



Comhairle Cathrach Chorcaí  
Cork City Council

**Job Specification**

**Assistant Staff Officer**

**[Grade IV]**

**Closing Date:**

**4pm Thursday 24<sup>th</sup> September 2026**

**To be read in conjunction with**

**[Candidate Information Booklet \(link\)](#)**

## BACKGROUND

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Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 extension of the city's boundary, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with over 1,600 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget in excess of €362 million for 2026 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, and Corporate Affairs.

The Council's work is guided by the Corporate Plan 2024–2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook. The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#).

Cork City Council is committed to delivering excellent public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition.

# Vision, Mission, & Values

## Our Vision

### Make Cork City Better

## Our Values

### Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



### Integrity

We act honestly, openly and fairly in all our dealings.



### Respect

We treat all people with respect



### People Centred

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement.



### Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.



### Ambitious

We work to attract investment to the City



## Our Mission

**People** – A City of Welcomes where a Public Service ethos is at the core of how we do business.

**Place** – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

**Prosperity** – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



Cork City Council invites applications, on the official application form, from suitably qualified persons who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for Assistant Staff Officer may be filled. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus - we want to hear from you.

The **Assistant Staff Officer** is a key frontline support position within the Council and is assigned to a service delivery area or to support a functional area as required. The Assistant Staff Officer will work under the direction and management of the Staff Officer or analogous grade, or other employee designated by the Administrative Officer, Senior Executive Officer, or Director of Services as appropriate.

The Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Assistant Staff Officer, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

## THE ROLE

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Staff at Assistant Staff Officer level work across a wide range of public-facing and internal service areas including, but not limited to, Finance, Parks, Housing, Roads and other Council services.

The Assistant Staff Officer operates as part of a team, providing effective administrative and operational support to managers and colleagues to achieve work objectives and deliver high-quality services to both internal and external customers. The post holder will contribute to the implementation of work programmes and the achievement of goals and targets as set out in Departmental and Team Plans, carrying out duties in a manner that promotes public trust and confidence.

The Assistant Staff Officer role requires well-developed administrative, interpersonal and communication skills, together with the ability to use initiative and work to a consistently high standard. Depending on assignment, the post holder may be required to deputise for a Staff Officer from time to time and will be expected to utilise the Council's current and future IT systems effectively.

All duties must be carried out in a professional, impartial and accountable manner that supports fair decision-making and upholds public service values.

## DUTIES

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The following is a non-exhaustive list of key duties and responsibilities which may be assigned to an Assistant Staff Officer:

- To support the line manager in the effective implementation of work programmes to deliver on the Council's Corporate Plan and operational objectives.
- To deliver high standards of customer service by responding to queries and requests for information in a professional, courteous and timely manner.
- To communicate and liaise effectively with customers, colleagues and line managers in relation to operational matters relevant to their area of work.
- To organise and support internal and external meetings and to participate constructively in discussions, as appropriate.
- To prepare and maintain reports, correspondence and other documentation as required.
- To support the line manager in the communication, implementation and management of change initiatives within the relevant area of responsibility.
- To supervise staff or coordinate programmes of work providing guidance and support to colleagues, including participation in the Performance Management and Development System.
- To comply with all Health and Safety legislative requirements, Council policies, procedures and safe systems of work.
- To deputise for a senior manager when necessary.
- To undertake any other duties of a similar level and responsibility that may be assigned from time to time.

*The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*

## QUALIFICATIONS FOR THE POST

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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.**

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

- (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 equivalent examination, **OR**
- (iii) hold a third level qualification of at least degree standard, **OR**
- (iv) Be a serving employee of a local authority or regional assembly and have at least two years' satisfactory experience in a post of Clerical Officer or analogous post.

#### **Note: Leaving Certificate / Senior Cycle Grading**

From 2017, a new grade scheme was introduced for the Leaving Certificate. The new grade scheme, and how it aligns with the previous scheme, is set out below.

| Pre-2017 Grade Scheme | % Marks  | New Grades |          | % Marks  |
|-----------------------|----------|------------|----------|----------|
|                       |          | Higher     | Ordinary |          |
| A1                    | 90 – 100 | H1         | O1       | 90 – 100 |
| A2                    | 85 – 90  | H2         | O2       | 80 – 90  |
| B1                    | 80 – 85  |            |          |          |
| B2                    | 75 – 80  | H3         | O3       | 70 – 80  |
| B3                    | 70 – 75  |            |          |          |
| C1                    | 65 – 70  | H4         | O4       | 60 – 70  |
| C2                    | 60 – 65  |            |          |          |
| C3                    | 55 – 60  | H5         | O5       | 50 – 60  |
| D1                    | 50 – 55  |            |          |          |
| D2                    | 45 – 50  | H6         | O6       | 40 – 50  |
| D3                    | 40 – 45  |            |          |          |
| E                     | 25 – 40  | H7         | O7       | 30 – 40  |
| F                     | 10 – 25  |            |          |          |
| NG                    | 0-10     | H8         | O8       | 0 – 40   |

## THE PERSON

The ideal candidate shall demonstrate:

- Competency in the areas of Delivering Results/Communicating Effectively, Performance Management and Teamwork and Performance through People
- Administrative experience with an appropriate level or responsibility
- Experience of working as part of a team
- Experience of preparing reports and correspondence
- Knowledge and experience of operating ICT systems
- Ability to understand and implement change and demonstrate flexibility and openness to change
- Ability to develop and maintain positive, productive, and beneficial relationships
- Knowledge and understanding of the structure and functions of local government

### Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview (should they be invited) that they possess these competencies through the experience and skills they have gained to date.

#### **Delivery Results/Communicating Effectively**

- Plans and priorities work and allocation of staff and other resources effectively.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Establishes and implements high quality service and customer care standards.
- Contributes ideas and suggestions as to how service activities can be improved.
- Makes timely, informed, and effective decisions and shows good judgement and balance in making decisions or recommendations.
- Demonstrates effective verbal and written communication skills.

#### **Performance Management and Teamwork**

- Supervises the team or work area to achieve corporate objectives.
- Works as part of a team to ensure delivery of plans and schedules.
- Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate.
- Relates well to others and maintains positive, productive, and beneficial working relationships.
- Addresses conflict or dissatisfaction in a constructive manner.

### Performance Through People

- Takes initiative and is proactive when he or she sees the opportunity to make a contribution.
- Manages time and workload effectively.
- Maintains a positive, constructive, and enthusiastic attitude to their role.
- Is open to taking on new challenges or responsibilities.
- Demonstrates flexibility and openness to change.
- Acts with integrity and encourages this in others.

### Salary

The salary scale for the post is:

€36,474 - €38,622 - €41,672 - €43,673 - €45,425 - €47,120 - €49,406 - €51,063 - €52,761 (Max) - €54,367 (LSI1) - €56,015 (LSI2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale at the minimum point.

### Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

### Shortlisting

The volume of applications for the post of Assistant Staff Officer is expected to be high. The Council may need to apply a shortlisting process to identify those candidates whose range of experience, qualifications and competencies most closely match the requirements of the role.

Shortlisting will be based on the information provided in the application form. Candidates are advised to fully complete all sections of the application form and provide clear, detailed and relevant information demonstrating how they meet the requirements, qualifications, experience and competencies outlined for the position.



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## PANELS

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Following the interview process, we will create three separate panels of successful candidates. These panels will be used to fill future permanent or temporary Assistant Staff Officer vacancies.

Which panel(s) you can be placed on depends on your current employment status.

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### **Panel A – Local Authority Employees Only** (50% of appointments)

This panel is **only for people already working in any Local Authority or Regional Assembly** in Ireland.

50% of all future Assistant Staff Officer appointments will be made from this panel.

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### **Panel B – Open Competition** (30% of appointments)

This panel includes **all successful candidates**, whether they currently work:

- in the private sector / outside the public sector.
- in a Local Authority,
- in a Regional Assembly, or

30% of appointments will be made from this panel.

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### **Panel C – Cork City Council Employees Only** (20% of appointments)

This panel is **only for current Cork City Council employees** at the time of application.

20% of appointments will be made from this panel.

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### **What you need to do:**

When completing the application form, please indicate clearly which panel(s) you are eligible for, based on the criteria above.

## Local Authority Organisational Structure

(Administration/Management Grades)

Chief Executive

Director of Services

Senior Executive Officer

Administrative Officer

Senior Staff Officer

Staff Officer

Assistant Staff Officer

Clerical Officer

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

**The deadline for receipt of applications is 4pm Thursday 24<sup>th</sup> September 2026**

*We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*