



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**CANDIDATE INFORMATION BOOKLET**

**TEMPORARY PILOT SUMMER UNDERGRADUATE - PLANNING DEPARTMENT  
FIXED TERM SPECIFIC PURPOSE CONTRACT – 3 MONTH CONTRACT  
(COMP I.D. 010928 )**

**CURRICULUM VITAE MUST BE E-MAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE) BY THE CLOSING DATE  
12 NOON ON THURSDAY 21<sup>ST</sup> MARCH 2024**

## 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 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:

Candidates shall :

- (a) Be currently undertaking an honours degree (level 8 in the National Framework of Qualifications) in Planning
- (b) All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract

#### **It is desirable that the ideal candidate shall:**

- Demonstrate understanding of good planning practice and knowledge of the relevant regulations;
- Have the ability to work on their own initiative;
- Have the ability to work within a multidisciplinary team;
- Possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- Possess good organisational skills;
- Possess good IT and presentation skills.

The Summer undergraduate will work within a team under the direction of an Executive or Senior Executive Planner or other appropriate official in delivering a programme of work with a view to gaining practical experience. They will research and prepare presentation material as required.

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FIXED TERM SPECIFIC PURPOSE CONTRACT – 3 MONTH CONTRACT  
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**COMPLETED APPLICATIONS MUST BE E-MAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE) BY THE CLOSING DATE  
12 NOON ON THURSDAY 21<sup>ST</sup> MARCH 2024**

**PARTICULARS OF THE POSITION**

1. The office is temporary, whole-time and pensionable.

2. **SALARY:**

**€27,896 per annum as at 1<sup>st</sup> October 2023 - New Entrant Rates Clerical Officer rate 1<sup>st</sup> point**

**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 as 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 any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

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. 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.

#### **5. ANNUAL LEAVE:**

Annual leave entitlement for the position of Undergraduate in Planning is **24** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

#### **6. 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 or temporary office the following provisions shall apply, that is to say:

There shall be a period after such appointment takes effect during which such person shall hold office on probation;

Such period shall be 1 month but the Chief Executive may, at his discretion, extend such period;

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.

There will be assessment(s) during the probationary period;

The period above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;

#### **7. DUTIES:**

##### **RESPONSIBILITIES/DUTIES:**

The Undergraduate will be placed within the Planning & Economic Development Department.

The Planning & Economic Development work broadly under three headings as follows:

Forward Planning, Development Management and Enforcement. Local Authorities also play a key role in supporting economic development and enterprise promotion at a local level.

- The successful candidate will be required at times to work on their own initiative as circumstances demand on a broad range of projects. They will be required to work as part of a team in various departments in the Council. They will need an ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- The role requires good administrative, interpersonal, communication and other particular skills depending on assignment.
- The successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

**Responsibilities of the role will include but are not limited to:**

- a) Strong written and verbal communication skills with excellent report writing analytical skills
- b) complete site inspections as part of their case load
- c) assess planning applications and make recommendations by way of written reports within statutory timelines
- d) Preparing responses to preplanning requests and holding preplanning discussions with prospective applicants
- e) Preparing responses to appeals of Planning decisions
- f) Preparing recommendations on compliance with Planning conditions
- g) Carrying out survey work, research and analysis, drafting policies and proposals, preparing written statements and maps and other work as required on the agreed Forward Planning work programme.
- h) To answer phone and email queries, including those received through the Councils Customer Relations Management System, dealing with members of the public in a courteous, prompt and efficient manner
- i) To participate in continued professional development and training provided by the County Council
- j) To provide assistance to other work colleagues; and liaise with other departments as required
- k) To work within a multi-disciplinary team, where necessary
- l) Strong IT skills including knowledge of relevant applications such as GIS; Powerpoint, Word and Excel
- m) Any other duties assigned from time to time.

The duties of the office are to give to the Local Authority and

- a) Such other Local Authority 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 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.

**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. 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 your Curriculum Vitae 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 education details / experience on your CV.**
- 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. An applicant who withdraws their CV 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 CVs 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, CV’s 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 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.

**CV’s must Be emailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) by  
the Closing Date 12 Noon On Thursday 21<sup>st</sup> March 2024**

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

Any attempt by a candidate, 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.**