ADMINISTRATION GRADE 4

Additional Information

Teagasc is an equal opportunities employer.

As part of Teagasc Gender and Diversity Strategies Teagasc welcomes a balanced pool of candidates.

Canvassing will disqualify.

FURTHER INFORMATION ABOUT TEAGASC CAN BE VIEWED:

WWW.TEAGASC.IE/ABOUT/OPPORTUNITIES

1. Your Application

A Job Specification is provided for this post outlining the role and selection criteria. This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. The successful candidate will be required to carry out such other duties/responsibilities as assigned from time to time.

Candidates will be shortlisted for interview by an Expert Board on the basis of the information supplied on their application. In the shortlisting process, the Expert Board will examine the applications received and will assess them against pre-determined criteria based on the requirements of the post. Candidates are therefore advised, in their own best interest, to provide a detailed and accurate account of their qualifications and experience. It is the responsibility of the applicant to ensure the details are accurate and up to date.

The admission of a candidate or internal staff member to a competition, or invitation to attend an interview, should not be taken as implying that Teagasc is satisfied that such candidate or staff member fulfils the requirements for the job. It is important, therefore, that all candidates note that the onus is on the candidate to ensure they meet the eligibility requirement for the competition before attending for interview.

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2. Closing Date

Applications received after the specified closing date and time will not be accepted.

3. Salary Scale

Administration Grade 4	
	Euro (€)
1	44,085
2	46,653
3	48,868
4	50,297
5	51,722
6	53,147
7	54,577
8	56,003
Max	57,429
LSI 1	59,489
LSI 2	61,545

Government policy continues to be that starting pay on recruitment from open competition for all posts within the public service should be at the minimum of the relevant salary scale and are not subject to negotiation. Exceptional circumstances may apply for candidates with current service in the public sector. Remuneration may be adjusted from time to time in line with Government policy.

Applicants not currently working within the public sector can only (in line with public sector pay rules) commence on the first point of the salary scale (regardless of length of experience). Applicants currently working within the public sector must currently be working in a similar role/pay-scale within the public sector in order to be considered for a higher starting scale point.

4. Pension Entitlements

This is a pensionable position. As a result of recent legislative changes, a number of different pension provisions apply to existing and newly appointed public servants in Ireland. The details of the pension arrangements to apply to the successful candidate will depend on his/her previous service (if any) in the Irish Public Service. These details will be discussed, on request, with the prospective candidate in the context of their particular service profile.

5. Working Hours

The standard working week is 37 hours with a 45 minute break for lunch each day. The standard working hours are 9.00am to 5.15pm Monday to Thursday and from 9.00am to 4.45pm on Friday. Teagasc reserves the right to amend working hours to meet the requirements of the organisation subject to providing 3 months' notice of any proposed amendment.

To ensure compliance with Section 33 of the Organisation of Working Time Act 1997, in respect of double employment and the numbers of hours worked during a reference period, Teagasc require that staff advise of any outside employment for which they receive remuneration. Staff should not engage in any gainful occupation, other than as an employee of Teagasc, to such an extent as to impair the performance of duties or which might be inconsistent with the discharge of their duties as an employee of Teagasc, or which conflicts with the interests of Teagasc.

6. Annual Leave

The annual leave allowance for this grade, based on standard weekly hours of attendance will be 29 working days per annum. This rises to 30 days after 5 years' service. This annual leave allowance is based on a five day week and is exclusive of public holidays. The annual leave allowance will be reduced on a pro rata basis where hours worked are lower than the standard hours of attendance as outlined above.

Leave shall be taken at such time or times as shall be considered most convenient having regard to the requirements of the work of Teagasc. The final decision in allocating leave, which must be applied for in advance, rests with management.

Employees shall be entitled to other statutory leave, as appropriate.

7. Probation

The appointee will be required to serve a 10 month probation period. During the probation period, performance will be subject to review by the relevant manager(s) after three, seven, and ten months to determine whether the appointee:

(i) Has performed in a satisfactory manner
(ii) Has been satisfactory in general conduct, and

(iii) Has had a satisfactory attendance record

8. Other Conditions of Employment

a. Candidates must ensure they satisfy all statutory and immigration requirements to work in Ireland.
b. All offers of employment are subject to obtaining at least 2 satisfactory references.
c. It will be necessary for the successful candidate to undergo a pre-employment medical assessment to ensure their fitness for employment.