

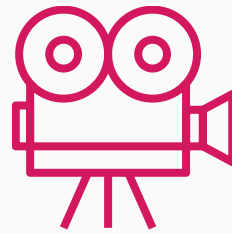
# MY CAREER PATH ALLAYNE



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publicjobs

Allayne is an Administrative Officer in the Child Care Performance and Social Work Unit of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY)

“There is a huge variety of work in the public sector and civil service, and you can really make a difference in people’s lives. There is also great opportunity for professional development and the potential to have a wide and varied career”



When I finished my leaving cert, I enrolled in an art portfolio course as I didn’t get the courses that I wanted through the CAO. I went on to do a two-year Diploma in Film Production in Ballyfermot College (BCFE), which was a great course but the instability of the sector was not for me.



I worked in retail for a few years, working in a video rental shop, and then got a job as a Library Assistant in Dublin City Libraries.



I learned about working with all kinds of people, as library services provide important free services to the communities they serve. I also volunteered with the public sector trade union, IMPACT, and was involved in founding the Dublin City Council LGBT staff network.



I decided to go back to college and took a career break to gain an Honours degree in Media Production Management in BCFE. I produced a series of video interviews with library users about what the services meant to them and wrote my thesis on street arts and spectacle.



Getting my degree meant that I could apply for the Administrative Officer competition in the Civil Service, and my first assignment was in the Department of Transport. With other staff, in 2019 I founded Pride@Transport, the Department’s LGBT+ Staff Network.



During this time, I completed a Professional Diploma in Human Rights and Equality, in the Institute of Public Administration. In December 2021 I joined DCEDIY on mobility, which is where I am now!



I chose to move to DCEDIY on mobility as I wanted to work in an area more directly related to rights and equality issues. I didn’t always know that I wanted to work on rights-related issues but looking back now I can definitely see a thread linking all my professional choices together.



From volunteering for the IMPACT trade union, to founding LGBT staff networks, and always seeking out particular kinds of work it became clear to me over time that this was the direction I wanted to go.



I work with a team of social workers and civil service staff, and our unit is led by the Chief Social Worker. Our unit provides social work advice across the department, monitors TUSLA performance in relation to child welfare and protection and children in care, and we provide briefing and analysis of regulatory reports and the development of policy papers.





# Job Specification – Administrative Officer



DEPARTMENT	Department of Children, Equality, Disability, Integration and Youth
SALARY	Starting at €38,369 per annum *subject to change
ROLE DESCRIPTION	<p>The Administrative Officer (AO) is the main graduate recruitment grade for the Civil Service and provides successful candidates with the opportunity to progress to middle management. As an AO, you would have a crucial role in policy and strategy formulation across the spectrum of economic, financial, international, environmental and social issues. Those appointed will have the opportunity to effect real change in the Civil Service and help shape a changing Ireland. You will also have the opportunity to gain a deep understanding of the development and implementation of government policy over a period of time. Assignments may also be made to support functions e.g. Facilities Management and Corporate Affairs.</p>
ROLE DESCRIPTION	<p>Essential Applicants for this position must, on or before the closing date:</p> <p>(i) Hold a first or second class honours degree (minimum of Level 8 on the National Framework of Qualifications)</p> <p>And</p> <p>(ii) Demonstrate the competencies for this role. It is expected that from the outset, newly recruited graduates will be able to make a substantive contribution to the work of the Public Service.</p> <p>In addition to having achieved a high standard of education, effective AO candidates should demonstrate the required capabilities for this role set out in the publicjobs <u>Capability Framework</u></p> <p>Eligibility Requirements</p> <ul style="list-style-type: none"><li>• Fulfil Citizenship, Health &amp; Character, Garda Vetting &amp; Security Clearance and Reference Check requirements.</li><li>• Ensure that they meet the criteria regarding Public &amp; Civil Service Redundancy/ Ill Health Retirement Schemes.</li><li>• Eligibility to compete is open to citizens of the European Economic Area (EEA), UK, Switzerland or non-EEA citizens with a Stamp 4 Visa</li></ul>
APPLICATION PROCESS	<ol style="list-style-type: none"><li>1. Application</li><li>2. Online Assessment Questionnaire</li><li>3. Short Listing</li><li>4. Work sample test</li><li>5. Interview</li></ol>