



Comhairle Contae Chill Dara  
Kildare County Council

# Candidate Information Booklet

PLEASE READ CAREFULLY

## Heritage Officer

**Closing date for receipt of completed application forms is 4.00 p.m.  
on the 8<sup>th</sup> August 2024.**

***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. 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 Heritage Officer with Kildare County Council.

## The Position & 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 Heritage Officer is responsible for delivering elements of the Planning service and providing a multiplicity of services to Kildare County Council .

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

## 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 Heritage Officer Grade as vacancies arise.

## The 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.

## Duties and Responsibilities

The duties of the post are to give the local authority and: -

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, 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 general direction and control of the Manager or of such other employee as the Manager may from time to time determine, such planning or ancillary services of an advisory, 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 Service, or other appropriate professional employee, in the supervision of the planning or ancillary 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 employee of higher rank during the absence of such employee of higher rank.

The Heritage Officer will have an important role to play in delivering the heritage agenda within Kildare County Council. The Heritage Officer will also perform a vital coordinating and community function regarding heritage matters and will work in support of the County Heritage Forum.

The principal duties and areas of responsibility of the Heritage Officer include: -

- Providing advice on the preparation and implementation of policy for the protection and enhancement of the County's heritage
- The preparation and implementation of a County Heritage Plan which would outline objectives and actions which prioritise heritage projects within the county
- Providing advice and information to the Local Authority on heritage issues

- Heritage input into local authority plans and projects
- Provide heritage advice and input into local strategies and plans such as County Development Plan, Local Area Plans, Local Economic & Community Kildare County Council, Climate Adaptation Strategy, Creative Ireland Strategy and Corporate Plan.
- Provide heritage input to local delivery of national programmes such as Urban Regeneration & Development Fund (URDF), Rural Regeneration Development Fund (RRDF), Town & Village Renewal Scheme, CLÁR Programme, Outdoor Recreation Infrastructure Scheme, LEADER Programmes
- Public consultations and organising heritage events
- Community engagement in relation to heritage matters and to support communities to participate in the conservation and management of local heritage
- Contribute to local and national conferences, exhibitions and seminars
- Assisting in advancing Heritage Projects
- Assist in the management of heritage assets
- To deliver the management and conservation of heritage sites within the County Council's ownership
- Implementation of Government Department, State and Semi-State agencies and voluntary bodies in relation to heritage
- Promoting best practice in relation to heritage matters
- Preparing comprehensive reports on all significant matters relation to heritage for the Council as required
- Provide inputs to plans, projects and planning applications and assist in the delivery of the objectives relation to the built and natural heritage of those plans
- Provide inputs to the Strategic, Environmental assessment/Appropriate Assessment as required
- Engage with all relevant forms of media to communicate about heritage in County Kildare
- Promote the economic and social benefits of County Kildares heritage.
- carrying out such other duties as may be assigned from time to time.

**Candidates must also:**

- have the knowledge and ability to discharge the duties of the post concerned;

- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; candidates, if successful, will not be appointed to the post unless they:
- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

## 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 minimum educational qualification of primary degree or equivalent postgraduate qualification in a subject relevant to heritage, for example archaeology, history, museum studies, building conservation, object conservation, earth and natural sciences, environmental science, planning, geography etc.
- (b) have a recognised track record in heritage management or conservation
- (c) have a minimum of three years work experience at an appropriate level of responsibility in a related position following graduation
- (d) demonstrate knowledge or experience of assessment procedures and practice relating to the natural environment
- (e) demonstrate knowledge and experience of processes involved in dealing with Monuments and the built heritage including protected structures
- (f) demonstrate knowledge or experience of contemporary built and natural heritage management approaches including for example, community engagement

- (g) possess excellent communication skills
- (h) possess good organizational and management skills
- (i) be enterprising, innovative and capable of working to a brief on his/her own initiative and
- (j) experience and knowledge of local authority structures would be an advantage.

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

## Competencies for the post of Heritage 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:

<b>Management and Change</b>	<p><b>Strategic Ability</b> Displays the ability to think and act strategically Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b> Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p><b>Bringing about Change</b> Demonstrates flexibility and an openness to change. <ul style="list-style-type: none"> <li>• Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</li> </ul> </p>
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<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b>          Motivates others individually and in teams to deliver high quality work and customer focused outcomes.          Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><b>Managing Performance</b>          Effectively manages performance including underperformance or conflict.          Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating Effectively</b>          Recognises the value of communicating effectively with all employees.          Actively listens to others.          Has highly effective verbal and written communication skills.          Presents ideas clearly and effectively to individuals and groups.</p>
<p><b>Delivering Results</b></p>	<p><b>Problem Solving and Decision Making</b>          Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made.          Acts decisively and makes timely, informed and effective decisions.</p> <p><b>Operational Planning</b>          Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations.          Delegates, tracks and monitors activity.          Establishes high quality service and customer care standards.</p> <p><b>Managing Resources</b>          Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.          Drives and promotes reduction in cost and minimisation of waste.</p> <p><b>Delivering Quality Outcomes</b>          Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard.          Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>



<p><b>Personal Effectiveness</b></p>	<p><b>Relevant Knowledge</b> Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p><b>Resilience and Personal Well Being</b> Demonstrates appropriate and positive self- confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation, Initiative and Achievement</b> Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>
<p><b>Knowledge, Experience and Skills</b></p>	<p>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 a Heritage Officer Understanding key challenges facing the local government sector and Kildare County Council. Knowledge and experience of operating ICT systems.</p>

## 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**

Heritage 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 1<sup>st</sup> January to 31<sup>st</sup> 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](mailto: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 5 and 6 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 6, 7 and 8.

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