

OPPORTUNITY STARTS HERE

Additional Information Booklet



SDCC is an equal opportunities employer.
Canvassing will automatically disqualify.

Recruitment

Selection will be by means of a competition based on an interview conducted by or on behalf of SDCC. We conduct interviews face to face, online through Microsoft Teams or a blend of both approaches and this will be decided by SDCC.

SDCC will not be responsible for any expenses a candidate may incur in attending for interview.

Applicants should be prepared for interview any time after the closing date. A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

Interview results will be available on our website www.sdcc.ie

Only applications received electronically through the Council's e-Recruitment system will be accepted unless stated otherwise.

SDCC has adopted a range of approaches to its recruitment practice including -

1. Rolling Recruitment

South Dublin County Council applies 'rolling recruitment' to fill some critical post. The nature of rolling recruitment is that there is no closing date. This allows us to capture as many applicants as possible to fill these posts on an on-going basis.

Competitions which are subject to rolling recruitment will close at short notice once a sufficient number of applications have been received. Shortlisted applicants will be brought forward for interview to fill existing vacancies, and the competition will be re-opened to new applications when required.

Competitions that operate on a rolling basis will be clearly indicated in the advertisement

It is in your best interest, therefore, to submit your application as soon as possible.

2. Staged Recruitment

Staged recruitment means that a competition will be “live” for two weeks. However, when the competition closes, Recruitment will review the first 100 applications received in the initial round. This first group will form Round One of the competition.

Once a panel is in place, Recruitment will continue to work through the remaining applications in batches of 100. These will be processed in additional rounds until all applications submitted before the closing date have been assessed.

This staged approach will help SDCC move more quickly through the early stages of recruitment while also allowing us to interview a larger number of candidates overall.

Any competition operating on a staged basis will be clearly highlighted in the job advertisement.

Shortlisting

SDCC reserves its right to shortlist applications. Shortlisting may include desktop shortlisting and / or preliminary interviews. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. For this reason, you should provide a detailed and accurate account of your qualifications and experience on

the application form and ensure you fully complete the competency questions where applicable. When providing examples to demonstrate your ability under a particular competency, you should ensure the example is appropriate in scale and scope for the requirements of the position you are applying for.

Panels

A panel may be formed on the basis of such interviews. The life of the panel will be for a period of one year from the date of its formation. Candidates whose names are on a panel and who satisfy 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, be appointed as appropriate vacancies arise.

Acceptance of Offer

SDCC will require persons to whom appointments are offered to take up such appointments within a reasonable period as determined by SDCC generally 6 weeks. Candidates who fail to take up their appointment within the prescribed period, or within any extended period granted at the absolute discretion of the Council, shall forfeit the offer of appointment.

Pre-Employment Checks

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by SDCC or to complete an online medical assessment.

Garda Vetting will be sought prior to appointment in accordance with the National Vetting Bureau Act 2012 - 2016.

A candidate 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 or dismissal.

Citizenship

Critical Skills Occupations

Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (stamp 1G). Candidates should ensure that the post they are applying for is included in the [Critical Skills Occupations List](#)

Non-Critical Skills Occupations

Candidates must, by the date of submission of application form, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. 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
5. 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
6. 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.

In the case of **relief positions** advertised by the Council, a person awarded a stamp 2 Visa (student visa) is allowed to work to a maximum of 20 hours work per week.

Blended Working

SDCC is committed to supporting a flexible and balanced working environment. In line with this commitment, we operate a Blended Working Policy in accordance with the provisions of the Work Life Balance and Miscellaneous Provisions Act 2023.

Under this policy, successful candidates may apply to work remotely up to two days per week, provided that the role is deemed suitable for blended working. Applications for blended working arrangements will be considered in line with operational requirements and the needs of the service.

Please note that blended working arrangements cannot commence until six months of continuous employment have been completed. This ensures adequate time for onboarding, training, and integration into the team and organisational culture, and is in accordance with the Work Life Balance and Miscellaneous Provisions Act 2023.

Probation

Where a person is appointed to South Dublin County Council, the following provisions will apply:

- a) there will be a period after appointment takes effect, during which such a person will hold the position on probation.
- b) such period will be one year, but the Chief Executive may, at his discretion, extend such period.
- c) such a person will 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) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts.
- e) there will be assessment(s) during the probationary period.

Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with South Dublin County Council.

Salary / Wages

Entry point to a salary / wages 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 local authority 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.

Duties

Applicants must have a good standard of written and spoken English to effectively carry out the duties of the role.

In accordance with Section 159(3) & (4) of Local Government Act 2001 an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative, technical, or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority.

The holder of the office will, if required, act for an officer of a higher level.

Candidates must also:

Have the knowledge and ability to discharge the duties of the post concerned;

Be suitable on the grounds of character;

Be suitable in all other relevant respects for appointment to the post concerned;

Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;

Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Residence

Holders of the office will reside in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by South Dublin County Council.

Outside Employment

Employees may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Superannuation Contribution

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their 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 dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's / Widows & Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority. Employees may not engage in private practice or be connected with any Holders of the office will reside in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by

2026 Rates and Thresholds

Local Government Superannuation Scheme members

- | | |
|----------------------|-------|
| – €0.00 to €34,500 | 0% |
| – €34,500 to €60,000 | 10% |
| – Over €60,000 | 10.5% |

Single Public Sector Pension Scheme members

- | | |
|----------------------|-------|
| – €0.00 to €34,500 | 0% |
| – €34,500 to €60,000 | 3.33% |
| – Over €60,000 | 3.5% |

Retirement Age

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, is subject to a compulsory retirement age of 65 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years. The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

SDCC is committed to a policy of equal opportunity.