



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Craft Gardener

***Kildare County Council is committed to a
policy of equal opportunity***





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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Craft Gardener with Kildare County Council.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and contract posts may be filled for a Craft Gardener as vacancies arise.

The Role

Kildare County is seeking to establish a panel of Craft Gardener to fill permanent and contract posts within the Parks Section of the Sustainable Transport, Mobility and Open Spaces Department that arise during the life of the panel.

The successful candidate will be appointed within Parks Section of the Sustainable Transport, Mobility and Open Spaces Department and will have to work at various locations across the county. The Parks & Open Spaces section is responsible in the design & management of parks, open spaces and playgrounds in Kildare and is also involved in landscaping, amenities and public realm.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Excellent communication and interpersonal skills
- Excellent team leadership skills
- Ability to work independently or within multi-disciplined teams
- Problem solving skills
- Planning and organisational skills
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.
- Reached a good standard of general education as will enable him/her to perform satisfactorily the duties of the post;
- Knowledge and experience of landscaping and arboriculture practices involved in the construction and management of parks and open spaces.
- Knowledge and experience of the construction, maintenance & management of playgrounds, outdoor gyms and skateparks.

Duties and Responsibilities

The Craft Gardener shall, under the direction of the Senior Parks & Landscape Officer or other delegated person discharge all duties related to their work including those set out hereunder: -

The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by the Craft Gardener. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

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, 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.
- c) The person selected for the post will be required to undertake under the direction of the Supervising Gardener or other authorised person;
- d) The propagation and cultivation of plants;

- e) The lay-out, care, upkeep and maintenance of pleasure recreation and other grounds in the parks, gardens and open space to which he/she may, from time to time, be assigned.
- f) He/she may also be required to supervise persons who may be detailed to assist him/her and to make and keep attendance and work records and returns as well as any other appropriate duties that may be assigned to him/her.
- g) He/she may also be required to deputise for the Supervising Gardener during his/her absence. The person selected must work, if required on Saturdays, Sundays and Public Holidays at which payment at the appropriate rates will be made.
- h) Ensuring that all works being carried out comply with the relevant Safety, Health and Welfare at Work Acts and Regulations, including the completion of Risk Assessment and Accident / Incident forms.
- i) Supervision of contractors.
- j) To use, as required, Information Technology equipment including digital cameras, personal computers, and handheld technologies.
- k) To deal with members of the public in a courteous, prompt and efficient manner and to keep the Senior Parks & Landscape Officer/ their nominee informed of such dealings.
- l) To carry out any other instructions which may be given by the Senior Parks & Landscape Officer or their nominees from time to time.

Qualifications

Character:

Each candidate must be of good character.

Health:

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

Education, Training and Experience etc.:

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

- a) hold a recognised degree (level 6 in the National Framework of Qualifications), or equivalent qualification in Horticulture

- b) Have 5 years relevant horticulture experience involving supervisory experience of staff and delegation of works and duties to other staff.
- c) A knowledge of the cultivation of plants, both outdoor and under glass, as well as a good knowledge of decorative gardening;
- d) Have a thorough knowledge of landscape / amenity horticulture.
- e) Experience in the use and care of tools, machines and appliances used in the maintenance of parks and gardens;
- f) Be capable of keeping a written record;
- g) Be prepared to use information technology and be able to demonstrate this.
- h) Have a reasonable knowledge and awareness of Health and Safety Legislation and Regulations.
- i) Hold a full Class B Driving Licence free from endorsements and be a competent driver.

Please supply copies of any certificates, diplomas or degrees you may have with the application form. If your qualification was obtained outside of Ireland, please supply a compatibility statement, available from the following link [NARIC Ireland Foreign Qualifications - QSearch](#)

Driving Licence

Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car-in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance. It would be advantageous if the candidate had a C Licence or was undergoing training and/or will undertake training to get a C licence.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

Competencies for the post of Craft Gardener

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

Delivering Results	<p>Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions.</p> <p>Take responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</p> <p>Has excellent project management skills. Monitors work to ensure that costs are tightly controlled, and that work is delivered efficiently.</p>
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	Delivers services, projects and tasks on time, within budget and achieves expected performance standards.
Performance through People	<p>Leads, motivates and engages others to achieve quality results.</p> <p>Effectively manages performance and conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicates effectively & professionally with range of stakeholders including staff, elected members, businesses & residents.</p> <p>Is effective in communicating a complex or technical message, using language appropriate to the audience.</p>
Personal Effectiveness	<p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently</p> <p>Manages their time effectively, focusing on essential tasks and responsibilities.</p> <p>Keeps up with current and emerging developments, trends and best practice in this area.</p> <p>Demonstrates a strong commitment to delivering an effective Public Service.</p>
Knowledge, Experience and Skills	<p>Knowledge and understanding of the structure and functions of local government including service requirements.</p> <p>Knowledge of current local government issues.</p> <p>Understanding of the role of an Craft Gardner</p> <p>Understanding key challenges facing the local government sector and Kildare County Council.</p> <p>Knowledge and experience of operating ICT systems</p>

Particulars of Employment

The Post

The post is wholetime (i.e., 39 hours per week) and appointment may be permanent or temporary.

Location

Successful candidates will work at various locations across the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

Normal hours of work will be from 8.00 a.m. to 4.30 p.m., Monday to Thursday and 8.00 a.m. to 3.30 p.m. on a Friday. A Local Productivity Agreement applies from 3.30 p.m. to 4.30 p.m. on a Friday.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions for which payment will be made at the appropriate nationally agreed rates.

You will be expected to co-operate with on call arrangements where required.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

The Craft Gardener reports directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

Remuneration

The present weekly scale is:-

€806.10 - €828.58 - €882.60 - €888.20 - €893.69 - €899.26 - €904.80 - €910.35 - €915.89 - €921.45 - €926.96

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.

- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **25** days including Good Friday.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication 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 being sought.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 4 and 5 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under four main competencies.

- 1. Performance through People**
- 2. Delivering Results**
- 3. Personal Effectiveness**
- 4. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 5 and 6. Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Critical Skills Occupation

Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (stamp 1G). Candidates should ensure that the post they are applying for is included in the Critical Skills Occupations Lists.

Candidates must, by the date of submission of application form, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.