

Job Description for Executive Officer (EO)

A reminder of the typical duties an EO may be required to undertake are as follows:

- Engagement in critical analysis of proposals and reports and in examining the more complex, non-routine cases on which decisions are required;
- Preparation of submissions to senior management through written or presentation skills;
- Researching and drafting proposals relating to policy issues and legislation;
- Acting as junior managers in Government Departments;
- Responsibility for managing operations and, in some instances, large numbers of people and other resources;
- Dealing directly with the public (phone, email, letter, over-counter etc.) in support of services provided to them by the Civil Service;
- Attendance at meetings and workshops, provide feedback and advise policy accordingly;
- Consulting with legislation and regulations as necessary;
- Project work as part of a team to a specific brief, timeframe and outcome;
- Preparation of estimates and expenditure in relation to a Department's allocation and reconciling of Appropriation Accounts;
- Training and mentoring of staff to ensure competency in their area;
- Providing information and preparation of replies to PQ's and representations from the Oireachtas.

It should be noted that the work carried out may vary from that above, depending on the business needs of the particular organisation. For example, the following organisations may have additional requirements to those listed above (this list is not extensive):

Courts Service: An EO in the Courts Service can fill many different roles across administrative support including court office/court going duties, e.g act as Court Registrar. This can involve working directly with the Judiciary. Any staff member moving to the Courts Service must be successfully Garda-vetted in the first instance. This process may delay the date of mobility following formal acceptance of the mobility offer.

Department of Defence: A number of positions within this department have an additional vetting requirement. If one of these posts is, being filled under mobility the person moving into the department must pass through this additional vetting process successfully before being considered for the position. This process may delay the date of mobility following formal acceptance of a move.

Department of Employment Affairs and Social Protection: EOs in some Intreo offices can be required to undertake outdoor duties dealing with means tests and assisting the HEO with employer inspections.

Department of Foreign Affairs and Trade: This department has an additional vetting requirement for any staff member moving to the department for assignment to a Passport Office position. A staff member must pass through this additional vetting process successfully before being considered. This process may delay the date of mobility following formal acceptance of a move.

Department of Justice and Equality: The Department of Justice and Equality has an additional vetting requirement and any employee moving to the department must pass through this additional vetting process successfully before being considered for a position. This process may delay the date of mobility following formal acceptance of a move.

For positions in the Probation Service only, it may not be possible to avail of flexi-time. Local probation offices are small and public facing. As such, they must be staffed at all times during operational hours.

Department of the Taoiseach: This Department has an additional vetting requirement and any staff member moving into the Department must pass through this additional vetting process successfully before being considered for a position. This process may delay the date of mobility following formal acceptance of a move.

Staff may be assigned to Offices where there is a requirement to cover early and late work patterns to meet the business needs of the office and in such cases it will not be possible to avail of flexi-time.

Garda Civilians: An Garda Síochána (AGS) has a unique vetting requirement and any employee moving into AGS must pass through this process successfully before being

considered for a position. This process may delay the date of mobility following formal acceptance of a move.

Some positions in AGS require a shift working pattern of 8, 10, 12 and 24 hours with associated shift allowances.

Garda Síochána Ombudsman Commission: The Garda Síochána Ombudsman Commission (GSOC) has a particular and detailed vetting requirement and any employee transferring into GSOC must pass through this process successfully before being considered for a position. This process may delay the date of mobility following formal acceptance of a move.

Houses of the Oireachtas Service: The hours of attendance for staff of the Houses of the Oireachtas Service are from 9.15am to 6pm Monday to Thursday and from 9.15am to 5.30pm on Friday. Flexible working is available for certain grades across the Oireachtas Service. Staff on flexi must work core hours which are 10am to 5pm Monday to Thursday and 10am to 4.30pm on Friday.

As a Parliament, late and unusual hours are part of the parliamentary working environment. On sitting days, depending on the section in which staff are working, staff may be required to work longer hours to ensure that the needs of the section are met. This requirement to work additional hours is obligatory and can be without notice. Staff of the Service must be available where required to meet the exigencies of the House.

Irish Prison Service (IPS): A Prison Executive Officer (PEO) can fill many different roles across the spectrum of clerical, administrative and support duties in a prison, institution or service of the IPS. The IPS has an additional vetting requirement and any staff member moving into the IPS must pass through this additional vetting process successfully before being considered for a position. This process may delay the date of mobility following formal acceptance of a move. On appointment, training is required which combines classroom tuition in the IPS College and job familiarisation at one of the IPS institutions. Prison Executive Officers are required to work a 39 hour week which can include, depending of the requirements of individual locations, working early (from 8am), working late (to 7pm) and some Saturdays.

Office of the Chief State Solicitor: An Executive Officer Office is a junior management position with involves the leadership, motivation and management of a designated team of staff through the use of PMDS. An Executive Officer within the Chief State Solicitor's Office

is responsible for the organisation, planning and prioritising of the day to day work within their respective area. An Executive Officer ensures that all outcomes are delivered in a timely manner, to a high quality and they ensure that commitments to the Offices Customer Charter are adhered to.

Legal Aid Board: Flexi time is in operation subject to the overall exigencies of the office and the effective operation of the service.

Any staff member moving into the Legal Aid Board must be successfully Garda-vetted prior to taking up position. This process may delay the date of mobility following formal acceptance of the mobility offer.

Office of the Director of Public Prosecutions: This office has an additional vetting requirement and any staff member moving into the office must pass through this additional vetting process successfully before being considered for a position. This process may delay the date of mobility following formal acceptance of a move.

Office of the Ombudsman: The Office of the Ombudsman comprises of six distinct legal entities - the Office of the Ombudsman; the Office of the Information Commissioner; the Office of the Commissioner for Environmental Information; the Standards in Public Office Commission; the Commission for Public Service Appointments; and the Referendum Commission (when established).

Officers assigned to the Office of the Ombudsman may be assigned to work in any of the aforementioned offices and may be required to move internally between the offices at a later date.

Office of the Revenue Commissioners: EOs generally work in audit and staff moving to the office may be required to undertake a formal diploma in audit for a two year period. Training bases may be located outside the chosen mobility location.

Specialist Skills: In certain instances, vacancies may arise where specialist skills such as Irish language skills are required. Applicants who indicate their competency in the Irish language, and who are offered a mobility move to a position requiring Irish, will be required to undergo an assessment of their Irish language skills before confirmation of the mobility move is made. Where Irish language skills, following the assessment, are not considered adequate for the role, the applicant's placing on a mobility list(s) will not be affected.

The President's Establishment: Flexible working is available at both Clerical Officer and Executive Officer grades and staff on flexi must work core hours which are 10am to 4pm Monday to Friday. Depending on the section in which staff are working, staff may be required to work longer hours to ensure that the needs of the section are met. Due to the nature of the Office, staff are expected to occasionally work in the evenings and at weekends.