



Comhairle Cathrach Chorcaí
Cork City Council

STAFF OFFICER

GRADE V

JOB SPECIFICATION

Closing Date: 4pm Friday 27th February 2026

To be read in conjunction with
Candidate Information Booklet

BACKGROUND

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 boundary extension, 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 1,675 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 of approximately €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, People & Organisation Development, and Corporate Affairs.

Our 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.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. 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.

Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#)

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 is inviting applications from suitably experienced candidates who are committed to excellence in service delivery, innovative service design, and customer service. The **Staff Officer** is a supervisory position and team lead which is a crucial link between frontline staff and senior management with responsibility for resource management and service delivery.

The City 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 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.

Staff Officers are involved in ensuring goals set out in Team Plans become operational actions through the planning, allocation, and prioritisation of work.

THE ROLE

The Staff Officer is a supervisory position in the Council with responsibility for managing the performance of a section or function within a Department. The Staff Officer will work as part of a multi-disciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets, and standards set out in Department and Team development plans. A Staff Officer is expected to use initiative, work to a high standard, and have excellent interpersonal and communication skills.

Staff at this level work in a range of roles across public-facing and internal service areas of the Council.

Your responsibilities may include:

- Leading and managing a team or function in the implementation of work programmes to deliver on the Council's corporate plan while contributing to change management programmes
- Leadership and supervision of staff in the management of competing priorities and deadlines including ensuring full compliance with legislation, guidelines and/or organisational policies and procedures relevant to the work area.
- Communicating and liaising effectively with colleagues, line managers and customers in relation to operational matters for the section.
- Developing and maintaining productive relationships with a wide range of stakeholders including colleagues, external agencies and public representatives.
- Identifying and delivering improvements in service delivery with appropriate use of performance indicators.
- Undertake any other duties of a similar nature and responsibility, as may be required, or assigned from time to time.

THE PERSON

The ideal candidate will have:

- Knowledge and understanding of the structure and functions of local government, current local government issues, priorities, and concerns, and of the key influencers of local government.
- Relevant administrative experience at a sufficiently high-level, a career record that demonstrates an ability to manage staff to ensure delivery of complex work programmes
- Knowledge of Cork City Council's strategic objectives, and an understanding of the range of our internal and external stakeholders.
- An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standard is adhered to.
- Understanding of the changing and operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens.
- An ability to work under pressure to tight deadlines in the delivery of key operational objectives.

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 contribute to the development of the post while in office.

Shortlisting

The volume of applications for the post of 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.

QUALIFICATIONS FOR THE POST

Minimum Qualifications

The essential qualifications for the post of Staff Officer, as declared by the Department of Housing, Planning and Local Government are:

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) 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**
- (ii) 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**
- (iii) Have obtained a comparable standard in an equivalent examination, **or**
- (iv) Hold a third level qualification of at least degree standard, **or**
- (v) 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.

PANELS

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

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

Panel A – Local Authority Staff 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 Staff Officer appointments will be made from this panel.

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.

Panel C – Cork City Council Staff 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.

What applicants need to do

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

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.

DELIVERING RESULTS - DELIVERY QUALITY WORK AND SERVICES

Sets and implements high standards of service delivery and closely monitors quality of activities and takes initiatives to improve work processes over time.

- Sets out clear standards for the quality of all main work areas.
- Demonstrates strong customer service ethic, with both internal and external customers.
- Intervenes immediately and decisively where there is a problem with service quality.
- Organises the delivery of services to meet or exceed the required standard while managing resources effectively.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery.

LEADING & MOTIVATING – PERFORMANCE THROUGH PEOPLE

Leads by example and engages employees to achieve high-quality outcomes and service delivery.

- Influences others effectively to get support and commitment to proposals or suggestions.
- Leads, motivates, and engages others to achieve quality results.
- Builds and leads a positive, diverse and productive team.
- Manages underperformance or inappropriate behaviours effectively, openly and directly.
- Creates a work environment that encourages team members to seek challenges and to reach their full potential.
- Recognises the value of and requirement to communicate effectively with all employees.
- Actively listens to others and looks for feedback.

PERSONAL MOTIVATION & INITIATIVE

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations, and acting to pre-empt problems. Creates new opportunities.

- Is self-motivated and persistent in face of difficulty.
- Responds positively to the challenges of the role.
- Keeps up with current developments, trends and best practice in area of expertise and responsibility.
- Demonstrates and encourages innovation and new thinking.
- Manages own time effectively to achieve objectives.

Salary

The salary scale for the post is:

€52,239 - €53,799 - €55,392 - €57,019 - €58,657 - €60,567 (LSI1) - €62,484 (LSI2)

Applicants should note that entry point to the salary scale will be determined in accordance with circulars issued by the Department of Housing, Planning, & Local Government. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

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 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.

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 Friday 27th February 2026

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

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.

Local Authority Organisational Structure**(Administration / Management Grades)**

Chief Executive

Director of Service

Senior Executive Officer

Administrative Officer

Senior Staff Officer

Staff Officer

Assistant Staff Officer

Clerical Officer