

**KILDARE COUNTY COUNCIL**  
**CANDIDATE INFORMATION BOOKLET**  
**PLEASE READ CAREFULLY**

**HEALTHY COUNTY COORDINATOR**  
**3 YEAR CONTRACT POSTS**

**Closing Date: 4.00 p.m. on 19<sup>th</sup> May 2022**

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

Contact:  
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Kildare County Council  
Áras Chill Dara  
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## JOB DESCRIPTION

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### **Background**

The Healthy Cities project is a global World Health Organisation (WHO) movement, set up in 1986. It involves Local Authorities working to improve health and wellbeing through political commitment, working in partnership with local stakeholders and supporting innovative projects.

A healthy city or a healthy county works to:

- improve health and wellbeing by creating and continually improving its physical and social environments
- develop community resources that help people to support each other and achieve their potential

Accredited to the World Health Organisation, the National Healthy Cities and Counties of Ireland Network (the Network) was launched in November 2016. The aim of the National Healthy Cities and Counties of Ireland Network is to develop a structure to support Local Authorities to implement the Healthy Ireland Framework. National Healthy Cities and Counties of Ireland Network aims to:

- promote lifelong health and wellbeing,
- provide a means where local issues can influence national policy, and
- provide a voice for Ireland in the WHO Network of European National Healthy Cities Networks.

The Network is a key enabler of the Healthy Cities initiative both locally and nationally. All Local Authorities are either a member of the Network or are in the process of becoming a member.

### **Healthy Ireland**

Healthy Ireland is a Government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund, funded under the strategy is a key enabler of the Healthy Cities initiative. Since 2017, the Department of Health has provided three rounds of funding under the Healthy Ireland Fund.

The purpose of the fund is to support Local Community Development Committees (LCDCs) in delivering actions which will improve health and wellbeing, in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025*. This Framework is the national framework for action to improve the health and wellbeing of the people of Ireland.

The Framework aims to bring a concerted focus on life-long wellbeing, prevention of illness, seeks to reduce health inequalities, address the settings in which health and wellbeing is impacted, and emphasizes the need to empower people and communities to better look after their own health and wellbeing.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework.

Round three of the Fund will be finishing in May 2022, with round four to commence thereafter.

### **Purpose of the Role**

The Healthy County Coordinator is a key role in Local Authorities for the advancement of the local health and wellbeing agenda. The Coordinator will be a central resource for driving the local health and wellbeing agenda through the implementation of both the local Healthy Cities and Counties initiative and the Local Healthy Ireland programme.

Round 4 of Healthy Ireland will be multi-annual and outcomes focused. The Coordinator will therefore be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy County Coordinator will support the local health and wellbeing agenda through collaboration and coordination with relevant and complementary programmes, initiatives and organisations; coordinate the Healthy Cities project in the catchment area; and lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

### **The Job: Healthy County Coordinator**

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

The Post is a 3-year fixed term contract and will be filled from a panel which will be formed for an initial period of one year.

### **Responsibilities/Duties:**

The Healthy County Coordinator 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 County for the advancement of the local health and wellbeing agenda.

The Healthy County Coordinator will report to the Senior Executive Officer, Community or any other officer as designated by the Chief Executive.

Such duties include inter alia:

- Lead, embed and continuously advance the health and wellbeing agenda in the relevant Local Authority in line with County/City Development Plans, Local Economic Community Plans and other related plans.
- Develop strategies and plans to ensure the implementation and evaluation of the key elements of the role (in line with Service Level Agreement (SLA) with Department of Health.
- Ensure that the development of the County Healthy Ireland Plan commences and is completed, with the findings informing key policies and other planning processes including the Local Economic Community Plan.
- To provide an annual plan in conjunction with the Department of Health (DoH) and Local Authority Line Manger and provide for an annual review.
- Coordinate the overall planning delivery of Healthy Ireland Round 4, including development of the Programme of Work for Healthy Ireland Round 4; monitor and review progress of the Healthy Ireland Round 4 approved Programme of Work and meeting all reporting requirements.
- Engage with colleagues across your local authority to ensure the functions being undertaken by the Healthy City/County Co-ordinator are integrated into the wider community initiatives being undertaken by the local authority
- Promote co-ordination between, and establish links with, community, voluntary and public sector bodies operating within the catchment area as it relates to health and wellbeing initiatives and outcomes.
- Promote Healthy Ireland and other relevant initiatives within the City / County amongst the local community, key target groups, state agencies, voluntary organisations, local businesses, and elected representatives.
- Collaborate with and support complementary health and wellbeing initiatives under relevant and aligned funding streams, including Sláintecare Healthy Communities Programme.

- Progress the City/County's membership and participation in the Healthy Cities and Counties Network and lead the implementation of Healthy Ireland County/City strategies locally.
- Participate in and exchange experiences with, Healthy Cities Networks nationally and internationally
- Promote awareness of and drive the Healthy Ireland agenda in the relevant Local Authority context.
- Collaborate with and support communities to improve their health and well-being and building their capacity for undertaking actions that can both improve health and strengthen community assets.
- Create and maintain the health profile of the City/County.
- Use evidence, data, local health profiles and the Healthy Ireland Outcomes Framework to inform local priorities and the Healthy Ireland Round 4 Programme of Work.
- Apply a social determinants of health lens to service planning and local health and well-being agenda.
- Liaise with the local CYPSC Coordinator to ensure overall coherence of all Healthy Ireland funded actions in catchment area.
- Support the LCD/CYPSC Healthy Ireland sub-group to carry out their oversight role.
- Provide networking events and shared learning opportunities for all project stakeholders.
- Develop and implement a communications strategy to highlight activities, strategies and learning from the Fund.
- Identify opportunities for collaboration at local, regional, and national levels including opportunities for match funding and resourcing.
- Such other duties as the Chief Executive may assign to the role so as to promote lifelong health and wellbeing in the community
- Participate in relevant training organised by the Department of Health/ Pobal.
- Keep abreast of national and international best practice to inform the work in Kildare.
- Work with the project partners to ensure that the agreed actions are implemented.

## **Reporting**

- Ensure compliance with all required local authority financial, management and governance reporting requirements.
- Collect, maintain and update relevant data.
- Work with project partners to ensure that they are aware of and fulfil their reporting requirements.
- Ensure overall non-financial and financial reporting to Pobal/Department of Health is complete and submitted in a timely manner.
- Prepare short report updates for all LCDC and CYPSC meetings

## **Governance**

- Ensure the Healthy Ireland Work Programme conforms with all policies and procedures of the Local Authority and in line with the Governance Framework.

## **The ideal candidate**

It is desirable that candidates demonstrate through their application form and at the interview that 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 Healthy County Coordinator in the context of wider local authority service delivery

## QUALIFICATIONS

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The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Executive Engineer 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 have, on the latest date for receipt of completed application forms:

**Experience**

- Relevant professional experience working in a management/coordination role in community, local development or health promotion sectors.
- A background and prior work experience in community development, health promotion, social sciences or in other fields where social relationships are of utmost importance.
- A good understanding of the social determinants of health across the community, voluntary and statutory sector
- An understanding and experience of working in socially disadvantaged communities, socially excluded groups and of health and wellbeing/health promotion strategies.
- Experience of networking, representing and working collaboratively across statutory, community/voluntary and volunteer led organisations.
- Experience supporting organisations to deliver actions, outputs and outcomes.

**Qualifications Desirable, though not essential:**

- A relevant third level qualification, in the area of health promotion or in a related area e.g., education, community development, public health, social care.

**Other Desirable Knowledge, Skills and Abilities:**

- Strong leadership and project management skills.
- Strong understanding and experience of programme planning and service delivery.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills.
- Ability to work simultaneously at both strategic and operational level.
- Excellent collaborative, networking, representation and relationship-building skills.
- Ability to negotiate and handle difficult situations.
- Experience in reporting to Pobal.
- Financial administration and budgeting skills.
- Data management and IT skills.
- An understanding of the role of the Healthy County Coordinator in the context of wider local authority service delivery

**Licence**

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

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

**PRINCIPAL CONDITIONS OF SERVICE**

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**TYPE OF POST:** To form a panel from which full-time, permanent and fixed term contract posts may be filled.



**SALARY:**

€49,530 per annum to €56,478 per annum (maximum)

€58,489 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€60,512 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 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 (37 Hour Week)**

The hours of work are 9.00 a.m. to 5.24 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 1<sup>st</sup> January to 31<sup>st</sup> 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.

## **APPLICATION PROCESS**

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It is preferable that completed application forms be e-mailed to [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie). Postal applications (4 copies) should be addressed to Kildare County Council, Human Resources, Áras Chill Dara, Devoy Park, Naas, Co. Kildare. **Closing date is Thursday 19<sup>th</sup> May 2022 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

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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 experience/qualifications for the position.

Candidates will also be assessed under the following key competencies.

<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>• Demonstrates the ability to sustain a positive image and profile of the local authority.</li> <li>• Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions.</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>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>• Recognises the value of and requirement to communicate effectively with all stakeholders.</li> <li>• Has excellent verbal and written communication skills.</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>

## APPOINTMENT

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### **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.