Comhairle Chontae Liatroma
Leitrim County Council

Candidate Information Booklet

(Please read carefully)

Post of:
Senior Staff Officer (Grade VI)

Panel A: Confined to Local Authority Sector
Panel B: Open
Panel C: Confined to Leitrim County Council Employees

Closing Date: 4:00 p.m. on Thursday, 2nd April 2026

Important Notes

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

Please quote '**Senior Staff 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 Senior Staff Officer is a middle management position within the local authority and is assigned responsibility for managing the performance of a section /department handling an area of the local authority's activities.

The Senior Staff Officer's operational duties may include the day to day running of a section, the supervision and management of staff within the section, the planning, allocation and prioritization of work and the reporting of progress of work at staff management meetings. Other duties may include representing their Department or the Council on various committees and contributing through the business planning process. He/she will be expected to use initiative and work to a high standard and will be required to operate the Council's existing and future ICT systems as part of their work. The role requires excellent administrative, employee management, interpersonal, communication 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 Senior Staff Officer will generally work under the direction and management of the Administrative Officer and/or Senior Executive Officer 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 B – 30% Open
Panel C – 20% Confined to Employees of Leitrim County Council

Leitrim County Council will, following the recruitment and interview process, form **three** 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 eligible candidates in order of merit serving in a local authority or Regional Assembly (where applicable)

Panel B – Open
This will comprise of all successful candidates in order of merit and may include candidates serving in a local authority, regional assembly and external applicants

Panel C – Confined to current employees of Leitrim County Council
This will comprise of successful eligible candidates in order of merit who are currently employed by Leitrim County Council.

The Qualifications – Panel A & C

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. Education, Training, Experience etc.

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

(a) be a serving employee in a local authority, or a regional assembly, and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post,
AND

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

The Qualifications – Panel B

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. 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

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

Note: Candidates applying for Panel B must submit copy of educational qualifications as outlined above. Applications for Panel B received without the necessary documentation will be deemed ineligible and will not be considered further for this panel.

Note: All Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case.

Citizenship

Candidates 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.

The Ideal Candidate Shall have:

- Knowledge and understanding of the structure and functions of local government.
- Knowledge of current local government issues, priorities, concerns and future direction.
- An understanding of the changing environment and capability of implementing change.
- An understanding of the varied role of a Senior Staff Officer.
- Relevant management and administrative experience at a sufficiently high level.
- Experience of managing and supervising staff including performance management.
- 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.
- Self-motivated with the ability to work on own initiative as well as an integral part of a team.
- Strong interpersonal and written and verbal communication skills and the ability to prepare and present reports and to represent the Council in a professional and credible manner.
- Ability to build, manage and nurture partnerships and relationships across a range of stakeholders.
- Ability to manage financial resources within a budgetary control framework.
- Strong organisational skills including meeting facilitation and administration.
- Strong analytical, conceptual and problem-solving skills.
- Flexibility and availability to work outside normal office hours as required.
- Knowledge and experience of operating ICT systems.

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	• Clear understanding of political reality and context of the local authority • Knowledge and understanding of the structure and functions of local government • 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, productive and beneficial working relationships with relevant interests • Effectively manages the introduction of change and demonstrates flexibility and openness to change
Delivering Results	• Contributes to the development of operational plans and leads the development and implementation of team plans • Ability to develop and deliver programmes and projects and to work to strict deadlines • Plans and prioritises work and resources effectively • Establishes high quality service and customer care standards • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations
Performance through People	• Leads, motivates and engages employees to achieve quality results and to deliver on operational plans • Ability to build and lead a positive, diverse and productive section/unit/team effectively • Strong organisational skills including meeting facilitation and administration • Effectively manages performance • Effectively identifies and manages conflict • Demonstrates good 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	• 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 role of the Senior Staff Officer in this context • Takes initiative and seeks opportunities to exceed goals. • Manages time and workload effectively and remains calm under pressure • Maintains a positive, constructive and enthusiastic attitude to their role • Commitment to integrity and good public service values

The Principal Terms and Conditions

The position is wholetime, permanent and pensionable.

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, supervisory and advisory 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 Senior Staff Officer may include but are not limited to:

- Responsibility for the management and administration of a section or sections within the Council, including the management and supervision of staff
- Overseeing the management and delivery of projects/programmes as assigned, including budgetary management
- Supporting their line manager to ensure work programmes are implemented to deliver on the Council's corporate and operational plans, including planning and prioritising work and allocating resources
- Developing and maintaining productive and beneficial working relationships, including providing information and assistance when required
- Acting as a key point of contact and liaison in relation to all operational matters for the service delivery section or sections for which they are responsible
- Researching, analysing and communicating information on specific issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc
- Representing the local authority on committees and at meetings and reporting on progress in his or her respective section or department as required
- Providing leadership, support and administrative assistance in the delivery of projects as required
- Involvement in the day-to-day financial management of capital and operational expenditure in the section or department
- Identifying opportunities for improvements in the service delivery within the relevant area of responsibility
- Implementing and managing change management initiatives within the relevant area of responsibility
- Managing and supervising employees in supporting roles, including assigning and scheduling duties and workload, providing on-going support and handling day to day issues
- Ensuring compliance with all organisational policies and procedures within their area of responsibility and providing assistance in the understanding and interpretation of policies and procedures to employees in their area of responsibility and to customers and other stakeholders as appropriate
- Participating in corporate management activities and responsibilities appropriate to the grade
- Being in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work
- Deputising for the line manager or equivalent 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 Senior Staff Officer (effective 1st February 2026) is within the range:

€57,895, €59,276, €60,960, €64,126, €66,017, €68,367 (LSI 1), €70,730 (LSI 2).

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. 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 12 months 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.

4. Annual Leave

The annual leave entitlement for this post will be 30 days per annum. Annual Leave year aligns to the Calendar Year i.e. January to December.

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 undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. Working Hours

The successful candidate's normal hours of work will be 35 hours per week. The nature of the role will require flexibility in working outside of normal hours, including evenings and/or weekends, as necessary.The Council reserves the right to alter hours of work from time to time.

All hours of work 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.

7. Superannuation:

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.

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.

8. 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.

9. 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.

10. Driving Licence / Travel

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 Leitrim County Council.

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

11. 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.

12. 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.

13. 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.

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) **Three** 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 panel.

(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 is available to download on Leitrim County Council's website **www.leitrimcoco.ie** or alternatively, contact the Human Resources Department – Email: **jobs@leitrimcoco.ie.**

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

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday 2nd April 2026 via email only to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Senior Staff 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.