are currently working in Leitrim County Council.

Management reserves the right, at its absolute discretion, to use **Panel C – Confined to current employees of Leitrim County Council** to fill Acting Administrative Officer positions that may arise during the lifetime of the panel.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Citizenship

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

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) 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**
- (e) 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**
- (f) 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.

4. Education, Training, Experience etc.

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

- (i) Be a serving employee in a Local Authority or Regional Assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or Analogous post.
and
- (ii) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate shall have:

- Have knowledge of the structure and functions of local government, of current local government issues, future trends and strategic direction of local government and an understanding of the role of Administrative Officer in this context;
- Have an understanding of organisation policies and implementation of such policies, as applicable to a Public Body;
- Have a strong sense of commitment to delivering quality public services and be willing to take on a challenge;
- Be highly motivated and have excellent interpersonal and communications skills, including the ability to facilitate, network, lead, research, negotiate, analyse, and resolve issues;
- Have strong organizational and project management skills;
- Have the ability to develop forward thinking vision in regard to their assigned responsibilities along with strong ability to initiate, develop and deliver relevant projects
- Have an ability to foster and maintain productive working relationships within the organisation and with a range of relevant stakeholders externally;
- Be capable of working in close co-operation with the elected Council, the Strategic Policy Committees and other Council Departments while being able to seek co-operation and consensus from a wide range of bodies and representative groups;
- Be able to work within, and where necessary lead, multi-disciplined teams and have the ability to motivate, empower and encourage employees to achieve maximum performance;
- Have the ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives;
- Have a career record that demonstrates a high level of competence in the management of staff;
- Demonstrate relevant administrative experience at a sufficiently high level including strong report writing and interpretation skills;
- Have the ability to manage financial resources within a budgetary control framework;
- Have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- Have an understanding of the role and duties of managers in safety management in the workplace;
- Be able to deputise at a senior level.

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	<ul style="list-style-type: none"> • 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. • Awareness of current local government issues, priorities, concerns and future direction. • Ability to translate corporate policies and objectives into operational plans and outputs. • Develops and maintains positive and productive professional relationships both internally and externally to the local authority. • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change.
Delivering Results	<ul style="list-style-type: none"> • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources. • Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines. • Allocates resources effectively to deliver on operational plans. • Pinpoints critical information and addresses issues logically. • Establishes high quality service and customer care standards. • Identifies and achieves efficiencies. • Ensures compliance with legislation, regulation and procedures.
Leading, Motivating and Managing Performance	<ul style="list-style-type: none"> • Ability to build and lead a positive, diverse and productive section/ unit /team effectively. • Leads, motivates and engages employees and stakeholders to achieve quality results and to deliver on operational plans and objectives. • Strong organisational skills including meeting facilitation and administration. • Effectively manages performance and identifies and manages conflict. • Understands effective communications and actively listens to others. • Demonstrates excellent interpersonal skills and effective verbal and written communication skills. • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness	<ul style="list-style-type: none"> • Relevant management and administrative experience at a sufficiently high level. • Understanding of the structures and environment within which the local authority sector operates and the varied role of the Administrative Officer in this context. • Takes initiative and is creative in approaching the delivery of objectives. • Maintains a positive, constructive and enthusiastic attitude to the role.

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| | <ul style="list-style-type: none"> • Manages time and workload effectively and remains calm under pressure. • Understands the importance of corporate governance. • Commitment to integrity & good public service values. • Political awareness. |
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The Principal Terms and Conditions:

The Office is **wholetime, permanent and pensionable**.

Management reserves the right, at its absolute discretion, to use **Panel C – Confined to current employees of Leitrim County Council** to fill Acting Administrative Officer positions (temporary positions) that may arise during the lifetime of the panel.

1. Duties

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) 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 sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The main duties and responsibilities of the Administrative Officer may include but are not limited to:

- Managing one or more sections or departments within the Council and implementing the strategic and policy making decisions of the local authority.
- Ensuring that section or department work programmes are implemented to deliver on the Council's strategies and objectives for the overall development of the County outlined in various corporate plans and strategies.
- Identifying opportunities for improvements in the service delivery within the relevant area of responsibility and to use key performance indicators or other performance indicators effectively as appropriate.
- Initiating, developing and delivering relevant projects and work and evaluating their success relevant to various strategies and plans e.g. Local Economic and Community Plan, Leitrim County Council Corporate Plan.
- Conducting research, analysis, planning, and evaluation as required.
- Engaging effectively and working collaboratively with internal and external stakeholders in the development and implementation of relevant projects and initiatives.
- Preparing of budgets and responsibility for the day-to-day financial management of capital and operational expenditure in the department or section, including maximising funding opportunities where

appropriate and ensuring all available funding is availed of, drawn down and recouped within appropriate time frames.

- Managing and supervising employees in supporting roles up to the position/grade of Senior Staff Officer (Grade VI) or analogous grades, including assigning duties and workload.
- Providing on-going support to employees in the department or section, including handling day to day problems and identifying training and development requirements as appropriate.
- Ensuring full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management.
- Communicating and liaising effectively with employees, managers in other sections, senior managers, customers and elected representatives in relation to operational matters for their section.
- Researching, analysing, disseminating and communicating essential information on specific issues and policies as appropriate.
- Compiling, preparing and presenting reports as necessary, including the preparation of reports or letters, which may be sensitive and/or confidential in nature.
- Ensuring that department or section operations are in compliance with all Council policies, procedures, practices and standards and in compliance with the principles of good governance, legislative requirements and Department of Housing, Planning, Community and Local Government circulars and guidance.
- Implementing good practices with transparent reporting and communications to deliver accountable services in the department or section.
- Providing assistance in the understanding and interpretation of the Council's policies and procedures to employees in their area of responsibility and to customers as appropriate.
- Promoting awareness of the Local Authority's policies and activities on community, social, economic and infrastructure development.
- Carrying out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
- Developing and maintaining a productive working relationship with all external agencies, bodies, elected representatives and committee members, including appropriate information provision and assistance when required.
- Promoting co-ordination and integration of service delivery between local government, voluntary, public sector and local development bodies operating within the local authority area, especially in relation to cross-sectoral interests, community and business interests.
- Assisting with the development, implementation and review of appropriate strategies/plans/policies for the development of the local authority area which may include relevant research, consultation and interaction with the statutory, local development and social partners.
- Representing the local authority on committees and at meetings, including Council, Municipal District and Strategic Policy Committee meetings and reporting on progress in his or her respective section or department.
- Organising and facilitating internal and external meetings and participating and engaging in discussions as appropriate.
- Supporting the Council and Municipal District operations.

- Carrying out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
- Providing specialist administrative assistance and support in the delivery of projects as required.
- Managing and implementing Health and Safety for the section or department.
- Deputising for the Senior Executive Officer or analogous grade as required.
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

2. Salary

The salary scale for the post of Administrative Officer, applicable from 1st February 2026, is within the range:

**€60,611 - €62,095 - €63,826 - €65,563 - €67,300 - €68,852 - €70,442 -
€71,982 - €73,518 - €76,149 (LSI1) - €78,795 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3. Residence

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim 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 one year but the Chief Executive may, at his/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) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Health:

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to a permanent position, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. Annual Leave

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

7. Working Hours

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours, and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

8. Superannuation

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are 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). You will also 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 pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are 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. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act

introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Driving Licence/Travel

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they 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 Leitrim County Council.

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

12. Garda Vetting

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

13. Outside Employment

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

14. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) **Two** Panels may be formed on the basis of such interviews. Candidates whose names are on a panel(s) and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panels will not be more than one year from the date of formation of the panels.
- (v) The local authority 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 they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which are available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department by emailing jobs@leitrimcoco.ie.

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document (not individual scanned documents) via email.

CLOSING DATE:

Closing date for receipt of applications is **4:00 pm on Thursday, 5th March 2026** via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Administrative Officer Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES: Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.