



**COMHAIRLE CHONTAE LIATROMA  
LEITRIM COUNTY COUNCIL**

**Candidate Information Booklet**  
(Please read carefully)

**Post of:**

**Public Participation Network (PPN) Support Worker  
(12 Month Fixed Term Contract)**

**Closing Date: 4.00pm Thursday 7<sup>th</sup> March 2019**

**Completed Application Forms (4 copies with 1 copy of supporting  
documentation) should be submitted to:**

**Human Resources Department**

**Leitrim County Council**

**Aras an Chontae**

**Carrick on Shannon**

**Co. Leitrim.**

## LEITRIM COUNTY COUNCIL

### Public Participation Network (PPN) Support Worker (12 Month Fixed Term Temporary Contract)

Leitrim County Council wishes to invite applications from suitably qualified candidates for the post of **Public Participation Network (PPN) Support Worker** to be filled on a 12 Month Fixed Term Contract basis.

#### The Background

A Public Participation Network has been developed within each local authority area (engaging in and within Municipal Districts and at the County/City level) to enable the public to take an active formal role in the policy making and oversight activities of the Local Authority's areas of responsibility. The PPN is the main link through which the local authority connects with the community, voluntary and environmental sectors without prejudice to other consultation processes.

The aim of the structures and processes is to facilitate and enable the public and the organisations to articulate a diverse range of views and interests within the local government system, not to reduce or homogenize this diversity. A parallel and equally important aim should be to facilitate the local authority in making better and more timely decisions. To allow the diversity of voices and interests to be facilitated and involved in decision-making, a network has been set up in each County/City and Municipal District.

Members of the local community interact with local government at different levels. The PPN facilitates input by the public into local government through a structure that ensures public participation and representation on decision-making committees and bodies with local government.

#### Key Objectives of the PPN

- Facilitates the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and voluntary sectors on decision-making bodies.
- Strengthens the capacity of communities and of the environmental, social inclusion, community & voluntary groups to contribute positively to the community in which they reside/participate.
- Provides information relevant to the environmental, social inclusion and voluntary sector, and
- Acts as a hub around which information is distributed and received.

#### The Role

The key duty of the PPN Support Worker is to support the PPN Development Officer in their functions in developing the PPN in Leitrim as an effective structure to promote public engagement and participation via the environmental, social inclusion and community sectors, in accordance with the relevant guidelines.

While not exhaustive, the PPN Support Worker will be required to undertake the following duties, under the direction of the Development Officer:

- Operate the day to day workings of the PPN, including administration, financial accounts and expenses payments;
- Schedule and attend meetings, provide reports and any other reasonable tasks as directed;

- Customer service and handling queries for Leitrim PPN Members and Representatives, Leitrim Council and other statutory and relevant bodies to develop the PPN as the reference point for the environmental, community and voluntary and social inclusion sectors in the county/city and to further the aims of PPN;
- Maintain the Salesforce database as an active and accurate register of member groups;
- Assist with implementing a communications strategy to include:
  - Content research, production and distribution of a regular newsletter for members;
  - Managing the PPN website ensuring it is up to date;
  - Promoting the PPN and its work to member groups and the wider community and stakeholders;
  - Collating materials to be used for PPN responses to requests including online consultations, public meetings, workshops, surveys etc;
  - Operating social media accounts.
- Any other work which may be assigned by the Development Officer on the day to day operation of the PPN, including administration, financial reporting etc.

**The Ideal Candidate Should Demonstrate:**

- Excellent communications skills and experience of preparing reports and correspondence;
- Ability to deal with the public, and members and representatives of Leitrim PPN, Leitrim County Council and other stakeholders and relevant bodies;
- Good proficiency and confidence with word processing, spreadsheets, database, email, internet and information technology in general;
- Experience of Accounts – Purchasing, Creditors, Debtors;
- Ability to work on evenings and/or weekends if necessary;
- Relevant administrative experience and experience of working as part of a team;
- Ability to be proactive and to take initiative when he or she sees an opportunity to make a contribution;
- Ability to manage time and workload effectively;
- Knowledge & understanding of the Public Participation Networks;
- Experience of working with community & voluntary organisations and voluntary committees;
- Self motivation and an ability to work on own initiative.

**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:

<p><b>Customer Focus</b></p>	<ul style="list-style-type: none"> <li>• Implements high quality service and customer care standards.</li> <li>• Takes pride in the quality of service delivered and seeks to improve it.</li> <li>• Relates well to others and maintains positive working relations.</li> <li>• Represents the organisation positively and professionally when dealing with members of the public and other stakeholders.</li> </ul>
<p><b>Planning and Organising Work</b></p>	<ul style="list-style-type: none"> <li>• Delivers a high standard of service in line with work plans and schedules.</li> <li>• Manages time and workload effectively.</li> <li>• Takes initiative when he or she sees the opportunity to make a contribution.</li> </ul>

<b>Teamwork &amp; Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Works as part of a team to ensure delivery of plans and schedules.</li> <li>• Has a strong team ethic of co-operation and mutual support.</li> <li>• Demonstrates effective verbal and written communication skills.</li> </ul>
<b>Knowledge, Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Has relevant administrative experience.</li> <li>• Has experience of working with community &amp; voluntary organisations and voluntary committees.</li> <li>• Has experience of preparing reports and correspondence.</li> <li>• Has knowledge and experience of operating ICT systems.</li> <li>• Has knowledge &amp; understanding of the Public Participation Networks.</li> <li>• Understands the role of the PPN Support Worker.</li> </ul>

## The Qualifications

### 1. Character

Each candidate must 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, experience, etc

Candidates must, on the latest date for receipt of applications, have:

- (i) A good standard of education to enable them to carry out the duties of PPN Support Worker efficiently;
- (ii) Satisfactory experience relevant to the post including, ideally, experience of working with community and voluntary organisations and voluntary committees;
- (iii) Proven ability to work as part of a team in a busy environment;
- (iv) Excellent communication skills including fluency in written & spoken English;
- (v) Excellent ICT and administration skills including Microsoft Office, Social Networking, Website Content Management etc;
- (vi) Knowledge and understanding of the Public Participation Network;
- (vii) Ability to work on evenings and/or weekends if necessary.

Candidates must hold a full clean Class B driving licence and have access to his/her own vehicle and must advise if this is not the case.

## The Principal Terms & Conditions

**1. The position is wholetime, temporary and pensionable. The appointment will be on a 12 Month Fixed Term contract basis.**

### 2. Salary

The salary for this position will be €23,587 per annum (entry level for a Grade III Clerical Officer of the Local Authority).

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. 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 lumps sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be coordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay 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 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.

### **4. 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 1<sup>st</sup> January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> January 2013, as well as to former public servants returning to public service after a break of more than 26 weeks. Retirement age set initially, at 66 years; this will rise in step with statutory changes in State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory Retirement Age will be 70.

There is no mandatory retirement age of "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, is 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.

## **5. Duties**

The PPN Support Worker will report to the PPN Development Officer as per Circular CVSP 9 2018, Additional Funding for Support Workers.

Duties will be under the direction of the Development Officer and will include, but will not be confined to, those listed under 'The Role' above. These can be categorised generally as:

- Supporting the Leitrim PPN Development Officer to implement the Leitrim PPN Annual Work Plan and operational plans;
- Communicating and liaising effectively with members, representatives and other stakeholders in relation to Leitrim PPN matters;
- Preparing reports, correspondence and other documents as necessary;
- Organising and facilitating internal and external meetings and participating and engaging in discussions as appropriate;
- Providing assistance and support in the delivery of projects as required;
- Providing support to members and representatives, handling day to day issues, ensuring compliance with all Leitrim PPN, Council and Departmental policies and procedures;
- Ensuring high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner;
- Supporting the PPN Development Officer to communicate, implement and manage all Leitrim PPN initiatives;
- Being in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work;
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

## **6. Working Hours**

The core working week will be 37 hours per week. Flexibility will be required which will include evening and weekend work. A system of 'Time in Lieu' will be in operation to reflect this. Overtime will not be paid.

## **7. Probation**

The appointment is subject to a probationary period of 3 months which may be extended at the discretion of the employer unless the employer is satisfied that the services of the Public Participation Network Support Worker have been satisfactory during the probationary period.

## **8. Annual Leave**

The post holder will be entitled to 27 days annual leave plus all public holidays (or days in lieu of public holidays).

## **9. Garda Vetting & References**

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.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

**10. 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.

**11. Travel**

Holders of the post shall be required to possess a current unendorsed full driving license (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.

**The Selection Process**

(i) Selection shall be by means of a competition based on an interview conducted by or on behalf of Leitrim County Council.

(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. Leitrim County Council will not be responsible for any expenses incurred by candidates in attending for interview.

(iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above i.e. Customer Focus; Planning and Organising Work; Teamwork & Communicating Effectively; Knowledge, Experience and Skills.

(iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.

(v) Leitrim 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 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.** Application Forms are available to download on Leitrim County Council's website [www.leitrimcoco.ie](http://www.leitrimcoco.ie) or alternatively, contact the Human Resources Department, Leitrim County Council, Aras an Chontae, Carrick-on-Shannon, Co. Leitrim – Email: [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie) or Telephone: 071 9620005 ext 155.

**Completed Application Form (4 copies) together with supporting documentation (1 copy) will be accepted in hard copy format only. Applications submitted by e-mail or fax will not be accepted.**

**CLOSING DATE**

Completed Application Forms must be submitted by **4.00pm on Thursday 7<sup>th</sup> March 2019** to :

**HUMAN RESOURCES DEPARTMENT  
LEITRIM COUNTY COUNCIL  
ARAS AN CHONTAE  
CARRICK-ON-SHANNON  
COUNTY LEITRIM**

Any claim in relation to the late receipt of Application Forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

**NOTE:**

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.**