

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

CLIMATE ACTION OFFICER
5 YEAR CONTRACT POSTS

Closing Date: 4.00 p.m. on 2nd February 2023

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

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JOB DESCRIPTION

THE JOB: CLIMATE ACTION OFFICER

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

The office is whole time and pensionable on a 5 year contract basis.

RESPONSIBILITIES/DUTIES:

The local authority sector recognises that in order to support our communities, local enterprises and the wider public sector to deliver on climate policy ambitions, there needs to be a consistent focus on building internal capacity and enabling organisational culture change. To this end, each local authority will be progressing updated climate action plans, to encompass both adaptation and mitigation, to deliver locally the national ambition set by Government.

The Climate Action Officer will have responsibilities including, but not limited to, the following:-

- Assisting in defining the desired values and behaviours for the local authority and articulate how these translate into actionable behaviours at all levels.
- Developing and assisting in the roll-out of programmes and campaigns, which promote climate action amongst management, elected members and staff.
- Providing support and advice to all departments on climate action related matters.
- Supporting project teams and elected members in ensuring all local authority level activities are climate proofed and mainstreamed.
- Providing assistance to the Climate Change Co Ordinator in developing and implementing climate action plans including decarbonising zones, strategies and policies across the local authority.
- Supporting the Climate Change Co Ordinator and the Climate Action regional office (CARO) to monitor and communicate the performance of the local authority.
- Working with the CARO, national government and relevant state agencies to assist in the development and roll-out of programmes and campaigns to promote climate action among local authority staff, elected members and wider local authority stakeholders
- Working with various entities at local level: Public Participation Network (PPN), Municipal Districts, Tidy Towns fora, Age Friendly groups etc. in order to progress climate related/sustainability initiatives.

In addition, the appointee will be required to:

- Assist in the provision of prudent financial management, budgeting, and resource allocation.

- Comply with Health and Safety legislation at all times.
- Ensure an efficient and effective response to all stakeholders.
- Prepare reports as required.
- Attend training as required.
- Participate in corporate activities and responsibilities appropriate to their grade.
- Undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time.
- Deputise for other employees of a higher grade as required.

THE IDEAL CANDIDATE

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

- Possess knowledge of current EU, national government, local authority issues, priorities, concerns and future direction.
- Has relevant experience at a sufficiently high level including change management skills.
- Possess knowledge of key policy areas including Energy, Green Infrastructure, Retrofitting, Sustainable Mobility (active transport and modal shift), Sustainable Energy Communities, Citizen Engagement, Just Transition, Land Use and Development, Biodiversity and Natural Environment.
- Ability to work within a team effectively.
- Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
- Possess effective financial and budget management skills.
- Knowledge and experience of operating ICT systems.
- Has previous experience in community engagement, including consultation, facilitation and local animation/activation.
- Possess project management skills.
- Experience of organising and managing events, including networking and participation skills.
- Ability and experience in dealing with complex issues

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 qualifications for the position of Climate Action 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.:

Candidates must, on the latest date for receipt of completed application forms:

- a) Hold a third level qualification (Level 8 in the National Framework of Qualifications) or equivalent professional qualification in Engineering, Planning, Environmental Science, Architecture, or another relevant discipline, **and**
- b) Have at least five years satisfactory relevant experience, **and**
- c) Have relevant experience in supporting the formulation and implementation of strategies, plans, studies and processes including stakeholder engagement, **and**
- d) Have technical experience in the Climate Change area.

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:

€53,626 per annum to €71,200 per annum (maximum)
€73,445 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€74,544 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 six months but the Chief Executive may, at his 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.

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.

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 2nd February 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.

Management and Change	<ul style="list-style-type: none">• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.• Demonstrates the ability to sustain a positive image and profile of the local authority
Delivering Results	<ul style="list-style-type: none">• Demonstrates the ability to act decisively and make timely, informed and effective decisions• Demonstrates the ability to establish high quality service and customer care standards.• Demonstrates the ability to recognise the value of and requirement to communicate effectively• Demonstrates effective verbal and written communication skills
Performance through People	<ul style="list-style-type: none">• Leads, motivates and engages others to achieve quality results.• Effectively manages performance and conflict.• Empowers and encourages people to deliver their part of the operational plan.• Communicates effectively & professionally with range of stakeholders including staff, elected members, businesses & the wider community.• Is effective in communicating a complex or technical message, using language appropriate to the audience.
Personal Effectiveness	<ul style="list-style-type: none">• Demonstrates appropriate and positive self-confidence.• Operates effectively in an environment with significant complexity and pace.

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.