

**KILDARE COUNTY COUNCIL**  
**CANDIDATE INFORMATION BOOKLET**  
**PLEASE READ CAREFULLY**

**EXECUTIVE ARCHITECTURAL CONSERVATION OFFICER**  
**PERMANENT & CONTRACT POSTS**

**Closing Date: 4.00 p.m. on 16<sup>th</sup> November 2023**

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

Contact:  
Human Resources Department  
Kildare County Council  
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## **JOB DESCRIPTION**

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### **THE JOB: EXECUTIVE ARCHITECTURAL CONSERVATION OFFICER**

Kildare County is seeking to establish a panel of Executive Architectural Conservation Officer to fill posts that arise during the life of the panel.

### **RESPONSIBILITIES/DUTIES:**

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.

### **THE IDEAL 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

### **Driving Licence**

Applicants should at the date of appointment 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>

## **QUALIFICATIONS**

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The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Executive Architectural Conservation Officer are:

**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/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.

## PRINCIPAL CONDITIONS OF SERVICE

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**TYPE OF POST:** To form a panel from which full-time, permanent and fixed term contract posts may be filled.

**SALARY:**

€55,519 per annum to €73,713 per annum (maximum)  
€76,038 per annum (LSI 1) (after 3 years satisfactory service at maximum)  
€77,176 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

**PROBATION:**

- (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 one year but the Chief Executive may, at her 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) There will be assessment(s) during the probationary period;

**Working Hours (35 Hour 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 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.

**Examples of some of the current Employee Benefits**

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies

- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Kildare County Council's Social Club
- State of the Art Office Accommodation
- Automatically entered into a pension scheme
- Access to the services provided under Kildare County Council's Employee Assistance Programme

### **Location**

Staff will be based at 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.

### **Residence**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

### **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 1<sup>st</sup> January to 31<sup>st</sup> December. The current leave entitlement for this post is **30** days.

### **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 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 the State Pension Contributory).

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 are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

### **Pension Arrangements and Retirement Age**

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

### **Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Public/Civil Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pension (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of 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.

### **Eligibility To Work In Ireland**

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same.

## **APPLICATION PROCESS**

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Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <https://kildarecoco.ie/AllServices/CareerOpportunities/>

**Closing date is Thursday 16<sup>th</sup> November 2023 at 4.00 p.m.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.



## SELECTION PROCESS

The competition may consist of a two-stage process:

### 1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

### 2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

<b>Management and Change</b>	<p><b>Strategic Ability</b> Displays the ability to think and act strategically from a management, conservation and planning perspective.</p> <p><b>Networking and Representing</b> Develops and maintains positive and beneficial relationships with relevant interests including Government Departments and Elected Members. Ability to negotiate, influence and adopt a partnership approach with all stakeholders Sustains a positive image and profile of the local authority.</p> <p><b>Bringing about Change</b> Effectively manages the introduction of change and overcomes resistance to change.</p> <p><b>Safety, Health and Welfare at Work</b> Ensures compliance with all relevant legislation /regulations including Health &amp; Safety, Planning &amp; Procurement.</p>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b> Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions.</p> <p><b>Operational Planning</b> Plans, develops and prioritises work programmes that are aligned to the Council's Corporate and Operational Plans.</p>

	<p><b>Managing Resources</b> Demonstrates ability to manage resources to ensure they are used effectively to deliver quality outcomes in line with operational and team plans.</p> <p><b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services. Ensures compliance with council and external agency procedures and protocols.</p>
<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b> Leads, motivates and engages others to achieve quality results.</p> <p><b>Managing Performance</b> Effectively manages performance and conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating Effectively</b> Communicates effectively &amp; professionally with range of stakeholders including staff, elected members, government departments, communities. Demonstrates the ability and experience to promote awareness, understanding and engagement in architectural and archaeological heritage.</p>
<p><b>Personal Effectiveness</b></p>	<p><b>Motivation, Initiative and Achievement</b> 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><b>Qualifications and Knowledge</b> Keeps up with current and emerging developments, trends and best practice in this area.</p> <p><b>Integrity</b> Demonstrates a strong commitment to delivering an effective Public Service.</p>

## APPOINTMENT

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### **Other**

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

### **Period of Acceptance**

The local authority shall require persons 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

### **Feedback and Review**

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.