

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

COMMUNITY CLIMATE ACTION OFFICER
3 YEAR CONTRACT POSTS

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

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

Contact:
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JOB DESCRIPTION

THE JOB: COMMUNITY CLIMATE ACTION OFFICER

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

The Community Climate Action Officer within Kildare County Council will support our role in leading on climate action with the successful candidate playing a key role in advocating for climate action and sustainability. This is an exciting opportunity to work with local communities to promote local positive climate action as supported by the Climate Action Fund programme. The Community Climate Action Officer will be involved with assisting and motivating communities, PPNs or businesses to identify relevant projects/initiatives, which will contribute to meeting Ireland's climate targets and building awareness of the climate impact. The Community Climate Action Officer will be required to work with other departments within the Council, to build relationships with citizens in the community, publicise events, making people aware of new initiatives and provide information that may be required to fully avail of the Council's wide range of services in relation to climate action. The Community Climate Action Officer will be required to initiate expressions of interest for funding, evaluate the eligibility of applications and play a key role in partnering with communities / PPNs whose projects were successful in receiving funding. The development of progress reports and overseeing expenditure are also key components of the role. The successful candidate will have the ability, drive and vision to engage, empower and support the citizenry to progress climate action initiatives at local level.

The office is whole time and pensionable on a 3 year contract basis.

RESPONSIBILITIES/DUTIES:

The key duties and responsibilities of the post of Community Climate Action Officer may include but are not limited to the following:

- To support their line manager to ensure work programmes are implemented to deliver on the Council's corporate and operational plans, including planning and prioritising work and allocating resources.
- To develop and maintain productive working relationships, including providing information and assistance when required.
- To research, analyse and communicate information on specific climate action issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
- To represent the local authority on committees and at meetings and to report on progress on their respective section as required.

- To provide support and administrative assistance in the delivery of Community Climate Action projects as required.
- To be involved in the day to day financial management of capital and operational expenditure in the section or department.
- To initiate expressions of interest for funding, evaluate the eligibility of applications and play a key role in partnering with communities / PPNs whose projects were successful in receiving funding.
- To participate in corporate management activities and responsibilities appropriate to the grade.
- To ensure collaboration and coordination at local level, particularly in relation to the interweaving of climate action/sustainability across all council functions, particularly Tidy Towns, Public Participation Network, Residence Associations, Age Friendly initiatives, etc.
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

THE IDEAL CANDIDATE

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

- Possess knowledge of current local government issues, priorities, concerns and future direction.
- Has relevant administrative experience at a sufficiently high level.
- 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.
- Possess project management skills.
- Experience of organising and managing events, including networking and participation skills.

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 Community 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.:

- (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,
- (iv) shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff

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:

€51,526 per annum to €58,754 per annum (maximum)

€60,846 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€62,950 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants, who are not currently working in the Public Sector, will commence 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
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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 & residents. • 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.