



Comhairle Cathrach Chorcaí
Cork City Council

Administrative Officer – Grade VII
Middle Manager
Job Specification Booklet

Closing Date: 4pm Friday 14th November 2025

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 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 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 in the region of €325 million for 2025 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, Legal Affairs, and Corporate Affairs.

The Council's work is guided by the Corporate Plan (2024 – 2029), which sets out a clear vision and values for the work of the Council – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#) 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.

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.

Our Vision

Make Cork City Better

Our Values

Public Service	Integrity	Respect	People Centred	Responsible	Ambitious
Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.	We act honestly, openly and fairly in all our dealings.	We treat all people with respect	We engage with people in a fair, courteous and timely manner. We strive for continuous improvement.	We are accountable and transparent and act responsibly in our dealings and decision making.	We work to attract investment to the City
					

We are now seeking applications from individuals who are passionate about public service and ready to contribute to Cork's ongoing transformation. If you are an experienced people and operations manager who is committed to excellence in service delivery, innovative service design, and customer service we want to hear from you.

We are seeking individuals who can provide strong leadership, think strategically, and contribute to shaping the future direction of the organisation. Our people are guided by shared values of public good, trust and integrity, respect, a people-centric approach, responsibility, and innovation.

By joining Cork City Council, you will play an important role in supporting the delivery of quality services and contributing to the continued success and development of the city and its communities.

The Role

The role of Administrative Officer is a key management position within Cork City Council, responsible for the day-to-day administration and management of one or more sections or departments. The role operates as a crucial link between frontline staff and senior management, with responsibility for service delivery, resource management, and operational effectiveness.

Administrative Officers contribute to the development and implementation of strategic policies and forward-thinking initiatives that guide the work of the Council. They are expected to play an active role in strategic and policy development, working closely with senior management, elected representatives, external agencies, and key stakeholders to ensure the highest standards of service delivery.

Administrative Officers may also represent the Council at meetings, reporting on progress and outcomes in their respective areas at Council, Local Area Committees or Strategic Policy Committee meetings.

Typically working as part of a multidisciplinary team within one of the Council's Directorates, Administrative Officers are responsible for managing resources and coordinating services across a range of functions, which may include:

- Planning
- Community, Cultural and Social Development
- Housing
- Environmental Services
- Infrastructure
- Emergency Services
- Human Resources
- Finance

The Person

The ideal candidate will demonstrate substantial experience and a proven record of achievement in management and service delivery. Candidates should be able to demonstrate:

- A proven capacity to contribute to the development and delivery of strategic objectives, including through the implementation of service improvements and change programmes.
- A strong track record of managing people, budgets, and other resources effectively to ensure efficient service design and delivery within a budgetary control framework.
- Experience leading and motivating diverse teams, fostering employee engagement, and creating a culture of innovation and accountability.
- The ability to plan, prioritise, and deliver work within tight deadlines, while maintaining a strategic focus.
- Excellent stakeholder management skills and the ability to build productive relationships across all levels of the organisation and with external partners.
- A sound understanding of Cork City Council's strategic objectives, internal and external stakeholders, and operating environment.
- Knowledge of the structure and functions of local government, current issues, and future trends, along with an understanding of the Administrative Officer's role within this context.

Duties and Responsibilities

The following is a representative list of key duties and responsibilities that may be assigned to an Administrative Officer:

- Contribute to the development of longer-term strategies and policies that guide the Council's work and the development of the city.
- Manage one or more sections or departments to implement the strategic and policy decisions of the Council.
- Ensure efficient and effective implementation of work programmes to deliver on the Council's strategic objectives as outlined in relevant corporate plans and strategies.
- Identify opportunities for improvement in service delivery including the use of performance indicators to measure and enhance outcomes.
- Initiate, develop, and deliver projects aligned with the Council's strategic priorities and evaluate their impact.
- Financial management including budget preparation, oversight of operational expenditure and income and maximising and recouping available funding within appropriate timeframes.
- Provide ongoing support, guidance, and development opportunities for staff while ensuring full compliance with relevant staff policies and procedures. Managing and supervising work including the assignment of duties and workload.
- Communicate and liaise effectively with all stakeholders including employees, managers, customers, and elected representatives on operational matters.
- Ensure all departmental operations comply with Council policies and legislative requirements.

Qualifications Required

Minimum Qualifications

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

1. Character

Candidates shall be of good character.

2. Health

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

Eligibility Requirements: Confined Competition

To be eligible to apply under the **Confined Competition**, candidates must:

- a) Be a serving employee of a Local Authority or Regional Assembly, **and**
- b) Have not less than two years' satisfactory experience in a post of Clerical Officer or an analogous post, **and**
- c) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation, and staff supervision.

Panel Formation

Following the selection process, three panels will be formed for the post of Administrative Officer, from which future permanent and temporary vacancies may be filled.

- **Panel A (Confined to the Local Authority Sector)** will comprise successful applicants, in order of merit, from within the **Local Authority or Regional Assembly sector** only. **50%** of appointments will be made from this panel.
- **Panel B (Open)** will comprise all successful applicants, in order of merit, including Local Authority/Regional Assembly staff and external candidates. **30%** of appointments will be made from this panel.
- **Panel C (Confined to Cork City Council)** will comprise successful applicants, in order of merit, who are **current employees of Cork City Council** at the closing date. **20%** of appointments will be made from this panel.

The order of candidates on each panel will be determined by their placement on the overall order of merit following the selection process.

Competency Framework

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

Management and Change

Displays the ability to think and act strategically, ensuring that functional responsibilities are aligned with the purpose, mission, and vision of the Council. Demonstrates leadership in driving innovation, embracing change, and enhancing service delivery.

Strategic Ability

- Contributes to the development and implementation of corporate strategies and policies.
- Develops ambitious operational plans that support the Council's strategic objectives and embeds innovation and service improvement at every level.

Bringing About Change

- Identifies and implements opportunities for service enhancement through innovative and efficient solutions.
- Fosters a culture of continuous improvement by encouraging ideas from colleagues and service users.

Networking and Representing

- Builds, maintains, and leverages professional networks to enhance collaboration and service delivery.
- Represents the Council positively and promotes its values and achievements with integrity and professionalism.

Delivering Results

Acts decisively and makes timely, informed, and evidence-based decisions. Focuses on achieving quality outcomes and improving service delivery in line with corporate priorities. Demonstrates accountability for resource management and operational effectiveness.

Problem Solving and Decision Making

- Analyses information critically to make balanced, informed, and timely decisions.
- Considers cross-departmental and inter-agency implications in decision-making.

Operational Planning and Managing Resources

- Manages the allocation and use of financial, human, and physical resources effectively to achieve value for money.
- Plans and monitors work to ensure objectives are met within deadlines and budget constraints.

Delivering Quality Outcomes

- Strives for excellence and continuous improvement in public service delivery.
- Evaluates processes and outcomes to identify learning and implement improvements.

Performance Through People

Leads, motivates, and engages others to achieve high performance and deliver quality results. Creates a culture of accountability, innovation, and teamwork.

Leading and Motivating

- Inspires and empowers others through clear direction, effective communication, and recognition of performance.

- Creates a positive work environment where staff are encouraged to develop and innovate.

Managing Performance

- Builds and leads diverse, productive teams with clear roles and responsibilities.
- Manages underperformance constructively and promotes continuous learning and development through the PMDS process.

Communicating Effectively

- Communicates clearly and persuasively, adapting style to suit the audience and context.
- Actively listens and seeks feedback to ensure mutual understanding and collaboration.

Salary

The salary scale for the post is:

€60,011 - €61,480 - €63,194 - €64,914 - €66,634 - €68,170 - €69,745 - €71,269 - €72,790 (Max) - €75,395 (LSI1) - €78,015 (LSI2)

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 Work

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 from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

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 on Friday 14th November 2025.

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 Services

Senior Executive Officer

Administrative Officer

Senior Staff Officer

Staff Officer

Assistant Staff Officer

Clerical Officer