

**KILDARE COUNTY COUNCIL**

**EXECUTIVE PLANNER PERMANENT AND CONTRACT POSTS**

**QUALIFICATIONS AND PARTICULARS**

**CLOSING DATE 5<sup>th</sup> NOVEMBER 2020 AT 4.00 P.M.**

**The Role**

This position is a senior position within the Planning Department reporting to the Senior Executive Planner, Senior Planner and/or other employee nominated by the Chief Executive. The Executive Planner is responsible for managing elements of the Planning Department and providing a multiplicity of services to Local Authorities.

Reporting to the appropriate line manager, the Executive Planner will be responsible for the efficient management of their prescribed work area within the planning or related function. This is a management role. Managers at this level work within defined parameters relevant to the position, in accordance with the Local Authority's vision and objectives. The Executive Planner will be required to work closely with elected Councillors to deliver the full range of services and implement local policy decisions.

In the current economic climate, managers are charged with service delivery and change management in an environment of limited resource availability, both human and financial. Delivery of efficient services and value for money is crucial.

Executive Planner positions are multifaceted and may include some, or all, of the following key service areas:

- Development Management;
- Enforcement;
- Forward Planning Development;
- Public Realm/Strategic Projects

## **Responsibilities**

The Executive Planner role and responsibilities include but are not limited to the following:

- Assessment of planning applications and pre-application proposals against the Council's policies and provide recommendations and policy responses as required;
- Assisting in the preparation, implementation and monitoring of Development Plan/Local Area Plan/ Public Realm Projects and Schemes and in the preparation of reports on these matters for the Chief Executive and the Council;
- Assisting in monitoring and reporting on implementation progress, including gathering/analysis of development and market activity;
- Supervision and mentoring of other staff;
- Assisting and providing advice to the Chief Executive, appropriate Committees of the Council, individuals, groups etc., on planning related issues;
- Liaising and working with relevant statutory bodies on various aspects of planning;
- Assisting in the procurement and management of consultants; and
- Any other associated duties as may be assigned from time to time.

These duties are indicative rather than complete and are carried out under general guidance.

The Ideal candidate for the position shall

- Have a track record of delivery results;
- Have an understanding of Local Authority services and structures in Ireland, particularly as they relate to the planning function, or have the ability to quickly acquire same;
- Have excellent interpersonal, communication and influencing skills;
- Have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace.

**Key Competencies** for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of the following specific areas: -

**Planning Policy & Practice:**

Experience and detailed knowledge of the practical application of:

- Irish Planning legislation and key relevant European Directives, including associated procedures;
- Planning issues relevant to County Kildare and its wider region;
- Historical, emerging and topical planning trends and issues in Ireland;
- Report writing and communication of a reasoned assessment or Recommendation;
- Health and Safety legislation.

**Delivering Results:**

- Problem solving and decision making, particularly in situations of conflicting demands;
- Organising work programmes and implementing solutions, Working to deadlines;
- Managing resources and achieving efficiencies;
- Delivering Quality Outcomes.

**Performance Through People:**

- Leading and Managing teams or projects;
- Motivation and positivity as part of a team;
- Managing Performance;
- Communicating Effectively;
- Ability to establish positive relationships with their team, internal and external stakeholders;
- Strong ability to negotiate and influence others.

**Personal Effectiveness:**

- Resilience and Personal Well-Being;
- Integrity & Public Service Values;
- Personal Motivation and Initiative;
- Understanding the structures and environment within which the local authority sector operates;
- Personal vision for the future of planning in County Kildare;
- Political awareness.

## **PARTICULARS OF OFFICE**

Kildare County Council is seeking to establish a panel of Executive Planners to fill permanent and contract posts that are sanctioned during the life of the panel.

The office is whole time and pensionable.

### **Character**

Candidates shall be of good character.

### **Health**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Education, Training, Experience, etc.**

Candidates shall on the latest date for receipt of completed application forms for the office: -

- a) hold an honours degree (level 8 in the National Framework of Qualifications) in Planning;
- b) have at least five years satisfactory experience of planning work;
- c) possess a high standard of technical training and experience; and
- d) possess a high standard of administrative experience.

### **Salary**

€50,534 per annum to €67,092 per annum (maximum)

€69,209 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€70,245 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

In accordance with circular EL05/2016 existing Public Servants in analogous grades and pay scales when moving without a break from one part of the public service to another may retain current point on scale.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

### **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.

### **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.

**Staff with a higher leave allocation will retain their higher leave during periods of acting.**

### **Recruitment**

The appointment will be made on the result of an interview conducted by, or on behalf of, the local authority.

Candidates may be shortlisted on the basis of relevance and extent of their previous experience, as outlined on their application, and these applicants only will be called for interview.

A panel may be formed as a result of these interviews from which further Executive Planner positions arising may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may be appointed as appropriate vacancies arise.

### **Medical**

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. The authority reserves the right to request further medicals during the period of employment.

### **Garda Vetting**

A person who is being considered for appointment may be required to complete a Garda Vetting application, the results of which will be considered before an offer of employment is made.

### **Probation**

#### **For permanent posts**

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply:

- (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;
- (e) Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with Kildare County Council.

### **For contract posts**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect during which such persons shall hold office on probation:
- (b) Such persons shall cease to hold office at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.
- (c) There will be assessment(s) during the probationary period.

### **Duties**

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional employee, such planning or ancillary services, of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services or appropriate professional employee, in the supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for appropriate professional employee of higher rank during the absence of such employee of higher rank.

### **Residence**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

### **Superannuation and Retirement**

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at

the maximum rate to a person with no adult dependent or qualified children) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

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. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned.

Further information is available from the Human Resources Department.

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28

July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

### **Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

### **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.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **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.

The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

**Driving Licence**

Applicants **must** at the latest date for receipt of applications hold a full unendorsed driving licence for **Class B** vehicles, 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.

**Travelling**

Travel expenses for official journeys will be paid at appropriate civil service rates as adjusted from time to time.

**Mobile Phone**

The person employed will be required to carry/ use a County Council mobile phone during the course of their duties.