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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Irish Officer**

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services.

Kerry County Council seeks to enhance the county’s attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Kerry, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. bThe Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

The 2023 annual revenue budget for the local authority is approximately €192.6 million.  The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme and capital expenditure in the region of €158.77 million is proposed for 2023.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

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| **The Position** |

Kerry County Council is seeking to appoint an Irish Officer to co-ordinate and implement the statutory requirements of Irish language legislation including the Official Languages Act 2003, the primary aim of which is to mainstream and normalise Irish as part of the community’s everyday dealings with the Irish State. The Irish Officer will be responsible for the development and implementation of the Council’s Irish language scheme, “***Scéim Teanga IV, 2020 – 2023***”.

**Appointments:** Subject to the availability of suitability qualified candidates a panel will be formed on the basis of this competition from which both permanent and/or temporary offers of employment may be made.

**Salary:** €55,022 - €71,529 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 35 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post. A flexible working hours system is in operation.

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| **The Person** |

The appointee will be employed by Kerry County Council and responsible for the implementation of an agreed work programme having regard to the Council’s responsibilities in relation to the Irish language.

Reporting to such designated person as may be assigned from time to time by the Chief Executive, the ideal candidate should have a firm and demonstrable commitment to the promotion of the Irish language and excellent communication skills, both in Irish and English.

He/She must demonstrate experience of working with multi-disciplined teams and have an ability to:-

* prioritise tasks and work to demanding schedules
* request and collect relevant information, identify potential exposures and gaps, evaluate results, summarise conclusions, and present recommendations
* understand systems/procedures
* work on his/her own initiative

He/She must also have strong organisation and IT skills and should have a good working knowledge or demonstrate an ability to acquire a good working knowledge, of the legal, regulatory and governance framework within which Kerry County Council operates and adheres to corporate policies, protocols and procedures.

**Character:**

**Each candidate must 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.

**Citizenship:**

Candidates must, by the date of any job offer, be:

1. a citizen of the European Economic Area (EEA), or

*The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway*

1. a citizen of the United Kingdom (UK), or
2. a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
3. 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
4. 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
5. 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

**Education/ experience, etc.:**

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

* have a good standard of education
* have sufficient competency in the use of the Irish language to provide for the carrying out day-to-day duties associated with the position
* have knowledge and understanding of the Official Languages Act 2003 and the Official Languages (Amendment) Act 2021
* have excellent administrative, communication, facilitation and interpersonal skills

It is also desirable, though not essential, that applicants would:-

* hold a 3rd level qualification relevant to the position
* have a minimum of 1 years’ experience working with a Government body, voluntary organisation, or other relevant body in the promotion and development of the Irish language

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| **Duties & Responsibilities** |

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

* co-ordinate and implement the statutory requirements of Irish language legislation including the Official Languages Act 2003 and subsequent amendments
* development and implementation of the Council’s Irish language scheme, “***Scéim Teanga IV, 2020 – 2023*** and further versions of same
* assess and encourage on an ongoing basis the level of demand for services through Irish and to ensure that the Council continues to meet this demand in a planned, coherent and accessible way
* develop and promote the use of the Irish language as required under the Official Languages Act, 2003 and provide such service as may be required to provide for same
* assist employees in developing competency in the Irish language, including delivering/organising Irish language classes
* develop and maintain relations and co-operate with voluntary organisations and public bodies in relation to the Irish language, including An Coimisinéir Teanga and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
* provide media and communication services for the organisation and employees, including developing press releases (as Gaeilge) and support implementation of the Social Media policy and Web-site policy

In addition, appointees will be required to

* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* prepare reports as required
* attend training as required
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above.

If an application is deemed valid, it will be considered for interview.

Depending on the number of applications received, shortlisting may apply based on information supplied on the application form.

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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the following knowledge, skills, and experience: -

* Understanding of the role
* Relevant experience of value
* Problem Solving and Decision-Making skills
* Interpersonal/Communication Skills
* Knowledge an understanding of the functions of Local Government
* A strong customer service ethos
* Experience of working as part of a team

Candidates will be assessed and marked on the basis how they demonstrate their knowledge, skills, and experience at interview.

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview.

Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

Appointees will be required to undertake travel as required in line with their duties, and in that regard must hold a full driving licence, EU Model for Class B Vehicles and must have access to an appropriately insured and licensed car for the purpose of the duties of the position.

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 result in disqualification from the competition, withdrawal of employment offered, or dismissal.

Any attempt by a candidate himself or herself 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 member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to recruitment@kerrycoco.ie and must be received before **5.00pm on Thursday, 30 March 2023.**

Please ensure that **Oifigeach Gaeilge** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**IS FOSTAITHEOIR COMHDHEISEANNA Í CHOMHAIRLE CONTAE CHIARRAÍ**