

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

SENIOR EXECUTIVE PARKS AND LANDSCAPE OFFICER
CONTRACT POSTS

Closing Date: 4.00 p.m. on 8th December 2022

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

Contact:
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JOB DESCRIPTION

THE JOB: SENIOR EXECUTIVE PARKS AND LANDSCAPE OFFICER

Kildare County is seeking to establish a panel of Senior Executive Parks and Landscape Officer to fill contract posts that arise during the life of the panel.

Kildare County Council is the primary unit of local government in Kildare. The organisation provides services in the following areas to a population of over 246,000 people. Kildare County Council employs over 1,000 staff and has an estimated revenue and capital spend of over €176m and €150m respectively in 2022 allocated under eight service divisions.

- Housing & Building
- Road, Transport & Safety
- Water Supply & Sewerage
- Development Management
- Environmental Protection
- Recreation & Amenity
- Agriculture & Education
- Miscellaneous Services

The Council is committed to increasing its capacity and capability for change to deliver improved public services.

THE IDEAL CANDIDATE

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

- Satisfactory professional knowledge and experience of public realm, landscape and urban design.
- Knowledge of the legislation, policies, procedures and regulations guiding the design, operation and management of the public realm.
- Knowledge of current recreational needs, interests, trends and facilities.
- Knowledge of the methods, techniques and requirements for the upkeep of buildings, facilities, grounds and equipment.
- Knowledge of the principles and practices in the management of natural resources within parks and open spaces.
- A professional qualification in arboriculture (desirable but not essential)
- Knowledge of public relations and possess good interpersonal and communication skills and have the ability to engage with a wide range of people.
- Knowledge of the principles and practice of personnel and office management
- Knowledge of public procurement processes.

- Knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace and experience in the application of same.
- Knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery.
- Competence and experience in the area of landscape design.
- Competency and experience in the area of information technology; with well-developed skills including graphic design.
- Ability to organise, evaluate and present information effectively both orally, graphically and in writing.
- Ability to schedule work projects.
- A willingness to take ownership of problem-solving and lead where necessary
- Capacity to work on his/her own initiative.
- An understanding of Local Authority services and structures or have the ability to quickly acquire same.

RESPONSIBILITIES/DUTIES:

Senior Executive Parks and Landscape Officer duties include, but are not limited to the following:

- The control, maintenance and development of parks and public realm open spaces (including recreational facilities therein)
- The planning, design and construction of new parks and open spaces
- The management of planting and maintenance of trees on public thoroughfares and public open spaces
- Support the development of the Council's biodiversity function
- Management of a significant annual budget across a range of services
- The promotion of green infrastructure, climate change mitigation and adaptation initiatives and the promotion of public wellbeing through public infrastructure initiatives
- The management and supervision of staff, including associated HR functions
- The development of policies and strategies for their area of responsibility
- Any other associated duties as may be assigned from time to time.

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Senior Executive Parks and Landscape 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) Hold a qualification in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science (Level 8 or higher on the National Framework of Qualifications)
- b) Have not less than seven years post graduate satisfactory experience of planning, design, development and management of one or more of the following: Parks, Heritage Landscapes and Gardens, Open Spaces, Green Infrastructure, Public Realm and Urban Design, Urban Forests, Sports Grounds, Recreation and Play Facilities, Community Gardens and Allotments;
- c) Have the ability to work on their own initiative and as part of a senior executive team, managing and motivating multi-disciplinary teams to achieve corporate objectives;
- d) Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives;
- e) Have proven ability to manage financial resources within a strict budgetary control framework;
- f) Have a proven ability to manage the delivery of projects on time and within budget, including dealing with procurement, contractors, professional consultants;
- g) Demonstrate a capacity for innovation and problem solving;

- h) Demonstrates the ability to develop policies, strategies, best practice guidance and the preparation of technical reports as required; and
- i) Have a good working knowledge of the legal regulatory standards that apply to local authorities, including Health and Safety.

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>

PRINCIPAL CONDITIONS OF SERVICE

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

SALARY:

€71,093 per annum to €83,152 per annum (maximum)
€85,943 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€88,727 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 (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.

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 8th December 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

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 be effective in translating the mission and vision into operational plans and outputs.• 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.• Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.• Demonstrates flexibility and an openness to change.• Challenges the status quo to see how systems, processes and practices may be improved.• Recognises that people react differently to change and manages this accordingly.• Can work with multiple stakeholders to implement change
Delivering Results	<ul style="list-style-type: none">• Acts decisively and makes timely, informed and effective decisions.• Promotes the achievement of high-quality outcomes in delivering services.• Manages the allocation and use of resources to ensure they are used efficiently to deliver on operational plans.• Evaluates the outcomes achieved, identifies learning and implements improvements required. Seeks out best practice and applies same.• Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Performance through People	<ul style="list-style-type: none">• Leads, motivates and engages others to achieve quality results.• Effectively identifies and manages conflict and potential sources of conflict.• Recognises the value of and requirement to communicate effectively with all stakeholders.• Has excellent verbal and written communication skills.

	<ul style="list-style-type: none"> • Demonstrates the ability to build effective teams and motivate and engage staff and stakeholders to achieve quality results. • Can manage the role, performance, and contribution of each staff member for which they are responsible.
Personal Effectiveness	<p>Motivation, Initiative and Achievement</p> <ul style="list-style-type: none"> • Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. • Manages their time effectively, focusing on essential tasks and responsibilities. • Is positive and enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Takes initiative and seeks opportunities to exceed goals in service delivery. <p>Qualifications and Knowledge</p> <ul style="list-style-type: none"> • Keeps up with current emerging developments, trends and best practice in area <p>Integrity</p> <ul style="list-style-type: none"> • Demonstrates a strong commitment to delivering an effective Public Service.

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.