

SOUTH DUBLIN COUNTY COUNCIL

(Comhairle Chontae Atha Cliath Theas)



Equality Officer

Candidate Information Booklet

Introduction

South Dublin County Council provides a diverse, comprehensive and evolving range of services to citizens, businesses and visitors to the County which include the provision of housing, planning, development, environmental, transportation, enterprise, leisure and community services, with a focus on making the County, our towns and countryside attractive places to live work and invest. The role of the Council, as provided for in law, is to represent, lead and serve the communities of South Dublin County. The county has a population of 301,075 people (2022 census) and is a significant contributor to Dublin's economy with 6,975 business entities (SDCC Rates data). The organisation is also one of the county's major employers and has a workforce of approximately 1,500 staff.

The elected Council is made up of 40 elected members spread across seven electoral areas. The Council has strong links with the community and the local development sector through the Public Participation Network (PPN) and the Local Community Development Committee (LCDC). These links and levels of accountability ensure citizen engagement, and governance and oversight of expenditure (spending) and delivery of quality services.

South Dublin County Council is committed to eliminating discrimination, promoting equality of opportunity, and protecting human rights. We work to address these issues across all functions and in the design and delivery of our services. The following links provide further information on some examples of this focus under the [Public Sector Equality and Human Rights Duty - SDCC](#), promoting [Accessible South Dublin County - SDCC](#) and ensuring [Disability Access - SDCC](#).

The Role

The Equality Officer role is within the Corporate Affairs directorate with duties assigned from both the Corporate Services and Human Resources departments. It is a middle management position with responsibility for the areas of equality, diversity, inclusion and human rights. The Equality Officer will ensure that the council has the policies and structures in place to meet its statutory obligations under relevant legislation and treaties including the Equal Status Acts, the Irish Human Rights and Equality Commission Act 2014, and the UN Convention on the Rights of Persons with Disabilities. The successful candidate will be a central point of contact across the council, providing information, guidance and leadership on all matters related to equality, diversity, inclusion and human rights relevant to the Council's functions, policies, plans and actions in place or proposed to be put in place. The Equality Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

Qualifications

Character

Candidates will be of good character.

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.

Education, Training, Experience

- (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

Hold a third level qualification of at least degree standard.

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

The ideal candidate will also have:

- A third level qualification (QQI level 6+) focusing on the areas of equality, diversity, inclusion, and/or human rights.
- A strong knowledge and understanding of disability, equality and human rights legislation and good practice.
- A passion for and experience of developing and implementing initiatives to address and/or promote equality, diversity and inclusion and/or human rights.
- Experience in developing policy documents and associated action plans and evaluating / monitoring and reporting on evidence-based outcomes.
- Experience in developing and maintaining relationships and direct engagement with a diverse range of stakeholders.
- Experience of operating within a complex organisation, and effectively working with colleagues from a range of disciplines to deliver projects and positive outcomes.
- Experience of ensuring governance and oversight of projects and programmes.
- Understanding of the changing operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens.
- Understanding of the representational role of the elected members and the need to work with them to deliver positive outcomes for stakeholder groups.
- Be self-motivated with ability to work on own initiative.

Particulars

The office is wholetime, permanent and pensionable.

Salary

€55,090 - €56,405 - €58,006 - €61,019 - €62,819 (max) - €65,055 (1st LSI) - €67,304 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, Community and Local Government.

The salary shall be fully inclusive and will be determined from time to time. Holders of the office will pay to South Dublin County Council 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 service which they are required by or under any enactment to perform.

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

Duties

The duties will be such as will be assigned by the local authority from time to time and will include the duty of deputising for other officers of the local authority when required.

The duties will also include such duties as may be assigned in relation to the area of any other local authority.

The duties include:

- Providing analysis and expert advice on how people practices can be improved from an EDI perspective.
- Carrying out EDI assessments of wider organisational practices and processes.
- Creating opportunities for all groups of people to have a voice in the organisation.
- Creating positive action interventions to support under-represented groups.
- Coaching and upskilling managers and employees on the importance of EDI and the value it brings to an organisation and its people.
- Monitoring, analysing and reporting on EDI data and information.
- Enabling managers and leaders to identify systemic bias and creating plans for change.
- Celebrating diversity and inclusion through organised events and awareness sessions.

- Developing Equality, Diversity and Inclusion strategies / action plans and develop the organisational structures to support the council to meet its obligations under the Public Sector Equality and Human Rights Duty and all relevant disability and equality legislation.
- Develop, co-ordinate and support the Council's various working groups and consultative panels, including the Human Rights and Equality Framework Working Group and its Consultative Panel and the South Dublin County Disability Advisory and Consultative Panel
- Report periodically to councillors, staff and publicly on council initiatives relating to equal opportunity.
- Disability and equality proof Council plans and policies and advise on accessibility considerations in all capital projects in the public realm throughout the construction life cycle.
- Support the Continuous Improvement, Learning and Development Team in the development and delivery of disability and equality related training.
- Support the HR Recruitment Section in the development of the targeted recruitment of people with disabilities and from other minority backgrounds, including work experience schemes.
- Lead / advise on the development of targeted communications campaigns to raise awareness on EDI with the general public, councillors, staff and partner organisations.

Superannuation

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.

2024 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%

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.

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.

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.

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.

Hours of Work

The successful candidates normal hours of work will be 35 hours per week. The Council reserves the right to alter your hours of work from time to time.

Annual Leave

Annual leave entitlement for the position of Equality Officer is 30 days.

Probation

Where a person is permanently 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.

The Competency Framework

Competencies are the desired behaviours, skills and attitudes that underpin effective performance in this role. The recruitment process will be competency based and candidates should ensure the examples used clearly demonstrates their ability in each competency and that the scale and scope of the example given is appropriate to the post and level of the post.

Competency	Behaviours
<p>Management and change</p>	<p>Contributes to the development and implementation of corporate strategy and policies.</p> <p>Displays the ability to think and act strategically, to ensure that their functional responsibility is properly aligned with the purpose, mission and vision of the Council</p> <p>Has a clear understanding of the political reality and context of the local authority</p> <p>Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within designated area of responsibility, within the wider authority. Understands and adheres to the Code of Conduct for employees and complies with all Council rules, regulations and procedures.</p> <p>Ensures that there is a full understanding of and compliance with all Council rules, regulations and procedures for employees within designated areas of responsibility.</p> <p>Understands, supports and embeds the principles of diversity, equality and dignity at work.</p> <p>Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the local authority.</p> <p>Effectively manages the introduction of change, fosters a culture of creativity in employees and overcomes resistance to change.</p> <p>Brokers agreement with others, to your team's objectives. Takes a long-term pragmatic view when required.</p> <p>Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.</p>
<p>Delivering results</p>	<p>Can pinpoint the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources. Establishes high quality service and customer care standards.</p>

	<p>the allocation, use and evaluation of internal and external resources to ensure that they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste</p> <p>Is aware of and ensure compliance with all relevant legislation, regulations and policies that determine local government operations. Refers to relevant professional documents as required. Ensures team members are informed of legislation, regulations and policies and apply these to all work practices and procedures.</p> <p>Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against corporate objectives, identifies learning and implements improvements required.</p>
Performance through people	<p>Leads, motivates, and engages others to achieve quality results.</p> <p>Effectively manages performance using the PMDS process. Builds and leads positive, diverse and productive sections/units and teams effectively. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction.</p> <p>Recognises the value of and requirement to communicate with all employees. Has effective verbal and written skills. Has good interpersonal skills.</p>
Personal Effectiveness	<p>Achieves a proficient level of knowledge, skills and formal qualifications, where necessary. Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to enhance personal development.</p> <p>Remains calm under pressure and can separate personal issues from work issues. Values the well-being of self and others by managing stress levels and work-life balance. Has a strong sense of self-belief.</p> <p>Is honest and trustworthy in all dealings. Adopts an even-handed approach and is fair, consistent and open in all matters. Models and promotes appropriate social, ethical and Council standards in all interactions. Demonstrates a strong commitment to delivering an effective Public Service.</p> <p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipates situations, pre-empt problems and acts accordingly. Takes action within the bounds of own ability. Creates new opportunities.</p>
Local government / specialist knowledge and expertise	<p>Has a good understanding of the local government sector, or the capacity to demonstrate the ability to quickly acquire knowledge of the Irish local government sector.</p> <p>Displays high levels of skills/ expertise in own area and is proactive in keeping up to date on issues and key developments that may impact on own area, the organisation, or wider public service.</p> <p>Has a clear understanding of the role, objectives and targets and how they support the service delivered by the team / department / authority and can communicate this.</p>

Recruitment

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

Interview may be face to face or conducted through Microsoft Teams and will be at the discretion of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form, and to fully complete the competency questions where applicable.

A panel may be formed on the basis of such interviews. 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. The life of the panel will be for a period of one year from the date of its formation.

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

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 the Council.

Appointment will also not proceed without the Council obtaining two satisfactory references from responsible persons know to but not related to the candidate. A responsible person should be a person under whom the candidate has serviced in employment, or in the case of relevant voluntary work a person who has held a supervisory position. At least one of references must be from a current employer.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. 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 will not appoint them.

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.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 19 September 2024**

Applicants should hold themselves in readiness for interview any time after the closing date.

Interview results will be available on www.sdcc.ie

South Dublin County Council is an equal opportunities employer.

Canvassing will automatically disqualify.