



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Executive Architectural Conservation Officer

Closing date for receipt of completed application forms is 4.00 p.m.
on the 1st August 2024.

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





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Contents

The Competition	2
The Candidate	2
Duties and Responsibilities	3
Qualifications	4
Competencies for the post of Executive Architectural Conservation Officer	5
Particulars of Employment	6
The Post.....	6
Location.....	7
Commencement.....	7
Working Hours	7
Reporting Arrangements.....	7
Probationary Period of Employment	7
Remuneration.....	8
Superannuation & Retirement	8
Annual Leave.....	9
Residence.....	9
Outside Employment	9
Code Of Conduct/Organisation Policies.....	9
Training	9
Health and Safety Regulations.....	9
Canvassing.....	9
Communications	10
Before You Proceed.....	10
Shortlisting	10
Interview Stage.....	11
Feedback.....	12
Deeming of candidature to be withdrawn.....	12
Pre-Employment Checks	12
Confidentiality.....	12
Citizenship.....	12

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. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

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 Executive Architectural Conservation Officer 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 temporary posts may be filled at Executive Architectural Conservation Officer Grade as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that they:

- Have a satisfactory knowledge of Kildare's history and of its historic building typologies and spaces
- A good working knowledge and understanding of architectural conservation and of its role in the planning and development process
- Have experience of participating in managing and leading multi-disciplinary teams.
- Have a proven track record of delivering results
- Understand Local Authority services and structures in Ireland, particularly as they relate to the conservation function, or can quickly acquire same

- Be capable of working in close consultation with key stakeholders and working collaboratively with a diverse range of bodies and representative groups
- Be experienced in contributing to the operational and strategic conservation processes and in the implementation of the agreed aims of same
- Have excellent interpersonal, communication and influencing skills
- Have experience of budget management and ensuring value for money
- Possess strong ICT and presentation skills

Duties and Responsibilities

The Executive Architectural Conservation Officer will report directly to the Senior Executive Planner or Senior Planner or other relevant person.

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

- To advise Kildare County Council in relation to the architectural heritage and conservation provisions and requirements of the Planning and Development Act 2000 (as amended), the Planning and Development Regulations 2001 (as amended) and any subsequent National and European legislation.
- To contribute to the development of a conservation policy for inclusion in the Councils' Plans and to promote and implement such policies.
- To prepare responses to Architectural Conservation related submissions received either as part of any review of the Kildare County Development Plan or any emerging Local Area Plan
- To attend meetings as required, where issues of Conservation arise
- To identify, evaluate and provide advice on structures, groups of structures, areas and other features of architectural heritage of historical, artistic, cultural, scientific, social or technical significance, with a view to making recommendations regarding their inclusion in/exclusion from a Record of Protected Structures and on development objectives.
- To provide advice to owners and occupiers of structures included in a Record of Protected Structures on good practice in the conservation of such structures, on the availability of assistance, including financial assistance, for such conservation.
- To assess and make recommendations on Section 5, Section 57 Declarations and Section 59 Notices in accordance with statutory requirements.
- To monitor the state of repair of structures included in a Record of Protected Structures, and if necessary, make recommendations on the need if any, for the planning authority to take enforcement action in such cases.
- To report and advise on planning applications where conservation and/or architectural issues arise.
- To assist with and provide advice concerning the scheme of grants for the conservation of protected structures, including assessing the condition of buildings and the suitability of works, prioritising applications, recommending appropriate conditions, and inspecting works in progress and on completion.

- To consult with the Department of Housing, Local Government and Heritage, State Agencies, Voluntary Bodies and European Organisations on matters of architectural conservation.
- To maintain a database of drawings and photographs relating to protected structures, groups of structures and areas, and other features of architectural heritage significance.
- To advise on Local Authority Developments where conservation issues arise.
- To prepare and give evidence in court and at oral hearings where issues of conservation are involved.
- To advise on the sources of funds for conservation and related works.
- To lead, motivate and engage staff to achieve quality results and to deliver on operational plans.
- To comply with all requirements of PMDS operated in Kildare County Council.
- To communicate effectively whether verbally or in written communications with all stakeholders including staff, elected members, community groups and the public.
- To demonstrate effective project management skills in order to undertake all assigned tasks in a timely manner.
- To effectively and efficiently manage budgets and ensure value for money at all times.
- Have good knowledge and awareness of Health and Safety Legislation and their implications and applications in the workplace.

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 qualification at Level 8 on the National Framework of Qualifications developed by the National Qualifications Authority of Ireland under the Qualifications (Education and Training) Act 1999 in a technical discipline related to the built environment including but not limited to architecture, structural engineering, building surveying or spatial planning

or

a qualification at NFQ Level 8 in which the historic built environment was a major subject including but not limited to archaeology, history of art or architectural conservation

or

a postgraduate qualification at NFQ Levels 9 or 10 in which the historic built environment was a major subject,

- (b) After attaining the qualification referred to at (a) above, have five years' satisfactory experience relevant to the post (or four years for registered architects),
- (c) Have a satisfactory knowledge of architectural heritage, design and conservation, strategic planning and urban design, and the legal framework governing architectural conservation and planning,
- (d) possess a high standard of technical training and experience appropriate to the nature of the work undertaken, including administrative experience, and have a satisfactory knowledge of public service organisation.

Desirable but not essential:

- (a) Conservation Architect at Grade 1 or 2 level
- (b) Knowledge in and appreciation for architectural history
- (c) Knowledge of good conservation practices
- (d) Post grad qualification in Architectural Conservation

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

Competencies for the post of Executive Architectural Conservation Officer

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:

Management and Change	<ul style="list-style-type: none">• Displays the ability to think and act strategically from a management, conservation and planning perspective.• Develops and maintains positive and beneficial relationships with relevant interests including Government Departments and Elected Members.
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	<ul style="list-style-type: none"> • Ability to negotiate, influence and adopt a partnership approach with all stakeholders • Sustains a positive image and profile of the local authority. • Effectively manages the introduction of change and overcomes resistance to change. • Ensures compliance with all relevant legislation /regulations including Health & Safety, Planning & Procurement.
Performance through People	<ul style="list-style-type: none"> • Leading and Managing teams or projects; • Motivation and positivity as part of a team; • Managing Performance; • Communicating Effectively; • Ability to establish positive relationships with their team, internal and external stakeholders; • Strong ability to negotiate and influence others.
Delivering Results	<ul style="list-style-type: none"> • Problem solving and decision making, particularly in situations of conflicting demands; • Organising work programmes and implementing solutions, Working to deadlines; • Managing resources and achieving efficiencies; • Delivering Quality Outcomes.
Personal Effectiveness	<ul style="list-style-type: none"> • Resilience and Personal Well-Being; • Integrity & Public Service Values; • Personal Motivation and Initiative; • Understanding the structures and environment within which the local authority sector operates; • Personal vision for the future of planning in County Kildare; • Political awareness.
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local government including service requirements. • Knowledge of current local government issues. • Understanding of the role of an Architectural Conservation Officer • Understanding key challenges facing the local government sector and Kildare County Council. • Knowledge and experience of operating ICT systems.

Particulars of Employment

The Post

The post is wholetime (i.e., 35 hours per week) and appointment may be permanent or temporary.

Location

Kildare County Council reserves the right to assign the successful candidates 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

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

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

Reporting Arrangements

Executive Architectural Conservation Officers report 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

€57,336 per annum to €76,126 per annum (maximum)

€78,526 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€79,701 per annum (LSI 2) (after 6 years satisfactory service at maximum)

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 **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

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 Page 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.

Kildare County Council 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.

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 five main competencies.

- 1. Management and Change**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. 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

Candidates must, by the date of any job offer, 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