

DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire – Rath An Dúin

HERITAGE OFFICER (OPEN) (010048)
OIFIGEACH OIDHREACHTA (OSCAILTE) (U.A. AN CHOMÓRTAIS 010048)

A vacancy has arisen within Dun Laoghaire Rathdown County Council for a permanent Heritage Officer. The Council intends to form a panel of suitable qualified persons who have expressed an interest in this position from which the vacancy may be filled.

The Role:

The role of the Heritage Officer is to increase the levels of understanding, conservation and preservation of heritage by improving the status and perception of heritage within Dun Laoghaire –Rathdown.

Dún Laoghaire Rathdown County Council has an outstanding built heritage, both archaeological and architectural, with the highest concentration of protected structures outside of the Dublin City area.

This diverse range of structures includes Dolmens, early Christian churches, tower houses, sites of industrial archaeology, maritime structures including the harbours and Martello towers, Georgian houses, Victorian terraces and villas and early 20th C. International style houses. These structures should be valued as a unique and special finite resource for the County.

Dún Laoghaire-Rathdown County Council also has an outstanding natural heritage ranging from the uplands of the Dublin mountains to the coastal area of the County including Dalkey island.

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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 they are appointed, to undergo at their own 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:

On the closing date for receipt of application each candidate must:

- (a) Possess the minimum educational qualification of a primary degree or equivalent post-graduate qualification in a subject relevant to heritage such as archaeology, earth/natural sciences, planning, architecture, history, etc.;
- (b) Demonstrate strong interest in the subject matter;
- (c) Have a minimum of **seven** years' work experience in a heritage or heritage related position after graduation;
- (d) Possess good written and oral communication skills;
- (e) Possess good organisational and management skills;
- (f) Demonstrate experience in project management;
- (g) Be enterprising, innovative and capable of working to a brief on his/her own initiative;
- (h) Have experience and knowledge of local authority structures
- (i) Have experience in the practical management, presentation and development of heritage sites
- (j) Have experience in media relations and must have a proven track record in publishing heritage related material

Desirable

Have a full clean driving licence, Class B, free from endorsements.

HERITAGE OFFICER COMPETENCY FRAMEWORK

Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form: The key competencies for the role are as follows:

Strategic Management and Change

Strategic Ability

Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing

Develops and maintains positive and mutually beneficial relationships. Builds networks of relevant contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

Bringing about Change

Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.

Delivering Results

Problem Solving and Decision Making

Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.

Operational Planning

Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.

Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.

Performance through People

Leading and Motivating

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.

Managing Performance

Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

Communicating Effectively

Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.

Personal Effectiveness

Relevant Knowledge

Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

Resilience and Personal Well Being

Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

Integrity

Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others

Personal Motivation, Initiative and Achievement

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved

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JOB SPECIFICATION

1. The post is permanent, wholetime and pensionable.

2. **SALARY:**

€71,093; €73,273; €74,316; €76,511; €78,724; €80,930; €83,152; max. pt. €85,943 1st LSI; €88,727 2nd LSI
(Rates as at 1/10/2022)

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 dependent 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 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.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

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.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department 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.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week. The standard working week is 35 hours on a 5-day week basis. However, the position of Heritage Officer may involve additional hours in excess of the standard working week, without additional remuneration.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent or temporary 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 Heritage Officer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The duties of the post, in addition to those listed above, are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

Main duties and responsibilities:

The duties may include:

Review of the existing County Heritage Plan, preparation of the new plan, including managing stakeholder engagement, public consultation and presentation and finalisation of a comprehensive policy document with a clear and coherent strategy for the protection and enhancement of the County's heritage;

Preparing advice notes, leaflets, videos, displays, booklets and similar material relating to both natural and built heritage and heritage matters generally in the county. Organising seminars and information talks for individuals, groups and other organisations;

Advising Dún Laoghaire-Rathdown County Council and local groups on the heritage aspects of development plans, local area plans and other plans;

Preparing comprehensive reports on all significant matters relating to heritage for Dún Laoghaire-Rathdown County Council and the Heritage Council at regular and stipulated times;

The supervision and management of a programme of heritage events under the direction of a heritage sites and assets committee;

Manage appropriate staff.

Such other areas of responsibility as may be assigned from time to time.

8. 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.

9. 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 behalf of the Local Authority. The interview will be competency based and marks will be awarded under the competencies identified for the position of Heritage Officer as outlined above.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a 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.
- iv. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **12 noon on Thursday 9th February 2023**. Applications received after this date will not be considered.
- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DL RCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12pm on Thursday 9th February 2023.** An automated reply will be delivered to the applicant by return.

Note Re: Canvassing

Any attempt by a candidate themselves, 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 they are seeking.

DUN LAOGHAIRE-RATHDOWN COUNTY COUNCIL IS COMMITTED TO A POLICY OF EQUAL OPPORTUNITY AND ENCOURAGES APPLICATIONS UNDER ALL NINE GROUNDS OF THE EMPLOYMENT EQUALITY ACT.

