



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

Candidate Information Notice

Open Recruitment Competition for the position of

Storekeeper Clerk Grade 1 (Fixed Term Contract)

at the National Monuments Depot, Mallow, Co. Cork

Competition Reference: 2024/023

Closing Date: 5:30pm on Thursday, 11th April 2024

The Office of Public Works (OPW) invites applications for appointment to the position of **Storekeeper Clerk Grade 1** in Mallow National Monuments District for a Fixed Term Contract of approximately 8 months. The position will be based at the National Monuments Depot, Quarterstown Industrial Estate, Mallow, Co. Cork.

The position, which will be a Fixed-Term appointment, estimated to be from February 2024 until 3rd November 2024, is a Non Established State Industrial post based on a 39-hour week, (Monday to Friday) and will be subject to a seven month probation period which may be extended under certain circumstances. The actual hours of attendance are determined by local management requirements.

The Fixed-Term appointment is for the purpose of temporarily filling in during the current temporary period of absence of a member of staff in the Mallow National Monument depot. While the appointment is estimated to be from February to November 2024, OPW management will have the option of extending the temporary appointment for a specified period further than the current estimated period, if the specified purpose for the fixed-term appointment is extended and deemed valid; however, there would be no obligation on the OPW to avail of this option. Appointment to and service in the Fixed-Term position as Storekeeper Clerk Grade 1 at the Mallow National Monuments depot does not convey any rights or entitlements, in the event that there is a future fillable Storekeeper Clerk Grade 1 (Permanent, Seasonal or Fixed-Term) in the Mallow National Monuments District or at any other OPW site

This is a Non-Established State Industrial post based on a 39-hour week (full-time) Monday to Friday and the appointment will be subject to a probationary period of 7 months which may be extended to 10 months under certain circumstances. Continuation in employment in the position, once appointed, is subject to satisfactorily meeting the requirements of the position and performing the duties as directed.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of certificates of attainment in support of their application.

A short-listing assessment, on the basis of the information supplied in the applications, may be used by OPW to select those applicants who are to be invited to attend for competitive interview. The competitive interview process, which may incorporate a practical element, will

be used by OPW to select the candidate determined by the Interview Board as being suitable for appointment to fill the position and a reserve panel, effective for a limited period, may be formed.

Any offer of a position will be subject to satisfactorily meeting the OPW's requirements with regard to health, references and Garda vetting. In the event that the candidate does not satisfactorily meet the OPW's requirements with regard to health, references and Garda vetting, the candidate will receive no further consideration under the competition and will not proceed to appointment.

OPW Areas of Responsibility

The OPW's areas of responsibility include **Heritage Services** and **Flood Risk Management**. The OPW's Heritage Services has responsibility for the protection, care and maintenance of 780 heritage sites, nationwide, including national monuments, historical parks, gardens and buildings.

Desirable Eligibility Requirements

- **Excellent ICT Skills;**
- **Experience in Payroll and Office Administration;**
- **Storekeeper Experience;**
- **A current Safepass card;***

Note: Where a current safe pass card is not available, it will be a requirement of this role, that the successful candidate will successfully complete a Safepass Course immediately after appointment.*

The ideal candidate must:

- Be well organised and careful with practical tasks;
- Have excellent communications skills and work as part of a multi-disciplinary team;
- Have ability to deal well with the public.

The ideal candidate should have the ability to:

- Solve problems and use their own initiative;
- Work independently and as part of a team;
- Show a committed and flexible attitude to tasks and projects;
- Demonstrate good work practices including time keeping, tidiness, responsibility, quality awareness and safety awareness.

Requirements and Principal Duties of a Storekeeper Clerk Grade 1

Note: The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a Storekeeper Clerk Grade 1 at National Monuments Depot. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

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.

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:

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

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.

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;
- 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 at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

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 appointment. The proposed appointee may be required to complete and return a Garda

Vetting form, which 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 Storekeeper Clerk Grade 1 scale, as and from 1st October 2023, is as follows:

Incremental Progression	Point	Non – PPC (This rate will apply where the appointee is not required to make a Personal Pension Contribution)	PPC (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.)
On commencement	1	€543.96	€571.27
After 1 Year	2	€568.82	€588.81
After 2 Years	3	€590.21	€620.08
After 3 Years	4	€601.15	€631.28
After 4 Years	5	€617.46	€647.99
After 5 Years	6	€633.81	€664.74
After 6 Years	7	€650.15	€675.11
After 7 Years	8	€666.40	€691.61
After 8 Years	9	€676.33	€704.83
After 9 Years	10	€692.16	€721.37
After 10 Years	11	€704.58	€731.10
After 11 Years	12	€720.22	€747.41
After 12 Years	13	€729.17	€763.76
After 13 Years	14	€744.83	€780.24
After 3 Years at Point 14	L.S.I. 1	€769.62	€806.36
After 3 Years at L.S.I 1	L.S.I. 2	€781.01	€818.34

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

Important Note: Increments may be awarded subject to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Payment will be made weekly by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of Public Works. Statutory deductions from salary will be made as appropriate.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

Other important information

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

Candidates' Obligations

- Candidates must not knowingly or recklessly provide false information;
- Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
- Candidates must not canvass any person with or without inducements;
- Candidates must not interfere with or compromise the process in any way;
- a third party must not personate a candidate at any stage of the process;
- any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post, or, if appointed, continue in employment in the post, unless they:
 - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
 - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Office of Public Works, or who do not, when requested, furnish such evidence as the Office of

Public Works require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection and Confidentiality Statement

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the Driving Licence and Safe Pass Card which will be retained for administrative purposes in the event that a candidature proceeds to appointment, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations.

Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

Application Process and Selection Process

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process will be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When completing the Application Form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being the most suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, will be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same.

Appointments by the OPW to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to:

- Receipt of satisfactory references for the candidate;
- The candidate meeting the health requirements for the position;
- The candidate passing Garda Vetting Requirements.

If a panel member does not accept an offer of appointment, when made, that panel member may not receive further offers of appointment.

Candidates may be required to provide 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 and/or termination of contract.

Applicants **must** include, with their application form:

- **A copy of relevant certificates of training and qualification;**
- **A clear copy of their Driving Licence;** (required to verify identification if successful in being appointed)
- **A clear copy of their Current Safe Pass Card, back and front;** (*if available*)
- **A clear copy of their Employment Permit, if applicable.** (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

An application form for the position is available on the OPW Website at <http://www.gov.ie/opw> under 'Jobs at the OPW'. Advice and information that may be of assistance to applicants and interviewees is available on the OPW website.

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. Please send the application form and the required documentation by email to:

Recruitment@opw.ie

The closing date for receipt of completed Application Forms is **5:30pm on Thursday, 11th April 2024**. Applications received after this time will not be considered for the competition.

As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference no to recruitment@opw.ie as soon as possible.

The OPW will not be liable for any costs incurred in applying for the position and/or attending an interview.

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

Please note that canvassing will disqualify.