



NAME OF POSITION: COMMUNITY SAFETY ADMINISTRATOR (DUBLIN NORTH INNER CITY LOCAL COMMUNITY SAFETY PARTNERSHIP) (TEMPORARY)

POSITION No: 45/2020

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT, ON
FRIDAY, 8TH JANUARY 2021.**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **COMMUNITY SAFETY ADMINISTRATOR (DUBLIN NORTH INNER CITY LOCAL COMMUNITY SAFETY PARTNERSHIP) (TEMPORARY FOR 2 YEARS)** MAY BE FILLED.

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

A pilot project is being undertaken in the Dublin North Inner City Area to establish a Local Community Safety Partnership to holistically address community safety concerns. Community Safety is about people feeling and being safe in their communities. It entails collaborative, multi-agency approaches to harm prevention measures at the local community level.

The Local Community Safety Partnership will give communities a stronger voice in identifying and tackling the issues they face, and give them access to a wider range of services to address these issues. The new structure being piloted aims to develop proper strategic partnership approaches to a range of local issues. Agencies and service providers across a range of areas will work with community representatives on community solutions to complex safety problems.

THE JOB

The **Community Safety Administrator** will work in an office which will act as a hub for the Dublin North Inner City local community in relation to community safety and 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.

The post holder will also support the work of the Community Safety Coordinator in the design and delivery of community safety projects in the Dublin North Inner City area. The successful candidate will have strong organisational and administrative skills and the ability to communicate with a diverse range of

stakeholders. The Community Safety Administrator will be responsible for the day-to-day running of the Community Safety activities in the Dublin North Inner City.

THE IDEAL CANDIDATE SHALL:

- Possess excellent planning and organisational abilities;
- 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 sound grasp of community development processes and principles;
- Possess strong verbal and written skills;
- Possess strong IT skills and a good working knowledge of common Social Media platforms;
- Have 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.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

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

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications: -

- (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.

Experience in the following areas would be Desirable:

- **Community development**
- **Communications**
- **Logistical and Event Management**

DUTIES

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

- (i)** Supporting the establishment and work of the Local Community Safety Partnership, including through:
 - a.** assisting in the development a work plan for the Local Community Safety Partnership
 - b.** assisting in the development of a Local Community Safety Plan;
- (ii)** Enabling and supporting the engagement of community members with the Local Community Safety Partnership;
- (iii)** Assisting in the development and delivery of a communications strategy to keep the community informed about community safety activities;
- (iv)** Assisting in the development and delivery of local community safety projects;
- (v)** Liaising with the Community Safety Coordinator, LCSP Chairperson and other ordinary members as required in order to organise meetings of the Local Community Safety Partnership, other meetings and/or events, where necessary;
- (vi)** Overseeing logistical arrangements for members of the Local Community Safety Partnership;
- (vii)** Assisting in the preparation of agenda papers and any other relevant documentation for meetings of the Local Community Safety Partnership;
- (viii)** Attending meetings of the Local Community Safety Partnership, recording accurate minutes of proceedings and decisions and preparing correspondence to convey decisions and other feedback;
- (ix)** Assisting in ensuring that adequate record systems are in place and adhered to;
- (x)** Assisting in the preparation of reports, as required, for key stakeholders;
- (xi)** Assisting in the preparation of summary financial and administrative data for internal use;
- (xii)** Ensuring the good management of the Community Safety Office;
- (xiii)** Fostering and developing positive working relationships with key personnel including members of the Local Community Safety Partnership and other stakeholders;
- (xiv)** Following procedures to ensure the control of Community Safety Office's expenditure;
- (xv)** Following petty cash procedures and maintain relevant financial records;
- (xvi)** 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 Co-ordinator and Central Area Manager.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- The post of **Community Safety Administrator (Temporary)** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any 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 appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

SALARY

The salary scale for the position of **Community Safety Administrator (Temporary)** is: -

€35,339; €36,942; €38,491; (4th, 5th & 6th point of the Senior Staff Officer Scale)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

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

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37 hours per week**.

All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a)** The post is temporary, whole time and pensionable. **The successful candidate will, be employed, subject to satisfactory service, on a fixed term contract basis for a period of 2 years. The nature of this employment is fixed term in line with sanction received from the Department of Housing, Local Government & Heritage. A contract will therefore be issued on such objective grounds.**
- (b)** The holder of the post will be assigned to the North Inner City Area, Dublin City Council.
- (c)** Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council, now or in the future.
- (d)** The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting'.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Friday, 8th January 2021

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2020

This document is also available in Large Print, High Contrast Print and Braille on request.