



Comhairle Contae Chill Dara  
Kildare County Council

## Candidate Information Booklet

PLEASE READ CAREFULLY

# Local Community Safety Partnership Coordinator

Closing date for receipt of completed application forms is 4.00 p.m.  
on the 6<sup>th</sup> March 2025.

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





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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:

- Community Development
- Local Enterprise and Economic Development
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

## The Position & Role

The Department of Justice has developed a new community safety policy based on a key principle that policing is not the responsibility of the police alone and involves other agencies of Government such as health and social services. The Community Safety Policy proposes a whole-of-government approach to community safety. At the heart of this policy is the principle that every community has the right to be and feel safe in order to thrive and flourish.

This new approach will be delivered through Local Community Safety Partnerships (LCSPs), supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area and will also have a key oversight role in ensuring those actions are followed through.

## Objectives of the Local Community Safety Partnerships

The partnership approach is built on two premises:

1. Every community is different and has different problems and issues.
2. Responding to those problems and issues requires a range of inputs from across Government, local services, voluntary sector and the community itself.

The response to the issues identified above requires the following elements:

1. Community engagement in identifying what the needs of the community are;
2. Commitment and buy-in from State, local and voluntary service providers to work together to address those needs.

The LCSPs aim to foster sustained community involvement in identifying needs and co-designing solutions, and sustained commitment from services in working together to address those needs.

### **Structure of Local Community Safety Partnerships (LCSPs)**

Membership of each LCSP will include: residents; community representatives, including representatives of youth, new communities and the voluntary sector; business and education representatives; relevant public services in the area, including HSE, Tusla, AGS, and the local authority; and local councilors, The LCSP will have a maximum of 30 members.

The Local Community Safety Partnership Coordinator will support the LCSP in its work to bring together a diverse group of agencies and residents to engage in joint planning and co-ordination of services for the community. The main focus will be the design and delivery of community safety projects in the relevant local authority area. The successful candidate will be a key driving force for the work of the LCSP. They will coordinate an office, which will act as a hub for the local community in relation to community safety. The Coordinator will act as a support to community members to identify local priorities and access relevant services, as well as assisting the Local Community Safety Partnership (LCSP) in drafting and delivering on a local community safety plan.

The Local Community Safety Partnership Coordinator will initially manage the work of one staff member, the Community Safety Administrator. The Local Community Safety Partnership Coordinator will be responsible for the day-to-day running of the community safety activities in the relevant local authority area. The Coordinator may in the course of Community Safety Projects, have project specific contract staff to manage also.

### **The Competition**

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent posts may be filled as the Local Community Safety Partnership Coordinator as vacancies arise.

### **The Candidate**

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

- Possesses the professional experience requirements detailed hereunder.

- Has a track record that demonstrates the ability to operate effectively in an environment with significant complexity and pace.
- Demonstrates the ability to think and act strategically.
- Can communicate and work collaboratively across statutory, community/voluntary organisations
- Project management, Financial Management and Budgetary skills
- IT and Social Media skills
- Administration and report writing
- Dealing effectively with conflicting demands including tight deadlines.
- Adapting to change
- Maintaining confidentiality
- Demonstrates an understanding of the role of the Local Community Safety Partnership Coordinator in the context of wider local authority service delivery.

**The ideal candidate shall also have:**

- The ability to identify suitable grant funding at local and National level, research and compile good applications under the necessary criteria;
- a good understanding of community development processes and principles;
- a clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors;
- the ability to work on several projects simultaneously;
- the ability to develop and implement communications plan, including the use of social media;
- the ability to positively contribute to and lead change;
- be able to work independently and as part of a team;
- possess excellent planning and organisational abilities;
- the ability to administer and oversee programme funding;
- a high degree of motivation and resilience;
- a high level of discretion and professional integrity;
- the ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.
- The ability to engage positively with a diverse range of individuals;
- Have proven experience in developing and managing relationships with a diverse group of stakeholders;
- Proven ability to achieve goals and meet deadlines;
- The ability to work in a community setting with a wide variety of organisations, services and groups;
- Strong leadership skills, sound judgement, self-motivation and strong interpersonal skills;
- Have confidence to work on their own initiative;
- Have excellent communication skills, both verbal and written.
- An understanding of the role of the Local Community Safety Partnership Coordinator in the context of wider local authority service delivery.

## Duties and Responsibilities

The duties of a Local Community Safety Partnership Coordinator will include but are not limited to the following:

- Supporting the establishment and the work of the Local Community Safety Partnership, including through:
  - coordinating the development of a work plan for the LCSP;
  - supporting the development of a local community safety plan;
- Supporting engagement of community members with the LCSP;
- Acting as a focal point for community safety in the area;
- Developing and delivering local community safety projects under the leadership of the Chair of the LCSP;
- Developing and delivering a communications strategy to keep the community informed about community safety activities;
- Proactively engaging and building good relationships with other stakeholders working on community safety in the area;
- Mapping the work by statutory agencies and community organisations that work on community safety activities in the area and liaising with the Local Community Development Committee on any relevant activities;
- Ensuring the provision, collection and reporting of relevant data and information;
- Ensuring that adequate record systems are in place and adhered;
- Ensuring that detailed reports are prepared for key stakeholders;
- Preparing summary financial and administrative data for internal use;
- Taking the lead on the organisation and management of all community safety project events;
- Managing the work of the Community Safety Administrator;
- Building and maintaining good working relationships both inside and outside the partnership, including with key actors in the local authority area;
- Under the leadership of the Chair of the LCSP and management function of the relevant local authority, carrying out duties to ensure the control of expenditure within the partnership's budget;
- Undertaking all duties which may be required which are commensurate with the role of Community Safety Coordinator in consultation with the Chair of the LCSP and direction of the Central Area Manager.

## 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:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**  
  
(b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **or**
- (ii) have obtained a comparable standard in an equivalent examination **or**
- (iii) hold a third level qualification of at least degree standard **and**
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

### **Desirable**

- a) (i) Hold a recognised NFQ Level 7 qualification in sociology, social policy, law, public health or similar;  
**OR**  
(ii) Have a minimum of three years' relevant professional experience;
- (b) Have a minimum of 2 years' experience working as a project coordinator or similar role, and
- (c) Have a minimum of 1 years' experience in communications, outreach or similar;
- (d) Have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.
- (e) Experience in one or more of the following areas would be an advantage: local community development, public health, criminal justice system, communications and a demonstrated ability in programme delivery.

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

## Drivers Licence.

Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

## Competencies for the post of Local Community Safety Partnership Coordinator

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>	<ul style="list-style-type: none"><li>• Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.</li><li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.</li><li>• Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.</li><li>• Challenges the status quo to see how systems, processes and practices may be improved.</li><li>• Develops and initiates change management programmes to meet defined end objectives.</li><li>• Can work with multiple stakeholders to implement change.</li></ul>
<b>Performance through People</b>	<ul style="list-style-type: none"><li>• Leads, motivates and engages others to achieve quality results.</li><li>• Effectively identifies and manages conflict and potential sources of conflict.</li><li>• Can manage the role, performance, and contribution of each staff member for which they are responsible. Has excellent verbal and written communication skills.</li><li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with a wide range of stakeholders including citizens, elected members and staff.</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>• Translate the business/team plan objectives into clear priorities and actions for their area of operation.</li><li>• Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</li></ul>



	<ul style="list-style-type: none"> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> <li>• Promotes the achievement of high-quality outcomes in delivering services.</li> <li>• Manages the allocation and use of resources to ensure they are used efficiently to deliver on operational plans.</li> <li>• Evaluates the outcomes achieved, identifies learning and implements improvements required. Seeks out best practice and applies same.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.</li> <li>• Manages their time effectively, focusing on essential tasks and responsibilities.</li> <li>• Is positive and enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Takes initiative and seeks opportunities to exceed goals in service delivery.</li> </ul>
<b>Knowledge, Experience and Skills</b>	<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 a Local Community Safety Partnership Coordinator &amp; responsibilities of the Local Community Safety Partnerships (LCPC's).</p> <p>Understanding key challenges facing the local government sector and Kildare County Council.</p> <p>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 is permanent or temporary.

### Location

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.

The role will employ flexible working hours to include evening and weekend work on occasion

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.

### **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**

€58,252 per annum to €70,656 per annum (maximum)

€73,185 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€75,728 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.

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 Pages 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.

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 7 and 8.

Candidates must achieve a minimum of 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.