

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

**SLÁINTECARE HEALTHY COMMUNITIES PROGRAMME (SHCP)**  
**LOCAL DEVELOPMENT OFFICER**  
**3 YEAR CONTRACT**

**Closing Date: 2<sup>nd</sup> December 2021 at 4.00 p.m.**

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

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

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## **JOB DESCRIPTION**

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### **INTRODUCTION:**

The Sláintecare Healthy Communities Programme is a new initiative, led by Sláintecare and Healthy Ireland in the Department of Health, in partnership with cross-sectoral, national and local stakeholders. The goal of the Sláintecare Healthy Communities Programme is to improve the long-term health and wellbeing of people living in the most disadvantaged communities in Ireland.

### **Policy context:**

Healthy Ireland: A Framework for Improved Health and Wellbeing 2013-2025, is the national framework for action to improve the health and wellbeing of the people of Ireland. The Healthy Ireland 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 emphasises the need to empower people and communities to better look after their own health and wellbeing. Healthy Ireland takes a 'whole of government' and 'whole of society' approach, reflecting the multiple factors that influence our ability to support our 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. Central to this is the pressing need to address health inequalities and place a greater emphasis on promoting Healthy Ireland amongst the less advantaged and harder to reach communities.

### **The Social Determinants of Health**

The social determinants of health are the non-medical factors that influence health outcomes. These are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. Research has shown that the social determinants can be more important than health care or lifestyle choices in influencing health (WHO, 2021).

The Healthy Ireland Outcomes Framework 2018 will be used in the programme to help focus activity and measure programme outcomes.

### **The Sláintecare Healthy Communities Programme**

The aim of the Healthy Communities Programme is to identify specific areas in which high risk factors to the health and wellbeing of the population are particularly prevalent due to deprivation, with a view to implementing targeted initiatives to

tackle these challenges from within these communities. This will be achieved through partnership with a range of stakeholders and through the provision of dedicated services to build sustainable improvements in the health and wellbeing of those of all ages living in these communities.

### **How the Programme will be delivered**

The ultimate goal of the Sláintecare Healthy Communities Programme “SHCP” is to improve the long-term health of the target populations and improve the quality of life of individuals in those communities.

In the first phase of implementation, 19 Social Inclusion and Communication Activation Programme (SICAP) areas have been identified for inclusion. The Programme will extend to all 51 SICAP areas over a period of three years, subject to funding. Health-specific interventions will be delivered in the areas targeting smoking, social prescribing, parenting, healthy eating and “making every contact count.”

There will be intensive and ongoing collaboration with other stakeholders including the HSE, relevant government departments and agencies, the local area partnerships and the community and voluntary sector to identify existing relevant programmes and resources that are being delivered in the selected SHCP areas.

There will be a Service level Agreement (SLA) in place between Sláintecare and the relevant Local Authority regarding implementation and co-ordination of the Programme.

A local implementation team will be convened in each of the 19 Phase 1 areas. Membership will be finalised in each local SHCP area and will reflect the social determinants of health priorities and activities relevant to each area. Membership will likely include (from the State / Local Government agencies and community and voluntary sectors operating in each area): community policing and community safety; environment; youth services; early years and education services; Tusla; HSE primary care; services focused on prevention, early intervention, family support and child poverty; community and resident organisations; Traveller, Roma and immigrant / minority communities; homelessness services; Intreo and employment support services.

The SHCP Local Implementation Team will engage with, communicate with and report through the SHCP Local Development Officer:-

- a) into the Local Community Development Committee of the Local Authority, and into the Local Authority and Community Health Organisation and other relevant bodies ensuring that all relevant SHCP information is available to inform the development of local area plans, service strategies and budgets
- b) to the national SHCP National Development Officer and into the SHCP National Implementation Team (chaired by the Head of Healthy Ireland) that reports to the Senior Officials Group and ultimately to the Cabinet Sub Committee on Health.

### **Role of the SHCP Local Development Officer**

The SHCP Local Development Officer reports to the Chief Officer of the Local Community Development Committee (LCDC) or such person as may be assigned from time to time by Kildare County Council. National reporting arrangements will be in place under the remit of the National Implementation Team and Sláintecare, in accordance with the Service Level Agreement (SLA) between Sláintecare/Dept of Health and the Local Authority.

The SHCP Local Development Officer is instrumental in organising and assisting the SHCP Local Implementation Team. They will be employed in the relevant local authority under the SLA and will have access, through the Local Community Development Committee (LCDC) Chief Officer/Director of Services to the local authority management team.

Each SHCP Local Development Officer will be engaged with the LCDC as an oversight structure and with their Local Implementation Team as the primary mechanism for operationalising the SHCP in the local community.

The SHCP Local Development Officer ensures that the plan for their area is reviewed regularly and works with the local community to maintain an audit of local needs, see how best to tackle problems and ensure co-ordinated delivery of services and investment.

Much of the SHCP change focus and dynamic around the social determinants of health will occur locally, through the engagement between the local community, local agencies and services, the local authority and the HSE and Tusla, facilitated and supported by the SHCP Development Local Officer.

The SHCP Local Development Officer is supported by the SHCP National Development Officer who, with the assistance of the SHCP staff team, provides mentoring and operates as a forum for exchange of experience and learning and as a central source of information on the activities and programmes in operation and their level of progress. Start-up training will be developed by the SHCP staff team and on-going support and monitoring is provided by the SHCP National Development Officer.

## **RESPONSIBILITIES/DUTIES:**

The SHCP Local Development Officer will be expected to carry out the following non-exhaustive list of duties:

### **The role of the Local Development Officer includes, but is not limited to:**

- Promoting awareness of the SHCP in their area
- Engaging a Social Determinants of Health lens on community wellbeing and local service development, work with the local community, through the LCDC and related agencies and structures
- Defining how best to tackle the needs which have been identified in the context of available public services and drawing on supports and investments available through the LCDC and related agencies and structures.
- Actively promoting and supporting local community engagement with SHCP and the community and local residents' role in developing a Social Determinants of Health lens on personal and community wellbeing
- Using the Social Determinants of Health Outcomes Framework, informing and assisting with the gathering of local data relevant to the Outcomes Framework
- Informed by local community data and experience, contributing through SHCP structures to the development of policy and budgetary recommendations with reference to improving the social determinants of health in areas of significant deprivation to local authorities and to national government structures
- Chairing the SHCP Local Implementation Team meetings
- Reporting to the LCDC and ensuring that local learning and local recommendations on improving the social determinants of health in the community are shared with all the relevant local agencies and initiatives
- Furnishing regular reports of progress to the SHCP National Development Officer, in particular relating to the successful or otherwise operation of national policies and strategies in the SHCP area
- Promoting national and local Government policy in counteracting social exclusion, as appropriate
- Promoting co-ordination between, and establishing links with, voluntary and public sector bodies operating within the area, especially in relation to cross-sectoral interests, and also with other local authorities as appropriate
- Liaising with relevant parties in the SHCP in the areas of local/community development as may be required
- All other duties as may be assigned by the Chief Executive and/or their representative which are commensurate with the role of SHCP Local Development Officer in consultation with the Chief Officer of the LCDC.
- Addressing issues that may arise from discussions at national level that are communicated via the National Development Officer.

### THE IDEAL CANDIDATE:

It is desirable that candidates demonstrate through their application form and at the interview that they:

- have a good understanding of the social determinants of health across the community, voluntary and statutory sectors
- have a good understanding of '*Healthy Ireland: A Framework for Improved Health and Wellbeing 2013-2025*' and the '*Healthy Ireland Outcomes Framework*'
- have a good understanding of community development issues at local level
- have the ability to work on several projects simultaneously
- have the ability to engage stakeholders from diverse backgrounds and build strong relationships
- possess excellent planning and organisational abilities
- be self-motivated and able to work independently and as part of a team
- have strong administration, writing and communication skills (including ICT)
- have the ability to administer programme funding
- possess a high degree of motivation and resilience
- possess a high level of discretion and professional integrity

### **Driving Licence**

Applicants should 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.

## QUALIFICATIONS

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The declared qualifications for the position 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) (i) hold a recognised qualification at least at NFQ Level 7 in a relevant health/community/social/administrative area or similar; or
- (ii) have a minimum of three years' relevant professional experience
- (b) have a minimum of one year's experience in a project co-ordinator/oversight or similar role
- (c) have excellent interpersonal and communication skills
- (d) have satisfactory knowledge and understanding of public policy relating to the role.

Experience in one or more of the following areas would be an advantage:

- Local community development
- Public Health
- Communications
- Applied professional practice in a community setting
- A demonstrated ability in programme delivery.

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:** Full-time 3 year Fixed Term Contract.

**SALARY:**

€49,040 per annum to €55,919 per annum (maximum)

€57,910 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€59,913 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:**

Staff may be required to complete probation.

- (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.

**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 post entails a wide range of duties which require maximum flexibility which may involve evening and weekend attendance, where necessary. This will be a full-time role.

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 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 2<sup>nd</sup> December 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 number of stages:

### 1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the requirements 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. Candidates will also be assessed under the following key competencies.

<b>Management and Change</b>	<p><b>Strategic Ability</b> Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission and vision of the Council.</p> <p><b>Political Awareness</b> Has a clear understanding of the political reality and context of the local authority.</p> <p><b>Networking and Representing</b> Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the local authority.</p> <p><b>Bringing about Change</b> Effectively manages the introduction of change; fosters a culture of creativity in employees/stakeholders and overcomes resistance to change.</p>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b> Can pinpoint critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p>

	<p><b>Operational Planning</b> Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to Corporate goals, operational objectives, available resources. Establishes high quality service and customer care standards.</p> <p><b>Managing Resources</b> Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p><b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.</p>
<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b> Leads, motivates and engages others to achieve quality results.</p> <p><b>Managing Performance</b> Builds and leads a positive, diverse and productive section/units and teams effectively. Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Managing Conflict</b> Effectively identifies and manages conflict and potential sources of conflict.</p> <p><b>Communicating Effectively</b> Recognises the value of and requirement to communicate effectively with all stakeholders. Has effective verbal and written communication skills. Has good interpersonal skills.</p>
<p><b>Personal Effectiveness</b></p>	<p><b>Resilience and Personal Well Being</b> Remains calm under pressure and can separate personal issues from work issues. Values the well-being of self and others by managing stress levels and work-life balance. Has a strong sense of self belief.</p>

	<p><b>Personal Motivation, Initiative and Achievement</b></p> <p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Does more than is required or expected, anticipating situations and acting to pre-empt problems.</p> <p>Takes action within the bounds of own ability.</p> <p>Creates new opportunity.</p> <p>Understanding the structures and environment within which the local authority and other stakeholders operates.</p> <p>Knowledge of current local government issues and strategic direction of local government and relevant national policies.</p>
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## 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.