



Kildare County Council



#JOB-2357236



Áras Chill Dara, John Devoy Rd, Devoy Park,  
Naas, Co. Kildare, W91 X77F



No of positions : 1



Paid Position



35 hours per week



57675.00 Euro Annually



01/10/2024



17/10/2024

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie)

Phone : 045980740

Address:

[Kildare County Council](#)

[Devoy Park](#)

[Naas](#)

[Co. Kildare](#)



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## Administrative Officer

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

The Ideal Candidate must be able to demonstrate that they have sufficient experience and a proven track record in the following:

- Be able to demonstrate a proven capacity to contribute to the development and delivery of strategic objectives, including through the implementation of service improvements and change programmes.
- Have a clear track record of managing resources and utilizing data to ensure efficient service design and delivery;
- Have experience of leading and managing diverse teams, enhancing employee engagement, and creating a culture of innovation and personal responsibility;
- Have the ability to maximise financial resources within a budgetary control framework;
- Have a knowledge of Kildare Council Council's strategic objectives, an understanding of the range of our internal and external stakeholders and a track record in successful stakeholder engagement;
- Have the ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.
- Have an ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
- Have knowledge of the structure and functions of local government, of current local government issues, future trends and strategic direction of local government and an understanding of the role of the Administrative Officer in this context.
- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

### Career Level

- Managerial