



COMPETITION NOTICE and JOB DESCRIPTION

**Open Recruitment Competition for the position of
Storekeeper Clerk Grade 1 in National Monuments Depot, Mallow**

**Competition Reference: 2018075
Closing Date: 5:30pm on Wednesday, 28 November 2018**

The Office of Public Works (OPW) invites applications to fill one position of Storekeeper Clerk Grade 1 at National Monuments Depot, Mallow, Co. Cork.

The position will be a permanent Non-Established State Industrial post based on a 39-hour week, and will be subject to a seven month probation period which may be extended to ten months under certain circumstances. Continuation of employment in the post will be dependent upon successful completion of the probationary period.

The Role

The duties of the Storekeeper Clerk Grade 1 involve clerical, administration and stores duties and may vary depending on the nature of work to be carried out at National Monuments Depot, Mallow.

Principal Duties and Skills

The following list of duties and skills is not exhaustive but indicative of the role of Storekeeper Clerk Grade 1 at National Monuments Depot, Mallow, Co. Cork.

Wages

- Preparation of wages (Operational Staff);
- Calculating wages in line with current regulations and pay agreements;
- Processing wages details through the payroll computer system;
- closely liaise with Accounts Division and comply with accounts requirements;
- Answering all queries that may arise from the processing of wages.

Ordering

- collection and processing of work orders as necessary;
- ensuring orders are delivered and received in line with best practice;
- ensuring relevant paperwork is forwarded to Accounts Section;
- maintaining appropriate records for any queries and audits that may arise.

Personnel Records

- maintaining complete and accurate personnel files and records, including sick leave, annual leave and attendance record cards;
- closely liaise with HR Division and comply with HR management requirements;
- maintaining and keeping up-to-date the appropriate databases;
- keeping up-to-date with relevant regulations, circulars, notices and policy documents.

General Duties

- Maintaining detailed records of all items held in Stores;
- Maintaining detailed records of all items issued including items for repair and on loan;
- Ensuring the Stores are open for business at the designated times;
- Ensuring all Stores areas, Office areas and Canteen are secure at all times;
- Ensuring all visitors report to Reception prior to entering Stores area unless agreed by prior arrangement;
- Provide access to Stores, gas, ESB, etc., and to contractors and personnel as may be required;
- Maintaining the safekeeping and orderly storage of all supplies within your area of charge;
- Displaying and circulating notices, etc. received by email;
- Any other duties considered appropriate to the Grade which may be assigned to him/her by the District Works Manager, the Storekeeper Clerk in Charge and by any other person to whom relevant authority has been delegated/assigned;
- Reporting to the District Works Manager immediately he/she finds himself/herself unable to carry out his/her duties or responsibilities;
- Carrying out duties to the instruction and programme arranged by the District Works Manager and the Storekeeper Clerk in Charge.

Other Skills and Competencies

- excellent ICT skills;
- the ability to effectively organise and prioritise;
- excellent organisational, diary management and administrative skills;
- excellent communication, interpersonal and numeric skills;
- excellent accuracy and attention to detail.

Reporting Relationship

The Storekeeper Clerk Grade 1 reports to the District Works Manager, Foreperson, Storekeeper Clerk in Charge and any other person to whom authority has been delegated/assigned.

The Storekeeper Clerk is required to:

- demonstrate flexibility consistent with the needs of the service;
- closely liaise and co-operate with the Supervisor/Manager, including prompt and regular reporting to the Supervisor/Manager on operational matters;
- demonstrate a thorough knowledge of the key responsibilities of the job;
- remain calm while working under pressure and make sound judgements;
- work on own initiative in accordance with manager instructions whilst being an effective part of a larger team;
- apply excellent and effective interpersonal and communication skills involving a professional, polite and courteous manner while presenting a positive image of the OPW when dealing with colleagues, management and the public;
- apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- carry out all work in an efficient and safe manner, in accordance with the directions of the

Supervisor/Manager, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements;

- successfully undertake training as and when required;
- be capable of meeting the full range of the requirements of the position;
- carry out other duties deemed by the Supervisor/Manager as reasonable and appropriate to the grade and to the position;
- Co-operate with the operation of and introduction of new work practices and technology.

Contacts with, e.g.

Staff of the Office of Public Works; members of the Public, External Contractors and Suppliers.

Desirable Eligibility Requirements:

ICT skills, experience in payroll and Office administration and Storekeeper experience.

Age

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age:

- the minimum age requirement for potential applicants is 18;
- unless otherwise applicable, the appointee will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

Outside Employment

The position is whole time and the appointee may not engage in private practice or be connected with any outside business, which would interfere or conflict with the performance of his / her official duties. Clarification must be sought where any doubt arises in that regard.

Ill Health Retirement

For an individual who has retired from a Civil/Public Service body on the grounds of ill health his/her pension from that employment may be subject to review in accordance with the rules of ill health retirement within the pension scheme of that employment.

Health

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard, the appointee will be asked to complete a health self-declaration statement and complete an on-line health questionnaire. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for certain appointment(s). The proposed appointee may be required to complete and return a Garda Vetting form that will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee resided. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointees.

Pay

The pay scale per week for the position (rates effective from 1 October 2018) is as follows:

Personal Pension Contribution (PPC)

€480.32, €496.03, €524.02, €534.01, €548.98, €563.95, €578.94, €593.87, €608.84, €623.85, €632.70, €647.50, €662.35, €677.31, L.S.I. 1 €701.02, L.S.I. 2 €711.91.

This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and **is required** to make a Personal Pension Contribution.

Non-Personal Pension Contribution (Non-PPC)

€455.91, €478.15, €497.30, €507.05, €521.64, €536.27, €550.88, €565.45, €580.06, €594.36, €608.61, €622.82, €630.94, €645.16, L.S.I. 1 €667.67, L.S.I. 2 €678.02.

This rate will apply where the appointee **is not required** to make a Personal Pension Contribution.

The successful candidate will be paid at the appropriate point of the scale.

Application Process

Applications for the post are invited from candidates who meet the desirable eligibility requirements above. Selection will be by way of competitive interview. However, the selection process may include short-listing of candidates to be invited for competitive interview on the basis of information supplied on the Application Form.

Candidates may be required to produce satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

When completing the form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application.

Following competitive interview, a reserve panel of candidates deemed suitable may also be formed, to remain in place for a limited period. This reserve panel may be used to fill approved positions in the grade of Storekeeper Clerk Grade 1 that may become fillable in the Mallow National Monuments District, either on a permanent or Fixed Term basis.

Application forms are available on the OPW website at www.opw.ie

If you are interested in being considered for the above position and are satisfied that you meet the criteria as outlined above, please complete an application form (which must be signed) and return it to:

**Derek Raythorn
HR Management (Operational)
Office of Public Works
Jonathan Swift Street
Trim
Co. Meath**

The closing date for receipt of completed and signed application forms [hard copy only] in HR Management (Operational) Division is **5:30pm on Wednesday, 28 November 2018**. Applications received after this time will **not** be considered for the competition.

The Office of Public Works will not be liable for any costs incurred in applying for this position and/or attending an interview.

The Office of Public Works is committed to a policy of equal opportunity.

Canvassing will automatically disqualify.