

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin



CANDIDATE INFORMATION BOOKLET

ASSISTANT PARKS & LANDSCAPE OFFICER/ PÁIRCEANNA CÚNTA AGUS OIFIGEACH TÍRDHREACHA

PERMANENT WHOLETIME (COMP. I.D. 010729)

**COMPLETED APPLICATIONS MUST BE RECEIVED BY EMAIL TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON THURSDAY 21st March 2024**

Job Description

Appointment to be made to the Community & Cultural Development Department and the successful candidate will be required to be flexible in terms of transferring between sections as and when required.

Background:

Parks and Landscape Services plans, designs and manages the County landscape to provide an attractive, green and sustainable County. The Division also aims to meet the social, recreational and conservational needs of the County and its citizens. It is responsible for managing parks and open spaces. The Parks Service also contributes to public realm and urban design as well as the civic decoration of the County to make it a more attractive space in which to live, work and visit

The Position:

The Assistant Parks and Landscape Officer will work as part of a team that manages much of the green assets of the County and that contributes to the design and development of new park/green infrastructure and public realm. They will gain an insight into the workings of a progressive Parks Service, which contributes to the sustainability of the County and in particular its cultural, civic and environmental enhancement.

At interview, candidates will be assessed under the following competencies using some/all the indicators listed:

Key Competencies

- Management and Change
- Delivering Resources
- Personal Effectiveness
- Knowledge, Experience and Skills

Management and Change

- Effectively manages performance
- Develop and maintain positive, productive and beneficial working relationships
- Takes responsibility and is accountable for the delivery of agreed objectives
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Delivering Resources

- Plan and prioritise work and resources effectively
- Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate
- Translates the business or team plan into clear priorities and actions for their area of responsibility.
- Implements high quality service and customer care standards.

Personal Effectiveness

- Keeps up with current developments, trends and best practice in area of expertise and responsibility
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles
- Manages time and workload effectively
- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff, the Public and senior management
- Encourages open and constructive discussions around work issues
- Presents information clearly and concisely
- Collaborates and supports colleagues to achieve organisational goals
- be capable of working on own initiative
- possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- possess good organisation skills

Knowledge, Experience & Skills

- Understands the role of an Assistant Parks & Landscape Officer
- Understands key challenges facing the local authority sector and DLRCC
- Range & depth of experience relevant to the post
- Demonstrate the knowledge & understanding of the structure & functions of Local Government
- Effective budget and financial and resource management
- have good ITc skills

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QUALIFICATIONS

1. CHARACTER:

Each candidate 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.

3. EDUCATION, EXPERIENCE ETC:

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

- (a) Candidates shall hold a qualification (Level 8 or higher on the National Framework of Qualifications); in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science.
- (b) Have not less than two 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;
- (c) possess a high standard of professional competence and experience; and
- (d) have good communication skills, ability to work on their own initiative and as a team member

It is desirable that the ideal candidate:

- Would be a holder of a full driving licence Category B free from endorsement as they may be required to drive in the course of their duties.

4. EXPERIENCE

Each candidate must satisfy the local authority that they have adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office for which they are a candidate.

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PARTICULARS OF OFFICE

1. **The office is wholetime, permanent and pensionable.**
2. **SALARY: €43,728; €46,344; €48,265; €50,206 ; €52,152; €54,131; €56,127; €58,125; €60,121, €62,121, €64,133 max; €66,188 1st LSI; €68,246 2nd LSI. (New Entrant rate as at 1/10/2023)**

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 dependant 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.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised 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 **one year**, 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.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Assistant 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 shall be such duties as may be assigned to the employee from time to time by Dún Laoghaire Rathdown County Council. They shall include the duty of deputising for other officers of the Local Authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other Local Authority.

The duties of the post include but are not limited to, the following:

- Working with the design team on the development of new green infrastructural projects, such as park master-planning, concept design and more detailed design
- Working in an overseeing/monitoring role on such projects
- Working on the implementation of the newly adopted dlr Play Policy which will increase the quality and quantity of the play amenities in the county.
- Working on the Implementation of the recently adopted dlr Tree Policy
- Input into tenders both design and operational management
- Input into the development of more sustainable practices of managing parkland amenity to increase biodiversity and increase our resilience to climate change
- Research into more sustainable approaches to delivering the Parks Service on the ground
- Working with operational staff on the delivery of works programmes
- Working with contracts and learning about the suite of contract documents in use
- Input into Health and Safety processes
- Management of Amenity trees and hedgerows
- Tree Surveying
- Planning, planting and management of new woodlands
- Possible survey work to gather vital information to improve service delivery
- Working with Community groups on parks related community projects
- Working on the monitoring of significant landscape maintenance contracts, updating documents during the process and liaison with contractors as appropriate
- Assisting with reports on Planning applications in accordance with the relevant provisions of the County Development Plan as they relate to green amenities.

- Supporting the Parks Superintendents in all aspects of the various roles
- Undertaking street tree survey data collection
- Inputting into tenders both operational and design
- Preparation of sketch designs, models, technical drawings, reports & specifications
- Preparation of material for presentation, meetings, publications and exhibitions
- Working as part of the parks operational teams directly involved in operations of parkland amenities.
- Working as part of the Parks Design Team
- Working in the delivery of Parks Policies
- Working as part of a Planning Team
- Health & Safety management
- Involvement in the organisation and running of public consultative processes and in project management.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

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

- (a) such other local authorities or bodies, for which the Chief Executive, 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 services of an advisory, administrative, 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 Director of Services or other authorised officer, as appropriate, in the supervision of the planning and cognate 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 particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council

8. LOCATION AND RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún Laoghaire Rathdown County Council reserves the right to assign you to any of its functional areas or 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. 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 interview will be competency based and marks will be awarded under the skill sets identified for the position of Building Inspector Clerk of Works Mechanical as outlined above.
- 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 interviews to fill vacancies that may arise.** The successful candidate(s) may be assigned as required to any of the Council's Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.
- 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. 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 29th April 2016. The Act places a statutory obligation on DLRC 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.
- DLRC 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 Dún 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.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

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.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 21st March 2024**. Applications received after the closing time and date will not be accepted.

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

