

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

TOWN REGENERATION OFFICER
3 YEAR CONTRACT POST

Closing Date: 4.00 p.m. on June 8th 2023

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

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JOB DESCRIPTION

THE JOB: TOWN REGENERATION OFFICER

Kildare County is seeking to establish a panel of Town Regeneration Officers to fill contract posts that arise during the life of the panel.

BACKGROUND AND PURPOSE OF THE ROLE:

Town Centre First Policy

The recently published Town Centre First (TCF) policy recognises that Irish towns are facing significant challenges and opportunities that require a coordinated and comprehensive response both at local and national level. The implementation of this policy, the establishment of a National TCF Office, and the deployment of the associated national and local resources will facilitate and support this response by towns of all sizes across the country so that town centres can function as the sustainable and vibrant heart of the communities they serve, in ways that are adaptable and appropriate to 21st Century needs.

The Town Centre First policy reflects the importance of quality public realm, streets, parks, and other amenities in towns which provide space for communities to socialise and recreate. From a broader perspective, towns impact on our quality of life and should be attractive places for people of all ages, abilities, and social background to live. They remain the focus of work and enterprise, with new opportunities now presented by remote working. Towns also service the needs of visitors and tourists, as well as being an important source of community character, identity, and local pride. The Town Centre First policy aims to create town centres that function as viable, vibrant and attractive locations for people to live, work and visit, while also functioning as the service, social, cultural, and recreational hub for the local community.

National Town Centre First Office

The National Town Centre First Office, which will be located in the LGMA, will be supported by the relevant CCMA committees and themed advisory & technical groups, and sit under a National Oversight and Advisory Group (NOAG). The role of the national office will be to convert direction, policy, and national ambition from the NOAG into a targeted Annual Implementation Plan. It will also act as the conduit between the reporting of progress and challenges of implementation at ground level to the policy making, steering, and funding at national level. The National Town Centre First Office will drive the delivery of the TCF policy nationally and implement the actions assigned to it in the Policy. The Office will co-ordinate the delivery of the Annual Implementation plan by local authorities through the Town Regeneration Officer (TRO) Network which will collaborate with the key stakeholders within the local authorities, State Agencies and Government funding streams.

The national office will set standards, conduct research, identify best practice and pathways, provide supports and processes to the TRO network, developed through engagement with all stakeholders and interested parties. This approach will provide the Town Teams nationally with all the necessary tools and resources for a consistent, transparent, positive engagement with the policy, leading to the development and implementation of deliverable Town Centre First plans throughout the country.

The national office will be supported by themed advisory & technical groups and by the relevant CCMA Committees. It will also form key alliances with the relevant Government departments, developing meaningful KPI's and ensuring focus for the relevant departments to work with local authorities and the TRO network to ensure a steady pipeline of projects for the consideration of all available funding streams.

National TRO Network

This national network will be a collective of the TROs who will take the lead role in the implementation of the programme at local level. They will manage and lead the local TCF efforts, and collaborate with existing resources and stakeholders to ensure an integrated approach is taken with other related workstreams in the LAs like Housing, Planning, Local Enterprise Offices, etc.

The appointment of TROs and the establishment of the TRO Network with the supporting governance structure will be key when building the foundations for a successful programme. This network will be coordinated by the National Town Centre First Office located within the LGMA.

Purpose of the Role

The role of the TRO will be to support the establishment and ongoing work of Town Teams, ensuring development and delivery on the Town Centre First Plan alongside local champions. They will be a vital link between the Town Teams, the expertise within the Local Authority and other organisations, and will facilitate the Town Teams in accessing funding, delivering on projects and supporting implementation at a local level. The TRO will be expected to develop a broad, detailed understanding of the varied challenges facing the regeneration of Irish towns and what instruments and supports are available to address those challenges. Ultimately, the TRO will need to ensure that the TCF programme becomes an inclusive participatory process through active participation of the County Council's, local Town Teams, property owners, business community, elected members and government agencies.

The main objectives of the TRO will include delivering the TCF policy on the ground by promoting engagement, ensuring supports are provided to the TCF Champion & Town Teams, that town meetings operate in an orderly and professional manner, that realistic expectations are set, and also provide direction/advice to stakeholders when seeking supports and funding. In this context the role will be multifaceted, concerning itself with outcomes as well as activation.

The TRO role will also include contributing to a national Network of TRO's, which will help ensure consistency of approach, deliver shared learnings, and feed key information and feedback to the National Town Centre First office, in a manner that will streamline supports and maximise returns on the overall programme.

An annual workplan will be developed and agreed within the local authorities including the identification of the participating towns within each LA. These local authority workplans will be combined to form an annual national TCF workplan coordinated and supported by the National TCF office. The TRO will support each town/village involved to build a local team to identify issues and gaps at local level. The goal would be to create deliverable town visions and action plans in partnership with community members with focus on all of pillars of the TCF programme to ensure a level of national consistency.

RESPONSIBILITIES/DUTIES:

Key Duties and Responsibilities include;

- Be a strong presence in the participating towns, building trust with all stakeholders.
- Build relationships both internally and externally to maximise participation and outcomes from the programme.
- Work closely with the multi-disciplinary technical teams in the relevant local authority, utilising their skills and expertise, and building linkages with the Town team and other stakeholders.
- Review current status of any developing or established Town Action Plans and support their continued progression, building a long term TCF implementation plan.
- Provide regular reporting on the development and delivery of Town Centre First plans, as well as the wider delivery of TCF projects and policy goals, in the relevant local authority administrative area to the National Town Centre First Office.
- Enable the provision of technical, communications, administrative and project management support to participating Town Teams.
- Build capacity of Town team members by providing access to appropriate training and skills development that will support creating community structures in under-performing locations while also ensuring strong performing locations are enabled to continue to perform.
- Lead in the preparation of TCF Plans in conjunction with the local Town team and other stakeholders.
- Ensure TCF plans are deliverable, consistent and complimentary to County development plans and planning guidelines, while also ensuring that potential projects are inputted to statutory development plans.

- Support discussion with local community groups on topics like theme, heritage, planning context, project approach, future plans, reasons for vacancy, potential solutions, funding etc.
- Stakeholder engagement - deal with representational issues from local interests, including elected members, businesses, community organisations and other stakeholders as they arise while representing the local Town Teams, at meetings with staff of agencies, Government departments, elected representatives, community/general interest groups, businesses, and residents.
- Support business and residential property owners by facilitation and mediation of advice workshops as a “one stop shop” for advice around building renovation, protected structures, adaptations for reuse, grant funding, tax incentives etc. – including working with the Local Authority’s Vacant Homes Officer in developing strategies and actions to deliver the re-use of underutilised building stock
- Support the public consultation process by local Town Teams, through meetings, minutes and presentations as required.
- Support the development of overall communications plans for all stakeholders.
- Liaise with the National Town Centre First Office in the delivery of a Town Centre review to baseline all participating towns through surveys and data collection (KPIs) for items including population, property vacancy and dereliction for business and residential, employment, investments, ongoing projects.
- Identify and prepare funding applications linked to specific projects under the many categories of EU, national, regional, and local grant and funding streams.
- Support the advancement of town projects through feasibility, detailed design, contract documentation, tender and overall financial management.
- Support the advancement and management of the delivery of individual projects working with project working groups, as required.
- Provide project progress and budget management reporting as required to the local Town Team, members of the public, relevant stakeholders, and national and local statutory bodies.
- Liaise with other local authorities, Government departments and statutory agencies in matters pertaining to the role and project delivery.
- Participate as part of a national TCF network that will support knowledge development and sharing of best practice at a national level

The Town Regeneration Officer will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the particular County Council for Town Centre First. The Town Regeneration Officer will have a cross departmental role in providing advice and information on Town Centre First across all functions of the Local Authority.

The Town Regeneration Officer will report to an officer of the Local Authority as designated by the Chief Executive.

THE IDEAL CANDIDATE

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

- A breadth and depth of knowledge of local government issues and is sensitive to wider sectoral and organisational priorities.
- A keen understanding of the Town Centre First Policy and the related challenges facing towns now and into the future.
- An understanding of Capital funding schemes that will apply to the execution and delivery of the TCF programme.
- Excellent capability in working with democratic structures and consultative models.
- Knowledge and understanding of the Irish planning system and building control codes including awareness of sustainable development principles and environmental and climate action prerequisites.
- Excellent data management, collation, and analytical skills.
- Ability to deliver results on time, on budget and to the highest standards.
- Ability to quickly understand and engage with the technical, contextual, and socio-economic elements of a project.
- Ability to effectively engage with and manage diverse stakeholder groups and develop communication strategies and approaches to drive collaboration and project delivery.
- Knowledge and expertise in Project Management software and Microsoft Office programs.
- Ability to work within and lead multi-disciplinary teams.
- The requisite knowledge and ability and be suitable to discharge the duties of the position.

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 Town Regeneration 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) Be well educated.
- (b) Have satisfactory experience in any discipline and satisfactory experience in the organisation and control of staff.

Each candidate must have, on the latest date for receipt of completed application forms:

Significant experience of the following in a multi-sectoral, multi-disciplinary environment: people management, project management, community engagement, public consultation, managing budgets, delivery of programmes, strategic change and management.

It is also desirable but not essential:

- A recognised 3rd level qualification in a related discipline such as engineering, planning or architecture.
- 5 years Management 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, fixed term contract posts may be filled.

SALARY:

€74,236 per annum to €89,508 per annum (maximum)

€92,825 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€98,109 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.

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.

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

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 <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday June 8th 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.

Strategic Management and Change	<p>Strategic Ability</p> <p>Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear, specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness</p> <p>Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing</p> <p>Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change</p> <p>Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
Delivering Results	<p>Problem Solving and Decision Making</p> <p>Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p>

	<p>Operational Planning Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services.</p> <p>Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
<p>Performance through People</p>	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Effectively manages performance.</p> <p>Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Resilience and Personal Well Being</p> <p>Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p>
<p>Knowledge & Understanding of the Role</p>	<p>Knowledge & Understanding of Role Demonstrates understanding of the role of Town Regeneration Officer in the context of wider local authority service delivery</p> <p>Demonstrates knowledge& understanding of the structure and functions of local government</p> <p>Demonstrates knowledge of current local government issues, future trends and strategic direction of local government</p>

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.