

**DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL**  
**Chomhairle Chontae Dhún Laoghaire-Rath an Dúin**

**ASSISTANT PARKS SUPERINTENDENT (OPEN)**  
**COMPETITION I.D (008328)**

<b>QUALIFICATIONS</b>
-----------------------

**1. CHARACTER:**

Candidates shall be of good character.

**2. HEALTH:**

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

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

Each candidate must:-

- i. Hold a recognised Degree in Agricultural Science (taken in Horticulture), or an equivalent professional qualification in Amenity Horticulture or Landscape Architecture;
- ii. Have on the latest date for receipt of completed application forms for the office, at least two years satisfactory experience after qualifying as at (i) preceding in landscape design, landscape management and horticulture.

**And**

- iii. Possess a high standard of technical training and experience;

It is desirable that each candidate would have:

- i. good interpersonal skills and experience of multi-disciplinary teamwork.
- ii. a good understanding of the role of Local Government.
- iii. hold a full Irish/EU Driving Licence free from endorsement.
- iv. have a portfolio of work.
- v. Have excellent design and presentation skills including the use of CAD.

**DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL**  
**Chomhairle Chontae Dhún Laoghaire-Rath an Dúin**

**ASSISTANT PARKS SUPERINTENDENT (OPEN)**  
**COMPETITION I.D (008328)**

<b>JOB SPECIFICATION</b>
--------------------------

1. The office is wholetime, permanent and pensionable.

2. **SALARY:**

€38,081 - €40,457 - €42,200 - €43,963 - €45,712 - €47,464 - €49,224 - €50,976 - €52,726 - €54,481 - €56,244 - €58,047 (1<sup>st</sup> LSI), - €59,852 (2<sup>nd</sup> LSI).

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 his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is 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 (rising to 67 and 68 in line with State Pension age changes).

**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. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

**5. ANNUAL LEAVE**

Annual leave entitlement for the position of Assistant Parks Superintendent is 30 days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

**6. PROBATION:**

Where a person who is not already a permanent officer of a local authority is appointed, the following provisions shall apply;

- a. there shall be a period after such appointments takes effect during which such person shall hold such office on probation;
- b. such period will be one year but the Chief Executive may at their discretion extend such period;
- c. such person shall cease to hold office at the end of the period of probation unless during such period the Chief Executive has certified the service of such person is satisfactory.

**7. DUTIES:**

The duties of the Assistant Park Superintendent shall be such as may be assigned from time to time by the local authority and may include the following:

- Preparation of designs, technical drawings, reports & specifications;
- Supervised attendance on construction site visits and inspections;
- Co-ordinating design information and maintenance of project files and records;
- Preparation of material for presentation, meetings, publication and exhibition;
- Attendance at public meetings and consultations;
- Preparing and presenting design proposals using Computer Aided Design (CAD) and traditional drawing methods.
- Preparation of reports/ correspondence in relation to Customer Relations Management Queries
- Assist in the Processing of Planning Applications at all stages
- Partake in area management duties
- Assist in the updating of information for the Councils Parks Web page
- Procurement of works and services as required

In addition 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 City and County Management Acts, 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 horticultural or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate professional officer in the supervision of the horticultural 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.

## 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 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. Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:
- ii. 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.
- 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 one month 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. Completed applications, on the official form, should be emailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4pm on Thursday 12<sup>th</sup> September 2019**. Applications received after this date will not be considered.
- vi. An applicant who withdraws his/her 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 unless such claim is supported by a certificate of postage from the appropriate postal authority.

### **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 his/her candidature, will no longer be considered for selection.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) not later than **4pm on Thursday 12<sup>th</sup> September 2019.** An automated reply will be delivered to the applicant by return.

#### **Note Re Canvassing:**

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her 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 he/she is seeking.

<p><b>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.</b></p>
--