

Candidate Information Booklet

Clerical Officer – Corporate Services

The Heritage Council is committed to a policy of equal opportunity.

Closing Date for Applications

5pm 27th November 2025

(Late applications will not be considered)



The Position

The Role

The Clerical Officer – Corporate Services will provide high quality corporate support to all areas of The Heritage Council in all aspects of administration, including but not limited to; Human Resources (HR), Data Protection, Freedom of Information (FOI), Procurement and Records Management. The Clerical Officer will be responsible for assisting in the administration of the Human Resources function of The Heritage Council and ensuring that it complies with all relevant statutory requirements and guidelines. The Officer will also be responsible for providing high quality customer services to members of the public and the diverse range of stakeholders of The Heritage Council.

Main Duties and Responsibilities

The main duties of the role include but are not limited to:

- To provide a comprehensive administrative and clerical service as required.
- General HR Administration.
- Recruitment, Candidate Selection & Onboarding support.
- Recording and maintaining accurate information on all staff absences, including sick leave, annual leave, maternity/paternity leave, and other types of leave.
- Coordinating logistics for staff training, workshops, and induction programmes (e.g., scheduling venues, invitations, attendance lists).
- Maintaining accurate and up-to-date training records and databases.
- Providing administrative and clerical support in the areas of Data Protection and Freedom of Information (FOI).
- General clerical duties such as typing; filing; dealing with correspondence; photocopying; making and answering telephone calls; responding to and forwarding e-mails; attending and taking minutes of meetings; report writing and proof reading.



- Co-ordinating room bookings, meetings and professional telephone queries;
- Working as part of a team in delivering the services of The Heritage Council.

And other duties as may be assigned by the line manager or Chief Executive Officer (CEO).

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of The Heritage Council.

Education, Training, Experience, etc.

Essential Requirements

Candidates must demonstrate in their cover letter and CV that they meet all the below essential criteria. Each candidate must, on the latest date for receipt of completed application forms have:

- A minimum qualification of a Leaving Certificate/equivalent (National Framework of Qualifications – NFQ Level 5) or higher; or A minimum of 2 years' relevant experience;
- Relevant office administration experience including provision of secretarial support, drafting reports, minute taking, proof reading, etc.;
- Excellent IT skills (including Microsoft Word, Outlook, Excel, PowerPoint and Access);
- Excellent interpersonal and communication skills;
- Excellent organisational skills and an ability to undertake work requiring accuracy and attention to detail;
- The ability to take direction and follow instructions;
- The ability to work on his/her own initiative and as part of a team;
- The ability to organise work and prioritise tasks;
- Be flexible in their approach to their work;
- Work well with the public and with others;



- Ability to work well in a collaborative team environment, with the ability to be self-motivated and able to manage own workload;
- A commitment to high standards of public service;
- Full unendorsed category B driving licence and full-time access to a car or for candidates who are unable to drive, full time access to transport.

It is also desirable, but not essential, that candidates will have

- A qualification in Office Administration or a relevant third level qualification;
- Experience in HR, Data Protection & FOI
- 2 years (or more) of relevant office administration experience;
- Previous experience of working in administration within a public service setting;
- The ability to communicate through the Irish language, both verbal and written.

Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms;

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) 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
- (e) 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
- (f) 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.



Reporting

The Clerical Officer – Corporate Services will report to the Corporate Services Officer or any other person as may be determined from time to time by the Chief Executive Officer (CEO).

Competencies for the Role

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in Appendix 1.

Conditions of Service

Tenure

The post is whole-time, permanent, and pensionable. Secondment will be considered from serving public servants.

Salary

The position of Clerical Officer – Corporate Services is analogous to the Civil Service Grade of Clerical Officer. The (PPC) salary scale, including the required pension contribution, is set out below.

Point 1 €596.11; Point 2 €629.46; Point 3 €637.94; Point 4 €654.47; Point 5 €678.87; Point 6 €703.22; Point 7 €727.55; Point 8 €745.29; Point 9 €765.40; Point 10 €788.74; Point 11 €805.15; Point 12 €828.27; Point 13 €851.22; Point 14 €887.05;

*Long Service Increment 1: €915.19; **Long Service Increment 2: €928.12

*After three years' service at Point 14. **After three years' service at Long Service Increment 1. (Pay scale as of **1st August 2025**)



Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant. The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to The Heritage Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarize themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

Annual Leave

The annual leave entitlement for this role (based on a full-time role) is 22 days per year, rising to 23 days after 5 years' service, 24 days after 10 years' service, 25 days after 12 years' service and 26 days after 14 years' service.

Place of Work

The place of work will be The Heritage Council headquarters, Áras na hOidhreachta, Church Lane, Kilkenny. However, the successful candidate may occasionally be requested to work remotely in line with Public Health Restrictions.



Please note: Subject to request and approval, successful candidates may be eligible for remote or blended working arrangements. Any such arrangements will be considered on a case-by-case basis, taking into account the business needs of the organisation and in line with The Heritage Council's Blended Working Policy. The Heritage Council reserves the right, at its discretion, to review and revise working arrangements at any time.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 30 minutes gross per week. The standard working week is 37.5 hours, 09.00 – 17.30 Monday to Friday.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Retirement / Superannuation

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in at the time of being offered an appointment.

Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April 2004.



Probation

There shall be a period after appointment takes effect during which the appointed person shall hold such employment on probation. Such period shall be six months, but the Chief Executive may, at her discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the CEO.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

Application Process

Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by The Heritage Council. The shortlisting will be carried out by or on behalf of The Heritage Council against criteria specified for the position and only on the basis of the information contained in the candidate's application form.
- An interview which may include a presentation by the candidate.
- A second interview which may also include a presentation or other exercise.
- The Heritage Council may create a panel from which future vacancies at the specified grade may be filled.

It is the intention to hold interviews at the offices of The Heritage Council. The Heritage Council may hold interviews via remote technologies. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews.



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

How to Apply

To apply, please email a cover letter (no more than two pages) to Ciara Connolly at ciara@excelrecruitment.com, with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.

Candidates with Disabilities

The Heritage Council is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

Closing Date

Please note the latest receipt for applications is 27th November 2025 at 5pm. Any applications received after the closing date and time will not be considered.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by The Heritage Council, or who do not, when requested, furnish such evidence as the Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.



Period of Acceptance

The Heritage Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of The Heritage Council or person nominated by The Heritage Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they have resided.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email ciara@excelrecruitment.com.



General Information

Legal Compliance

The Heritage Council are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR Compliance

The Heritage Council collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Use of Recording Devices

The use of recording equipment is prohibited during the application and interview process.

Candidate Obligations

Candidates must not knowingly provide false or misleading information.

Candidates must not interfere or compromise the competition process in any way.



