

Dublin South Citizens Information Service: Regional Manager **(<https://www.activelink.ie/node/113353>)**



Regional Manager

Citizens Information Services provide free, confidential and impartial information, advice and advocacy services to the public on social services, rights and entitlements.

Dublin South Citizens Information Service is currently seeking to recruit a permanent, full-time Regional Manager.

Key tasks for this post include implementing an agreed national strategic plan in relation to the delivery of information advice and advocacy services within the assigned region, ensuring the efficient delivery of service through the management of resources, and supporting the regional Board to implement good corporate governance across the region.

The Regional Manager will be responsible for finance and planning for the region including the management of regional budgets and reports, as well as assisting in the recruitment of CIS staff.

Candidates should have a relevant third level qualification. A thorough understanding of the issues around the provision of, and access to information, advice and advocacy services, as well as experience in staff supervision, customer service, evaluation and monitoring procedures, promotion and publicity are essential. Experience in project management and knowledge of and experience in staff training is desirable.

Reports to: The Chair of Dublin South Citizens Information Service's Board of Directors.

Salary scale: €63,501- €74,492 (including 2 Long Service Increments).

Pension: There is a pension scheme in place where 5% is contributed by the employee and 7% by the employer. Membership of the pension scheme is mandatory.

Annual Leave entitlement: 23 - 25 days (after 5 years' service) pro rata for part-time work.

Incremental Credit: It is expected that all new entrants to Dublin South CIS will be appointed at point one of the salary scale. However, the company operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into the company. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

Location of post: Hainault House, Belgard Sq. South, Tallaght, Dublin 24.

Hours: The position is full-time and may involve working some unsocial hours.

The position entails travel throughout the region; therefore, the ability to provide your own transport requirements is necessary for the post.

A detailed job description and application form together with further information can be accessed at:

<https://www.citizensinformationboard.ie/en/news/vacancies/rm20250212.ht...>
(<https://www.citizensinformationboard.ie/en/news/vacancies/rm20250212.html>)

Application Procedure

The completed application form and a covering letter should be emailed (in MS Word and as an attachment) to **chair.dublinsouthcis@citinfo.ie** (**<mailto:chair.dublinsouthcis@citinfo.ie>**)

Shortlisting will apply and canvassing will disqualify.

Applications and covering letter must be typed. CVs, late or incomplete applications will not be accepted.

Closing date for receipt of applications: 5pm on Monday 24 February 2025.

For details on how your personal data will be used as part of this process our Data Protection Notice for Job Applicants is available at: http://www.citizensinformationboard.ie/en/data_protection/cib.html
(http://www.citizensinformationboard.ie/en/data_protection/cib.html)

Dublin South Citizens Information Service is an equal opportunities employer.

Dublin South Citizens Information Service is funded and supported by the Citizens Information Board.

Region

Tallaght, Dublin 24

Date Entered/Updated

23rd Jan, 2025

Expiry Date

24th Feb, 2025

Attachment	Size
<u>CANDIDATE PACK_DSCIS_Regional Manager.pdf</u>	897.13 KB
<u>APPLICATION FORM_DSCIS_Regional Manager _0.docx</u>	49.73 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113353-dublin-south-citizens-information-service-regional-manager>