



Longford County Council
Áras an Chontae, Great Water Street, Longford.
Tel: (043) 3343356 / (043) 3343452
e-mail enquiries: HRrecruitment@longfordcoco.ie

Candidate Information Booklet

PLEASE READ CAREFULLY

Community Safety Administrator in Local Community Safety Partnership (LCSP) (Grade IV)

Competition Reference: CSA/0724

Closing Date 4:00pm Friday 9 August 2024

***Longford County Council is committed to a
policy of equal opportunity.***



Longford County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Longford, with a focus on making Longford an attractive place to live, work and invest.

The following comprise the areas of service delivery in Longford County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate
- Human Resources

This is an opportunity to gain employment in the role of **Community Safety Administrator** with Longford County Council.

Longford County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

This Candidate Information Booklet is intended to provide information on the post of **Community Safety Administrator** and the selection process and candidates are advised to familiarise themselves with the detailed information in advance of the competition.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Community Safety Administrator**.

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

Community Safety Administrator (Grade IV)

THE COMPETITION

Longford County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for Community Safety Administrator (Longford, Local Community Safety Partnership) may be filled.

COMMUNITY SAFETY POLICY

The Department of Justice has developed a new community safety policy based on a key principle that policing is not the responsibility of the police alone and involves other agencies of Government such as health and social services. The Community Safety Policy proposes a whole-of-government approach to community safety. At the heart of this policy is the principle that every community has the right to be and feel safe in order to thrive and flourish.

This new approach will be delivered through Local Community Safety Partnerships (LCSPs), supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area and will also have a key oversight role in ensuring those actions are followed through.

Objectives of the Local Community Safety Partnerships (LCSPs)

The partnership approach is built on two premises:

1. Every community is different and has different problems and issues.
2. Responding to those problems and issues requires a range of inputs from across Government, local services, voluntary sector and the community itself.

The response to the issues identified above requires the following elements:

1. Community engagement in identifying what the needs of the community are;
2. Commitment and buy-in from State, local and voluntary service providers to work together to address those needs.

The LCSPs aim to foster sustained community involvement in identifying needs and co-designing solutions, and sustained commitment from services in working together to address those needs.

Structure of Local Community Safety Partnerships (LCSPs)

Membership of each LCSP will include: residents; community representatives, including representatives of youth, new communities and the voluntary sector; business and education representatives; relevant public services in the area, including HSE, Tusla, AGS, and the local authority; and local councillors, The LCSP will have a maximum of 30 members.

THE ROLE

The Community Safety Administrator will work in an office which will act as a hub for the local community in the relevant local authority area in relation to community safety. They will play a key role in providing operational and administrative support to the Community Safety Coordinator to establish and run an efficient and effective secretariat, supporting all the administrative and organisational requirements of the Local Community Safety Partnership (LCSP).

THE CANDIDATE

The successful candidate will also support the work of the Community Safety Coordinator in the design and delivery of community safety projects in the relevant local authority area. The Community Safety Administrator will be responsible for the day-to-day running of the Community Safety activities in the relevant local authority area.

The ideal candidate shall:

- Possess excellent planning and organisational abilities;
- Have the ability to communicate with a diverse range of stakeholders;
- Have strong attention to detail;
- Have the ability to work under pressure and meet deadlines;
- Possess a high level of discretion and professional integrity;
- Have a strong grasp of community development processes and principles;
- Possess strong verbal and written skills;
- Possess strong IT skills and a good working knowledge of Social Media platforms;
- Have a high degree of motivation and resilience;
- Have the ability to work effectively, independently and as part of a team;
- Have good knowledge of file management, transcription and other administrative procedures, including basic financial administration.
- Participating in the duties required as part of the Organisational response to Climate Action to promote & ensure capacity building, empowering change and delivering action

RESPONSIBILITIES

The responsibilities of the post include, but are not limited to, the following:

- Supporting the establishment and work of the Local Community Safety Partnership, including through: assisting in the development a work plan for the LCSP and assisting in the development of a Local Community Safety Plan;
- Enabling and supporting the engagement of community members with the LCSP;
- Assisting in the development and delivery of a communications strategy to keep the community informed about community safety activities;
- Assisting in the development and delivery of local community safety projects;
- Liaising with the Community Safety Coordinator, LCSP Chairperson and other ordinary members as required in order to organise meetings of the LCSP, other meetings and/or events, where necessary;
- Overseeing logistical arrangements for members of the LCSP;
- Assisting in the preparation of agenda papers and any other relevant documentation for meetings of the LCSP;
- Attending meetings of the LCSP, recording accurate minutes of proceedings and decisions and preparing correspondence to convey decisions and other feedback;
- Assisting in ensuring that adequate record systems are in place and adhered to;
- Assisting in the preparation of reports, as required, for key stakeholders;
- Assisting in the preparation of summary financial and administrative data for internal use;
- Ensuring the good management of the Community Safety Office;
- Fostering and developing positive working relationships with key personnel including members of the LCSP and other stakeholders;
- Following procedures to ensure the control of Community Safety Office's expenditure;
- Following petty cash procedures and maintain relevant financial records;
- Undertaking all duties that may be required which are commensurate with the role of the Community Safety Administrator through the direction of the Community Safety Coordinator and Central Area Manager.

COMPETENCIES

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency. Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

<p>DELIVERING RESULTS & COMMUNICATING EFFECTIVELY</p>	<ul style="list-style-type: none"> • Plans work and allocation of staff and other resources effectively. • Implements high quality service and customer care standards. • Demonstrates effective verbal and written communication skills.
<p>PERFORMANCE MANAGEMENT & TEAMWORK</p>	<ul style="list-style-type: none"> • Supervises the team or work area to achieve corporate objectives. • Works as part of a team to ensure delivery of plans and schedules. • Has a strong team ethic of co-operation and mutual support.
<p>PERSONAL EFFECTIVENESS</p>	<ul style="list-style-type: none"> • Takes initiative and is open to taking on new challenges or responsibilities. • Manages time and workload effectively. • Maintains a positive and constructive and enthusiastic attitude to their role. • Understands and implements change and demonstrates flexibility and openness to change.
<p>KNOWLEDGE EXPERIENCE & SKILLS</p>	<ul style="list-style-type: none"> • Has knowledge and understanding of the structure and functions of local government. • Has knowledge of current local government issues. • Understands the role of a Community Safety Administrator. • Has relevant administrative experience. • Has experience of working as part of a team. • Has experience of preparing reports and correspondence. • Has knowledge and experience of operating ICT systems.

QUALIFICATIONS

1. Character

Candidates shall be of good character.

2. Health

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

3. Education, Training and Experience etc.

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

- (i) (a) have obtained at least a grade D (or a pass), in Higher or Ordinary Level, in five subjects (or 4 subjects if Irish is included) from the approved list of subjects in the Departments of Educations established Leaving Cert Examination or Leaving Cert 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

Desirable

- (a) have a minimum of 2 years' experience working in an administrative role;
- (b) demonstrate experience in communications, outreach and engagement with stakeholders from diverse backgrounds;
- (c) have satisfactory knowledge of public service and government organisations;
- (d) have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.
- (e) Experience in the following areas would be desirable: community development, communications and logistical and event management.

PARTICULARS OF EMPLOYMENT

1. The Post

The post is wholetime (i.e. 35 hours per week) and appointment may be permanent or temporary.

2. Location

Longford County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

3. Commencement

Longford County Council 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 such other longer period as the Council in its absolute discretion may determine, Longford County Council shall not appoint them.

4. Working Hours

The current working hours are 35 hours per week, Monday to Friday. Longford County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Longford County Council requires employees to record their hours using a Clocking system.

5. Reporting Arrangements

Community Safety Administrators report directly to the appropriate supervisor in the Section or to any other employee of Longford County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

6. Probationary Period of Employment

There shall be a period after appointment during which the appointee will hold the position on probation. The period of probation will be prescribed by the Chief Executive. Employment may be terminated during the probationary period should service be deemed by the Chief Executive to be unsatisfactory. Employment may be terminated at the end of the probationary period unless the Chief Executive has certified that the employee had satisfactory service. Tenure of employment following probation will be subject to satisfactory service.

7. Remuneration

The current salary scale for the post of **Community Safety Administrator (Grade IV)** is **€33,760 - €52,773 LS12** gross per annum (**Circular EL 02/2024**), the rate of remuneration may be adjusted from time to time in line with Government Circulars.

On appointment successful candidates will be placed on the first point of the point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

8. Superannuation & Retirement

On appointment to the Public Service, you become a member of the relevant statutory pension scheme. All employees are required to pay contributions in accordance with the rules governing the relevant Superannuation Scheme to which they belong.

The applicable pension scheme is intended to provide for a level of pension on retirement.

Single Public Service Public Pension Scheme (SPSPS)

From 1st January 2013, the SPSPS applies to all first-time entrants to the Public Service and to former public servants returning Public Service, after a break of more than 26 weeks. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

SPSPS members accrue referable amounts (i.e. money amounts) for pension and lump sum for each year of work or part thereof based on pensionable remuneration.

Local Government Superannuation Scheme (LGSS)

The LGSS applies to Persons who entered the Public Service prior to 1st January 2013 and to whom the SPSPS is not applicable. Membership of the Spouse and Children (Dependent Scheme) will also apply.

Depending on their service history LGSS members may be classified as:

- “New Entrants”
(appointed to the Public Service between 1st April 2004 and 31st December 2012)
- “Non-New Entrants”
(appointed to the Public Service before 1st April 2004)

The Public Service Superannuation (Miscellaneous Provisions) Act 2004, which was passed on 25th March 2004, introduced new superannuation and retirement provisions for “New Entrants” to the public service appointed between 1st April 2004 and 31st December 2012.

Copies of the guidelines relating to the Single Public Service Pension Scheme and the Local Government Superannuation Scheme are available from the Retained Superannuation Resource, Finance Department.

My Pay Shared Services Centre has primary responsibility for the management of the Superannuation function for Longford County Council. New Starters are obliged to complete a Starter Form, outlining history of previous public sector employment. Determination of the relevant Pension Scheme applicable to new starters will be based on information submitted on that form, any questions the starter may have should be highlighted at the time of submitting the form to HR. Individual pension queries can be e-mailed to superan@mypay.gov.ie. Individual queries can be dealt with on a case by case basis

9. Annual Leave

The current annual leave entitlement for Community Safety Administrator is 30 days per annum, in accordance with the Council's Annual Leave Policy.

The Chief Executive of Longford County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

10. Driver's Licence & Insurance

Longford County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance cover for business use and to indemnify Longford County Council with the indemnity specified on your insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

11. Code of Conduct/Organisation Policies

Employees are required to adhere to all current and future Longford County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

12. Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

13. Health and Safety Regulations

Longford County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk. Employees must not be under the influence of an intoxicant at the place of work.

Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

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.

SELECTION PROCESS

1. How to Apply

Only fully completed applications forms will be accepted.

Please ensure that:

1. your application is made on the official application form only and sent via email in pdf format to HRrecruitment@longfordcoco.ie – do not attach or include your CV

NOTE: your CV will not be accepted as an application or as part of your application.

2. you fully complete all sections of the application form and include all relevant, detailed and accurate information

NOTE: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.

3. you include a copy of your educational certificates as part of one pdf application
4. you submit your application on or before **4pm Friday 9th August 2024**

Forward your completed application form via email to HRrecruitment@longfordcoco.ie :

- **Applications submitted after the closing date will not be accepted**
- **Applications forms must be submitted by email in pdf format**
- **Applications submitted by hand, post or fax will not be accepted**
- **Claims in relation to the late receipt of application forms will not be entertained.**

Admission to this competition, or an invitation to take tests or to attend for interview does not infer that you fulfil all the requirements for appointment.

If you do not receive an “acknowledgement-of-receipt” of your application within seven working days of application - please contact Longford County Council’s HR department by phone: [\(043\) 3343356](tel:0433343356) / [\(043\) 3343452](tel:0433343452) or by email: HRrecruitment@longfordcoco.ie

Longford County Council may need to contact you during the competition’s selection process. It is important that the contact details (i.e., your postal address, email address and phone number) given on your application form are correct and accessible by you.

Longford County Council will not accept responsibility for communication not accessed or received by you.

It is the responsibility of each applicant to provide accurate contact details on their Application Form. Correspondance in relation to all aspects of this competition will be primarily via email.

Changes to your contact details that occur during this recruitment campaign should be notified by email to HRrecruitment@longfordcoco.ie.

2. Selection Process

Stage 1 – Submission of Application Form via email

Candidates interested in applying for the position of Community Safety Administrator should submit their completed application with supporting documentation form via email in PDF format to HRrecruitment@longfordcoco.ie

Completed Application Forms must be submitted on or before **4pm Friday 9th August 2024**.

Each completed application must include a copy of all educational qualifications declared in the application form.

Failure to submit a completed application form, with all required supporting documentation, by the specified deadline will result in the application being deemed invalid and it will not be permitted to proceed any further in the selection process.

Stage 2 – Initial Screening

All completed application forms received by the stated closing date & time will be screened to ensure that they meet the minimum eligibility criteria for the position of Community Safety Administrator in accordance with the declared Qualifications (as given on page 6 of this booklet).

Candidates who demonstrate that they meet the required eligibility criteria, their application will progress to the Step 3 of the selection process.

Candidates who fail to demonstrate that they meet the minimum eligibility criteria required, their application will be deemed invalid and will not progress any further in the selection process.

Stage 3 – Shortlisting

Longford County Council reserves the right to shortlist applications, it is very important therefore, that candidates provide accurate, clear and comprehensive information in their completed application forms.

Shortlisting may take the form of:

1. a desktop-shortlisting process, where a board will be assigned to examine the information provided by the candidate and assess it against criteria required for the position, and/or
2. an online shortlisting interview.

Candidates who are shortlisted may have their application scored and ranked in order of merit. Based on the score awarded their application may progress to Step 4 of the selection process.

For candidates who are not shortlisted, their application will not progress any further in the selection process.

Stage 4 – Interview

On completion of the Stage 3 of the selection process, successfully shortlisted candidates may be invited to attend for interview.

The interview process may be conducted remotely using Microsoft Teams. Candidates will be invited to connect to an online interview via a dedicated link that will be sent to their email address

An independent interview board will be established by the Chief Executive of Longford County Council. The board will comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the board is to establish the applicant's suitability for the post and to rank the successful candidates in order of merit for appointment.

The interview will be the candidate's opportunity to demonstrate that they possess the required competencies, knowledge, skills and experience. The objective of the board is to assess the candidate's responses against agreed criteria and to identify the candidates who best meet the competencies required.

Longford County Council will issue advance notice of the date and time of the interview. It is the responsibility of the candidate to make themselves available for interview on the date and time notified and to ensure that they are able to successfully connect to the online interview if required.

Requests to reschedule notified interview dates or times cannot be accommodated.

Candidates who do not attend/connect for their for interview at the time and on the date advised will be deemed to have withdrawn their application from the competition and their application will receive no further consideration.

Expenses incurred by candidates in attending for interview will be the responsibility of the candidate.

Candidates who are successful in the online interview process will be qualified for appointment in order of merit and placed on a panel. This panel may be used to fill both permanent and temporary Community Safety Administrator vacancies that may arise during the life of the panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until sought references are received and all other clearance checks, e.g., Garda Vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

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

1. Their place, in order of merit, on the panel
2. The requirements of Longford County Council.

Should a candidate decline an offer of employment or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

3. Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

Deeming of candidature to be withdrawn

Candidates who do not attend for testing and/or interview when and where required by the Longford County Council and/or the Testing Company, or who do not, when requested, furnish such evidence as

required by Longford County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

4. References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related.

In advance of any offer of employment, Longford County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Longford County Council reserves the right to determine the merit, appropriateness and relevance of such references and referees. Information sought from referees shall be structured around the requirements of the job and the job description, person specification and/or competency profile provided.

5. Verification of Education Qualifications

Prior to appointment, the candidate will be required to present the original parchment of their certificate, diploma and/or degree and any other supporting documentation required by the Council*, to the Human Resources department in order to verify their qualifications.

* *Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

6. Pre-Employment Medical

Prior to appointment the candidate will be required to complete a Health Declaration and to undergo a medical examination, at their own expense, by a qualified medical practitioner nominated by the Council. On taking up employment the expense of this medical examination will be refunded.

7. Garda Clearance

Garda Vetting will be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

8. Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

9. Confidentiality

Longford County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Longford County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Longford County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

FAQ

Frequently Asked Questions (and Answers)

1. Who can I contact if I have a query in relation the Recruitment Campaign for Community Safety Administrator?

The Candidate Information Booklet provides comprehensive information relating to the selection process for this recruitment campaign. However, if after reading this information booklet you require any additional/further information - please forward your query by email to: HRrecruitment@longfordcoco.ie

2. What happens after I have submitted my Application Form?

Longford County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum eligibility criteria for the post as set out by the Department of Housing, Local Government & Heritage. If you do not meet the minimum eligibility requirements for the post, based on the information given in your application form, you will not be invited to interview.

3. What happens after undertaking the final interview

Candidates who are successful in the interview process will be placed on a panel and ranked in order of merit. This panel may be used to fill both permanent and temporary vacancies for the post of **Community Safety Administrator**, that may arise during the life of the panel.

Please note that being placed on a panel is not a guarantee that you will be appointed to the position of **Community Safety Administrator**

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

The management of Longford County Council reserve the right to assign employees to any premises or business section as required in accordance with the business needs of the organisation.

5. How will Longford County Council communicate with me throughout the Recruitment and Selection Campaign?

Longford County Council may contact you by phone, email or post at various stages throughout the selection process. Any change to the contact details provided that occur during this recruitment campaign should be notified by email to HRrecruitment@longfordcoco.ie

Longford County Council do not accept responsibility for communications not accessed or received by an applicant.