

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

EXECUTIVE PLANNER
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 16th November 2023

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

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
Telephone: 045 980740



JOB DESCRIPTION

THE JOB: EXECUTIVE PLANNER

Kildare County is seeking to establish a panel of Executive Planners to fill permanent and contract posts that arise during the life of the panel.

The Role

This position is within the Planning Department reporting to the Senior Executive Planner, Senior Planner and/or other employee nominated by the Chief Executive. The Executive Planner is responsible for managing elements of the Planning Department and providing a multiplicity of services to Local Authorities.

Reporting to the appropriate line manager, the Executive Planner will be responsible for the efficient management of their prescribed work area within the planning or related function. The Executive Planner will be required to work closely with service departments to deliver the full range of services and implement local policy decisions.

Executive Planner positions are multifaceted and may include some, or all, of the following key service areas:

- Development Management;
- Enforcement;
- Forward Planning Development;
- Public Realm/Strategic Projects

RESPONSIBILITIES/DUTIES:

The Executive Planner role and responsibilities include but are not limited to the following:

- Assessment of planning applications and pre-application proposals against the Council's policies and provide recommendations and policy responses as required;
- Assisting in the preparation, implementation and monitoring of Development Plan/Local Area Plan/ Public Realm Projects and Schemes and in the preparation of reports on these matters for the Chief Executive and the Council;
- Assisting in monitoring and reporting on implementation progress, including gathering/analysis of development and market activity;
- Mentoring of other staff;

- Liaising and working with relevant statutory bodies on various aspects of planning;
- Assisting in the procurement and management of consultants; and
- Any other associated duties as may be assigned from time to time.

These duties are indicative rather than complete and are carried out under general guidance.

THE IDEAL CANDIDATE

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

- Have a track record of delivery results;
- Have an understanding of Local Authority services and structures in Ireland, particularly as they relate to the planning function, or have the ability to quickly acquire same;
- Have excellent interpersonal, communication and influencing skills;
- Have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace.

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

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Executive Planner 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 qualification in Planning (at least level 8 on the National Framework of Qualifications);
- (b) Have at least five years satisfactory relevant experience of planning;
- (c) Possess a high standard of technical training and expertise;
- (d) Possess a high standard of administrative experience.

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

PRINCIPAL CONDITIONS OF SERVICE

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 1st January to 31st 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

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 16th 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.

Planning Policy & Practice	Experience and detailed knowledge of the practical application of: <ul style="list-style-type: none">• Irish Planning legislation and key relevant European Directives, including associated procedures;• Planning issues relevant to County Kildare and its wider region;• Historical, emerging and topical planning trends and issues in Ireland;• Report writing and communication of a reasoned assessment or Recommendation;• Health and Safety legislation.
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.
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;

	<ul style="list-style-type: none"> • Ability to establish positive relationships with their team, internal and external stakeholders; • Strong ability to negotiate and influence others.
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.

APPOINTMENT

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.