



Galway City Council



#JOB-2411525



GALWAY CITY COUNCIL, City Hall, College
Road, Galway, Co. Galway, H91 X4K8



No of positions : 1



Paid Position



35 hours per week



51722.00-61865.00 Euro Annually



18/09/2025



07/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.galwaycity.ie/human-resources>



Open your camera
app & point here
to view this ad
online



Staff Officer (Grade V)

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

Staff Officers are middle managers responsible for the delivery of particular services to the public across all Departments in the Local Authority.

The duties of the position shall be such as may be assigned to the Staff Officer from time to time by the Chief Executive of Galway City Council, including such duties as may be required in relation to the area of any other Local Authority or Statutory Authority which has entered into agreement with Galway City Council and may include the following:

- Provision of administrative services with a high level of skills/expertise in a broad range of Administrative areas
- Management of staff
- Making decisions in relation to service delivery on a daily basis
- Representing the City Council at a variety of meetings
- Preparation of reports for Council and other stakeholders
- Budget preparation and management of same
- Policy formulation.

The ideal candidate will demonstrate the following knowledge, experience and skills:

- Excellent communication and interpersonal skills.
- Experience of budget preparation and management.
- Knowledge and understanding of the structure and functions of local government.
- Knowledge of current local government issues.
- Understanding of the role of a Staff Officer.
- Relevant administrative experience.
- Experience of supervising staff.
- Experience of working as part of a team.
- Experience of preparing reports and correspondence.

- Strong resource management skills.
- Comprehensive knowledge and experience of operating ICT systems

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Not Required