



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**SENIOR PARKS & LANDSCAPE OFFICER - TEMPORARY 3 YEAR CONTRACT - COMP. I.D. 011108**

**OIFIGEACH SINSEARACH PÁIRCEANNA & TÍRDHREACHA - CONRADH SEALADACH 3 BHLIAIN - U.A. AN CHOMÓRTAIS 011108**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE  
12 NOON ON THURSDAY 30<sup>th</sup> MAY 2024**

**DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL**  
**Comhairle Contae Dhún Laoghaire-Rath an Dúin**

**SENIOR PARKS & LANDSCAPE OFFICER - TEMPORARY 3 YEAR CONTRACT - COMP. I.D 011108**  
**OIFIGEACH SINSEARACH PÁIRCEANNA & TÍRDHREACHA - Conradh Sealadach 3 Bhliain - U.A. AN CHOMÓRTAIS**  
**011108**

**Background to the position:**

Community Culture and Parks provides a range of social and community infrastructure that is designed to improve the quality of life of the citizens in the County. It plans, designs, and manages the County landscape to provide an attractive, green, and sustainable County. It aims to meet the social, recreational, and conservational needs of the County and its citizens. It is responsible for managing parks, open spaces, community buildings and libraries creating an environment where people can meet and engage socially and fosters social cohesion and engagement. The range of projects are described in the Council's current capital programme.

**The Position:**

The Initial assignment will be the Parks Capital Programme, however, assignments can be made to other areas/sections within Parks or other sections/Departments within the organisation as required.

**The Initial Position:**

The Senior Parks and Landscape Officer will design, project manage and deliver a range of capital projects across Community Culture and Parks that are outlined in the Council's current capital programme. This includes design, project management and delivery of community, social, recreational, green, public realm, play and sports infrastructure across the County. They will work closely with dlr' s Architects and Infrastructure Departments.

**The ideal candidate shall:**

- be able to lead and work within multi-disciplinary teams and have the proven ability to motivate, empower and encourage people under his/her control to achieve optimum performance.
- have a proven track record in project management and delivery of projects within specified timelines.
- be capable of working closely with the elected members and have excellent stakeholder management and engagement experience.
- be capable of working closely with other Council departments, the Strategic Policy Committee, Council and Area Committees and external stakeholders.
- have strong interpersonal and communication skills (both written and verbal).

**DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL**

**Comhairle Contae Dhún Laoghaire-Rath an Dúin**

**SENIOR PARKS & LANDSCAPE OFFICER - TEMPORARY 3 YEAR CONTRACT - COMP. I.D 011108**

**OIFIGEACH SINSEARACH PÁIRCEANNA & TÍRDHREACHA - Conradh Sealadach 3 Bhliain - U.A. AN CHOMÓRTAIS  
011108**

**QUALIFICATIONS**

**1. CHARACTER:**

Candidates shall be of good character.

**2. HEALTH:**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before they are appointed, to undergo at their own expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

**3. EDUCATION, TRAINING, EXPERIENCE, ETC.**

Each candidate must, on the latest date for receipt of completed application forms:

Have a qualification in Horticulture, Landscape Architecture, Arboriculture, Natural or Environment Science (level 8 or higher on the National Framework of Qualifications)

Candidates shall also:

- a) Have not less than eight years post graduate satisfactory experience of planning, design, development and management of one or more of the following: Parks, Heritage Landscapes and Gardens, Open Spaces, Green Infrastructure, Public Realm and Urban Design, Urban Forests, Sports Grounds, Recreation and Play facilities, Burial Grounds, Community Gardens and Allotments;
- b) Have the ability to lead and motivate multi-disciplinary teams to achieve corporate objectives;
- c) Have well-developed interpersonal skills, demonstrating an ability to influence, communicate and network effectively;
- d) Have proven ability to manage finances and resources within a strict budgetary control framework;
- e) Have proven ability to manage the delivery of projects on time and within budget, including dealing with procurement, contractors, professional consultants;
- f) Demonstrate a capacity for innovation and problem solving;
- g) Demonstrate the ability to develop policies, strategies, best practice guidance and the preparation of technical reports as required; and
- h) Have a good working knowledge of the legal and regulatory standards that apply to local authorities, including Health & Safety.

## SENIOR PARKS & LANDSCAPE OFFICER COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Senior Parks & Landscape Officer. Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview.** Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role are as follows:

COMPETENCY	BEHAVIOURS
<b>Strategic Management and Change</b>	<p><b>Strategic Ability</b></p> <ul style="list-style-type: none"> <li>• Displays the ability to think and act strategically.</li> <li>• Can translate strategy into operational plans and outputs.</li> <li>• Evaluates capacity and performance against objectives.</li> <li>• Demonstrates innovation and creativity to secure successful strategic outcomes.</li> </ul> <p><b>Political Awareness</b></p> <ul style="list-style-type: none"> <li>• Has a clear understanding of the political reality and context of the organisation.</li> </ul> <p><b>Networking and Representing</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains positive and beneficial relationships with a range of stakeholders.</li> <li>• Builds networks of technical and professional contacts.</li> <li>• Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</li> </ul> <p><b>Bringing about Change</b></p> <ul style="list-style-type: none"> <li>• Demonstrates flexibility and an openness to change.</li> <li>• Develops and initiates change management programmes to meet end objectives.</li> <li>• Influences others and fosters commitment to change.</li> </ul>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Can pinpoint critical information and address issues logically.</li> <li>• Understands the context and impact of decisions made.</li> <li>• Acts decisively and makes timely, informed and effective decisions.</li> </ul> <p><b>Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations.</li> <li>• Delegates, tracks and monitors activity.</li> <li>• Establishes high quality service and customer care standards.</li> </ul> <p><b>Managing Resources</b></p> <ul style="list-style-type: none"> <li>• Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</li> <li>• Drives and promotes reduction in cost and minimisation of waste</li> </ul> <p><b>Delivering Quality Outcomes</b></p> <ul style="list-style-type: none"> <li>• Promotes the achievement of quality outcomes in delivering services.</li> <li>• Organises the delivery of services to meet or exceed the required standard.</li> <li>• Evaluates the outcomes achieved, identifies learning and implements improvements required.</li> </ul>
<b>Performance Through People.</b>	<p><b>Leading and Motivating</b></p> <ul style="list-style-type: none"> <li>• Motivates others individually and in teams to deliver high quality work and customer focused outcomes.</li> <li>• Develops the competence of team members and helps them meet their full potential.</li> <li>• Leads by example in terms of commitment, flexibility and a strong customer service ethos.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develops effective and productive workplace relationships.</li> </ul> <p><b>Managing Performance</b></p> <ul style="list-style-type: none"> <li>• Effectively manages performance including underperformance or conflict.</li> <li>• Empowers and encourages people to deliver their part of the operational plan.</li> </ul> <p><b>Communicating Effectively</b></p> <ul style="list-style-type: none"> <li>• Recognises the value of communicating effectively with all employees.</li> <li>• Actively listens to others.</li> <li>• Has highly effective verbal and written communication skills.</li> <li>• Presents ideas clearly and effectively to individuals and groups.</li> </ul>
<p><b>Personal Effectiveness.</b></p>	<p><b>Relevant Knowledge</b></p> <ul style="list-style-type: none"> <li>• Keeps up to date with current developments, trends and best practice in their area of responsibility.</li> <li>• Demonstrates the required specialist knowledge, understanding and training for the role.</li> <li>• Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.</li> </ul> <p><b>Resilience and Personal Well Being</b></p> <ul style="list-style-type: none"> <li>• Demonstrates appropriate and positive self confidence.</li> <li>• Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</li> </ul> <p><b>Personal Motivation, Initiative and Achievement</b></p> <ul style="list-style-type: none"> <li>• Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</li> <li>• Is self motivated and works to keep knowledge and skills up to date.</li> <li>• Anticipates situations and acts to pre-empt problems.</li> <li>• Creates new opportunities, and is persistent when faced with difficulties.</li> <li>• Engages in regular critical reflection in order to identify how own performance can be improved</li> </ul>

**DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL**  
**Comhairle Contae Dhún Laoghaire-Rath an Dúin**

**SENIOR PARKS & LANDSCAPE OFFICER - TEMPORARY 3 YEAR CONTRACT - COMP. I.D 011108**  
**CEANNASAÍ FORBARTHA EACNAMAÍOCHTA-CONRADH SEALADACH 3 BHLIAIN - U.A. AN CHOMÓRTAIS 011108**

**JOB SPECIFICATION**

1. The office is temporary, wholetime and pensionable.

**2. SALARY:**

€87,402 - €89,546 - €91,860 - €93,824 - €95,962 - €98,110 (max pt) – €101,341 (1<sup>st</sup> LSI), - €104,574 (2<sup>nd</sup> LSI). Rate at 01/01/2024

**Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.**

**In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

**Rate of remuneration may be adjusted from time to time in line with Government Policy.**

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

**3. SUPERANNUATION CONTRIBUTIONS:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**RETIREMENT:**

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Pension age**

Minimum pension age of 66.

### **Compulsory retirement age**

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

### **Incentivized Scheme for Early Retirement (ISER)**

It is a condition of the Incentivized Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **4. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland and is appointed to a permanent office the following provisions shall apply, that is to say:-

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be **6 Months** but the Chief Executive may, at his discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

### **5. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

### **6. ANNUAL LEAVE**

Annual leave entitlement for the position of Senior Parks & Landscape Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

### **7. DUTIES:**

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
  - (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,
- under the direction and supervision of the appropriate professional officer, such planning or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body

herein before mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services, or other appropriate professional officer, in the supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

**The Senior Parks & Landscape Officers' duties include but are not limited to the following:**

- contribute to the development and delivery of long-term vision for the County that promotes the physical, social, cultural and economic environment in an integrated way.
- lead and manage a team to deliver on the areas and programmes within their remit, ensuring a strong focus on delivery of results.
- Initiate, develop and drive appropriate change programmes that can enhance the range and quality of services.
- work with the Council, its Strategic Policy Committees, the Local Community Development Committee, in developing policy and strategic plans for their areas of responsibility that are in line with overall national priorities and aim to deliver projects in the most efficient manner possible, to meet the specific needs of the local community.
- implement the corporate plan and deliver national and local programmes in a resource efficient manner.
- develop and support their staff to ensure optimum service delivery including full utilisation of the PMDS system.
- manage significant change programmes, in line with national and local priorities.
- network effectively with internal and external stakeholders including representatives of Government departments, state agencies, business and community representatives and other bodies to deliver priority programmes and projects.
- critically analyse and manage the deployment of resources (including human and financial resources), within their areas of responsibility to ensure the delivery of optimal results with the available resources.
- promote the role of the Council and ensure a strong customer focus amongst their teams, reflecting the requirements for balanced and fair decision making and equity of treatment.
- operate an effective risk management system for their area of responsibility.
- keep abreast of relevant external developments, trends and opportunities which may be beneficial to their functional area, including external funding opportunities.

**8. LOCATION & RESIDENCE:**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any Department/Section and premises in use by the Council, now or in the future subject to reasonable notice.

**9. RECRUITMENT:**

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:



- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iv. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than three months and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- v. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

#### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.

- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on Thursday 30<sup>th</sup> May 2024.

**Note Re Canvassing:**

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

**Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.**