

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

**EXECUTIVE PARKS AND LANDSCAPE OFFICER**

**CONTRACT & PERMANENT POSTS**

**Closing Date: 4.00 p.m. on 18<sup>th</sup> May 2021**

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

Contact:  
Human Resources Department  
Kildare County Council  
Áras Chill Dara  
Devoy Park  
Naas  
Co. Kildare

Email: [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie)  
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## JOB DESCRIPTION

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### **THE JOB: EXECUTIVE PARKS AND LANDSCAPE OFFICER**

Kildare County is seeking to establish a panel of Executive Parks and Landscape Officers to fill contract and permanent posts that arise during the life of the panel. **It is envisaged that the initial vacancy will be a 4-year contract post.**

The Executive Parks and Landscape Officer will work as part of a team that plans, designs, develops and manages the public parks, open spaces and public realm of Kildare County Council.

The Executive Parks and Landscape Officer will contribute to the development and implementation of strategies, policies and standards around the provision and management of the public realm.

### **The Ideal Candidate will demonstrate**

- 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;
- Have a professional qualification, competence and experience in arboriculture (desirable but not essential);
- Qualification, competence, and experience in the area of landscape design; (desirable but not essential)
- Excellent interpersonal and communication skills and demonstrates the ability to engage with a wide range of stakeholders including Elected Members, Communities, Sporting Clubs and Organisations, other public bodies and internal County Council Departments.

- Experience in managing staff and coordinating multi-disciplinary teams.
- Knowledge of public procurement processes;
- Knowledge and practical experience of Health and Safety Legislation and Regulations and their application in the workplace.
- Knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery;
- Competency and experience in the area of information technology; with well-developed skills including Microsoft Word, Excel or similar and Computer Aided graphic design;
- Ability to organize, evaluate and present information effectively both orally, graphically and in writing;
- Excellent project management skills.
- An understanding of Local Authority services and structures or have the ability to quickly acquire same;

**RESPONSIBILITIES/DUTIES:**

The Executive Parks and Landscape Officer will report directly to the Senior Executive Parks Superintendent or such person as may be assigned from time to time by Kildare County Council.

Executive Parks and Landscape Officer will be expected to carry out the following non-exhaustive list of 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 Local Government Act, 2001, 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 control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate technical, executive, supervisory, advisory and ancillary services 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 servicing all

committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

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

- Managing the public realm; including parks and open spaces, in accordance with international best practice standards;
- Planning, designing, and directing improvements to local and regional parks and the public realm generally;
- Conservation of built heritage in historic parks and the public realm;
- Managing the natural resources within the public realm including arboricultural management, and bio-diversity conservation;
- Tendering and procurement in relation to supplies, services and capital projects;
- Preparation, contract management and co-ordination of tenders/contracts; including budgetary control;
- Managing grant aided projects including application and reporting requirements;
- Supporting their Supervisor in his/her duties;
- Planning, managing, monitoring, and reporting of maintenance and operational works programmes;
- Monitoring works programmes to make sure that they are completed to schedule and with appropriate quality, making appropriate scheduling revisions giving changing priorities;
- Managing and supervising staff including assignment of duties and workloads and identification of training needs.
- Correspondence administration including ensuring that responses issue in accordance with customer standards;
- Dealing efficiently, effectively and professionally at all times with stakeholders including elected members, community groups, businesses, and residents.
- Liaising with and responding to other local authorities, government departments and statutory agencies where required.

- Collaborating with other departments and disciplines of the County Council to achieve corporate objectives;
- Carrying out such other duties as may from time to time be reasonably assigned.

## **QUALIFICATIONS**

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The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of 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.:**

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

- (a) hold a qualification in Horticulture, Landscape Architecture, Agriculture, Natural or Environmental Science (level 8 or higher on the National Framework of Qualifications).
- (b) Have not less than five 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, Burial Grounds, Community Gardens and Allotments;
- (c) Possess a high standard of professional competence and experience;
- (d) Have the ability to work on their own initiative and as a team member and to manage and motivate staff to achieve corporate objectives;

- (e) Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives;
- (f) Have proven ability to manage the delivery of projects on time and within budget, including dealing with procurement, contractors, and professional consultants;
- (g) Have the ability to develop policies, strategies, best practice guidance and the preparation of technical reports as required; and;
- (h) Have a good working knowledge of the legal and regulatory standards that apply to local authorities, including Health and Safety.

**DRIVING LICENCE:**

Candidates are required to possess a current unendorsed full driving licence (Category B) as he/she may be required to drive in the course of his/her duties.

**PRINCIPAL CONDITIONS OF SERVICE**

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

**SALARY:**

€50,534 - €67,093 per annum (maximum)  
€69,209 per annum (1<sup>st</sup> LSI), (after 3 years satisfactory service at maximum)  
€70,245 per annum (2<sup>nd</sup> LSI), (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, Local Government and Heritage.

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.

**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.

### **Pension Arrangements and Retirement Age**

Candidates will be informed of their superannuation position when 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 Tuesday 18<sup>th</sup> May 2021 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.



Candidates will also be assessed under the following key competencies.

<p><b>Management and Change</b></p>	<p><b>Strategic Ability</b> Plans, develops and prioritises work programmes that are aligned to Corporate/business objectives.</p> <p><b>Networking and Representing</b> Develops and maintains positive and beneficial relationships with relevant interests. Ability to negotiate and influence and adopt a partnership approach with all stakeholders.</p> <p><b>Bringing about Change</b> Challenges the status quo to see how systems, processes and practices may be improved and effectively manages the introduction of change.</p> <p><b>Compliance</b> Ensures compliance with all relevant legislation including Health &amp; Safety, Planning and Procurement and other governing regulations/procedures.</p>
<p><b>Delivering Results</b></p>	<p><b>Problem Solving and Decision-Making</b> Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions.</p> <p><b>Operational Planning</b> Take responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</p> <p><b>Managing Resources</b> Has excellent project management skills. Monitors work to ensure that costs are tightly controlled and that work is delivered efficiently.</p> <p><b>Delivering Quality Outcomes</b> Delivers services, projects and tasks on time, within budget and achieves expected performance standards.</p>
<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b> Leads, motivates and engages others including staff and all stakeholders to achieve quality results.</p> <p><b>Managing Performance</b> Effectively manages performance and conflict.</p> <p>Empowers and encourages people to deliver their part of the operational plan.</p>

	<p><b>Communicating Effectively</b> Communicates effectively &amp; professionally with range of stakeholders including staff, elected members and communities.</p>
<b>Personal Effectiveness</b>	<p><b>Motivation, Initiative and Achievement</b> Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Remains calm under pressure and can manage the delivery of several tasks/projects concurrently.</p> <p>Manages their time effectively, focusing on essential tasks and responsibilities.</p> <p><b>Qualifications and Knowledge</b> Keeps up with current and emerging developments, trends and best practice in this area and shares this with others.</p> <p><b>Integrity</b> Demonstrates a strong commitment to delivering an effective Public Service.</p>

## 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.