



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Executive Parks and Landscape Officer

Closing date for receipt of completed application forms is 4.00 p.m.
on the 06th February 2025

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





Comhairle Contae Chill Dara Kildare County Council

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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 Executive Parks and Landscape 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 contract posts may be filled for an Executive Parks and Landscape Officer as vacancies arise.

The Role

The Executive Parks and Landscape Officer will work as part of a team that plans, designs, develops and manages the public parks, open spaces and public realm of Kildare County Council. The team also contributes to the management and protection of biodiversity, climate change, planning and the overall appearance and presentation of the county and the successful candidate may be involved with these activities.

The Executive Parks and Landscape Officer will contribute to the development and implementation of strategies, policies and standards around the provision and management of the public realm.

The Candidate

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

- Satisfactory professional knowledge and experience of public realm, landscape and urban design;
- Knowledge of the legislation, policies, procedures, and regulations guiding the design, operation and management of the public realm;
- Knowledge of current recreational needs, interests, trends, and facilities;
- Knowledge of the methods, techniques, and requirements for the upkeep of buildings, facilities, grounds, and equipment;
- Knowledge of the principles and practices in the management of natural resources within parks and open spaces;
- Have a professional qualification, competence and experience in arboriculture (desirable but not essential);

Qualification, competence, and experience in the area of landscape design;

- Excellent interpersonal and communication skills and demonstrates the ability to engage with a wide range of stakeholders including Elected Members, Communities, Sporting Clubs and Organisations, other public bodies and internal County Council Departments.
- Have a good understanding of Planning Laws and Policies and Procedures and familiarity with Planning Applications, Large Scale Residential Developments, Local Area Plans and County Development Plan. (desirable not essential)
- Competency and experience in the area of information technology; with well developed presentation and drafting skills including Computer Aided Design (desirable).
- Experience in managing staff and coordinating multi-disciplinary teams.
- Knowledge of public procurement processes;
- Knowledge and practical experience of Health and Safety Legislation and Regulations and their application in the workplace.
- Knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery;
- Competency and experience in the area of information technology; with well-developed skills including Microsoft Word, Excel or similar and Computer Aided graphic design;
- Ability to organize, evaluate and present information effectively both orally, graphically and in writing;

- Excellent project management skills.
- An understanding of Local Authority services and structures or have the ability to quickly acquire same.
- Ability to organise, evaluate and present information effectively both orally, graphically and in writing.
- Ability to schedule work projects.
- A willingness to take ownership of problem-solving and lead where necessary
- Capacity to work on their own initiative.
- Managing grant aided projects including application and reporting requirements.
- Consultation with community groups and interest groups.

Duties and Responsibilities

The Executive Parks and Landscape Officer will report directly to the Senior Parks & Landscaping Officer/ Senior Executive Parks & Landscaping Officer, or such person as may be assigned from time to time by Kildare County Council.

Executive Parks and Landscape Officer will be expected to carry out the following non-exhaustive list of 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, for the purposes Local Government Act, 2001, 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 subparagraph (a) of this paragraph,

Under the direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate technical, executive, supervisory, advisory and ancillary services 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 servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

Furthermore, the Executive Parks and Landscape Officer duties will include but are not limited to the following:

- Managing the public realm; including parks and open spaces, in accordance with international best practice standards;

- Planning, designing, and directing improvements to local and regional parks and the public realm generally;
- Conservation of built heritage in historic parks and the public realm;
- Managing the natural resources within the public realm including arboricultural management, and bio-diversity conservation;
- Tendering and procurement in relation to supplies, services and capital projects;
- Preparation, contract management and co-ordination of tenders/contracts; including budgetary control;
- Managing grant aided projects including application and reporting requirements;
- Supporting their Supervisor in his/her duties;
- Planning, managing, monitoring, and reporting of maintenance and operational works programmes;
- Monitoring works programmes to make sure that they are completed to schedule and with appropriate quality, making appropriate scheduling revisions giving changing priorities;
- Managing and supervising staff including assignment of duties and workloads and identification of training needs.
- Correspondence administration including ensuring that responses issue in accordance with customer standards;
- Dealing efficiently, effectively and professionally at all times with stakeholders including elected members, community groups, businesses, and residents.
- Liaising with and responding to other local authorities, government departments and statutory agencies where required.
- Collaborating with other departments and disciplines of the County Council to achieve corporate objectives;
- Carrying out such other duties as may from time to time be reasonably assigned.

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 qualification in Horticulture, Landscape Architecture, Agriculture, Natural or Environmental Science (level 8 or higher on the National Framework of Qualifications).
- (b) Have not less than five 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;
- (d) Have the ability to work on their own initiative and as a team member and to manage and motivate staff to achieve corporate objectives;
- (e) Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives;
- (f) Have proven ability to manage the delivery of projects on time and within budget, including dealing with procurement, contractors, and professional consultants;
- (g) Have the ability to develop policies, strategies, best practice guidance and the preparation of technical reports as required; and;
- (h) Have a good working knowledge of the legal and regulatory standards that apply to local authorities, including Health and Safety.
- (i) An understanding of local authority services and structures or have the ability to quickly acquire same.
- (j) Knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery.

- (k) Qualification, competence and experience in the area of landscape design.
- (l) A professional qualification in Arboriculture. Desirable but not essential.

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

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.

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

Competencies for the post of Executive Parks and Landscape 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:

<p>Management and Change</p>	<p>Strategic Ability Plans, develops and prioritises work programmes that are aligned to Corporate/business objectives.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests. Ability to negotiate and influence and adopt a partnership approach with all stakeholders.</p> <p>Bringing about Change Challenges the status quo to see how systems, processes and practices may be improved and effectively manages the introduction of change.</p> <p>Compliance Ensures compliance with all relevant legislation including Health & Safety, Planning and Procurement and other governing regulations/procedures.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision-Making Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions.</p>

	<p>Operational Planning Take responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</p> <p>Managing Resources Has excellent project management skills. Monitors work to ensure that costs are tightly controlled, and that work is delivered efficiently.</p> <p>Delivering Quality Outcomes Delivers services, projects and tasks on time, within budget and achieves expected performance standards.</p>
<p>Performance through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results.</p> <p>Managing Performance Effectively manages performance and conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Communicates effectively & professionally with range of stakeholders including staff, elected members, businesses & residents. Is effective in communicating a complex or technical message, using language appropriate to the audience.</p>
<p>Personal Effectiveness</p>	<p>Motivation, Initiative and Achievement 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>Qualifications and Knowledge Keeps up with current and emerging developments, trends and best practice in this area.</p> <p>Integrity Demonstrates a strong commitment to delivering an effective Public Service.</p>
<p>Knowledge, Experience and Skills</p>	<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 Executive Parks and Landscape Officer</p>

	Understanding key challenges facing the local government sector and Kildare County Council. Knowledge and experience of operating ICT systems
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Particulars of Employment

The Post

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

Location

The successful applicant may be based in Áras Chill Dara, or other council facilities within 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

The current working hours are 35 hours per week, the hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

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.

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

The Executive Parks & Landscape Officer 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

€57,909 per annum to €76,887 per annum (maximum)

€79,311 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€80,498 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 Pages 6 and 7 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 five main competencies.

- 1. Performance Management & 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 7, 8 and 9

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.