

Job Description for Administrative Officer (AO)

AOs play a crucial role in policy and strategy formulation across the spectrum of economic, financial, international, environmental and social issues.

AOs may also support functions e.g. Facilities Management and Corporate Affairs.

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.

It should be noted that the work carried out by AOs is dependent on the business of the organisation and may vary across the Civil Service. For example, the following organisations may have particular additional requirements (this list is not extensive).

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 to 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 move.

Some positions in AGS require shift working pattern of 8, 10, 12 and 24 hour with associated shift allowance.

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.

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.