

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

EXECUTIVE PLANNER - OPEN COMPETITION
(COMP. I.D. 006428)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must, on the latest date for receipt of completed application forms:

- a Candidates shall on the latest date for receipt of completed application forms for the office
 - i hold a qualification in town planning recognised by the Public Appointments Service,
 - ii have at least three years satisfactory experience of town planning, after attaining the qualification at (a) above and
 - iii possess a high standard of technical training and experience.

or

- b Candidates shall on the latest date for receipt of completed application forms for the office:
 - i have service in a permanent capacity in the office of Executive Planner or Assistant Planner in a local authority in the State immediately preceding the latest date for receipt of completed application forms for the office and have served in either capacity continuously from the 1st day of December, 1984.
 - ii have at least five years satisfactory experience of town planning and
 - iii possess a high standard of technical training and experience.

The Job:

Executive Planners are responsible for implementing programmes of work in the Planning Department and for providing a multiplicity of planning services and related services. Executive Planner positions are multi-faceted and may include some or all of the following key service areas:

- Development Management;
- Planning Enforcement;
- Forward Planning and Sustainable Development;
- Gathering and analysis of Statistics on Development

The Ideal Candidate:

The successful candidate should be able to demonstrate the following knowledge, skills and competencies:

- An ability to work within a multi-disciplinary team
- Good planning, operational and project management skills;
- Good communication/presentation and interpersonal skills;
- Good knowledge, or the ability to quickly acquire same, of local government functions, services and activities particularly in relation to planning and development.
- Good working knowledge of planning legislation and the principals, practices and techniques of planning;
- An ability to work under pressure and to think laterally maintaining a solution orientated mind-set in dealing with a wide range of issues;
- Good report writing skills and strong IT skills;
- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- Possess a satisfactory knowledge of health and safety in the workplace.
- Should be a holder of a full driving licence, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council

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PARTICULARS OF THE POSITION

1. The office is permanent, whole-time and pensionable.

2. **SALARY:**

€46,732 - €48,467 - €50,204 - €51,944 - €53,684 - €55,422 - €57,162 - €58,893
- €60,639 - €62,372 - €64,371 (1st LSI) - €65,000 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community 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.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

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 any services, which they are required by or under any enactment to perform.

3. **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 Local Authority at 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 social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). 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 will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

Persons who retire or resign with less than 2 years' service would not be entitled to a pension and lump and, if they are not in a position to transfer their service to another Local Authority or approved body, would have their superannuation contributions returned to them [less tax].

Persons who retire or resign with 2 or more years' service and who are not transferring their service to another Local Authority of approved body shall have their service and benefits preserved until age 60 (or age 65 in the case of new entrants).

Persons who retire on grounds of permanent infirmity of body or mind with less than 5 years' service would receive a short service gratuity.

A death gratuity would be payable to the Legal Personal Representative of a person who dies in service.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Executive Planner is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. 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.

8. 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 Local Government Acts 2001 and 2014, 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 officer, such engineering services of an advisory, administrative, 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 other authorised officer, as appropriate, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

Executive Planner duties include but are not limited to the following:

- Assess planning applications and pre-application proposals against the Council's policies and provide recommendations and policy responses to these as required;
- Assist individuals, groups etc., on planning related issues;
- Prepare and implement development plan documents and prepare reports on these matters for the appropriate Committees of the Council;
- Liaising and working with constituent planning authorities and other public authorities on all aspects of implementation;
- Monitoring and reporting on implementation progress, including gathering/analysis of development and market activity;
- Monitoring and assisting with development plan preparation/reviews;
- Supervise and manage staff and when required consultants in their functional area;
- Actively participate in the team to achieve goals;
- Any other associated duties as may be assigned from time to time.

9. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

10. RETIREMENT:

The Public Service Superannuation (Miscellaneous Provisions), Act, 2004 was passed on 25th March 2004. The Act introduces new superannuation and retirement provisions for new entrants to the public service appointed on or after 1st April 2004.

For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 65 years being the maximum retirement age.

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single

Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

11. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by, or on behalf of the Local Authority. The County Council *will not* be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on an panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

12. SHORTLISTING

Candidates may be shortlisted on the basis of relevant qualifications and experience as set out on the application form. The candidates shortlisted will be invited to attend for interview. Dun Laoghaire Rathdown County Council will not be responsible for any expenses incurred by candidates in attending for interview

All successful applicants will be required to complete a Garda Vetting Form.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

**Dun Laoghaire Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities**