### 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:

(a) Have a reasonable standard of education sufficient to enable him/her to perform the job efficiently and effectively – not less than junior certificate / intermediate certificate or equivalent.

(b) Hold a full clean current driving licence in respect of Category B Vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.

It is desirable that each candidate would:

- have a qualification in horticulture, landscaping, ecology or a related discipline and practical horticulture and practical arboriculture;
- Hold a current Safe Pass Card;
- Have an awareness of the Council’s Biodiversity and Climate Action Plans and Tree Policy

Each candidate should have a satisfactory working knowledge and experience of:

- Awareness of Health and Safety at work
- Motivation and interest
- Teamwork
- Dealing with customers
- Initiative and problem solving
- Openness to learning
- Basic computer skills
1. Applications on the official form are invited from suitably qualified candidates who wish to be considered for inclusion on a panel from which appointments to the above mentioned position may be made. The panel formed will be used to fill permanent and/or temporary vacancies.

2. WAGES:

€627.92 UP TO €665.32 PER WEEK (incremental scale 10 points)

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.

Wages 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.

2. SUPERANNUATION CONTRIBUTION:

Persons who become pensionable officers/employees 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 officer/employees 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.

3. HOURS OF WORK

The Park Ranger Operation is based on a roster system where the Ranger works 156 hours over a 4-week period, averaging 39 hours per week. The roster start time varies through the year based on Park closing times which vary from 5pm in winter and 10pm in summer. There is a combination of weekday and weekend day(s) worked depending on the roster.

The Council reserves the right to alter the number of hours worked each day/each week and/or the times at or the days on which the hours are to be worked. The post-holder will be given as much notice as is reasonably practicable of any change in the schedule of hours worked.
The post-holder may be required to work overtime depending on work requirements and be available to respond to call-outs outside of normal working hours at the request of the area Supervisor or persons appointed to positions of authority. Where possible the post-holder will be notified in advance. Overtime will be paid at approved rates.

4. **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; There will be assessment(s) during the probationary period.

b) Such period shall be one year, but the Chief Executive may, at his/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;

5. **ANNUAL LEAVE**

Annual leave entitlement for the position of Park Ranger is 24 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

6. **DUTIES** –

He / She will carry out all his / her duties under the immediate direction of the Parks Supervisory staff which will include, but are not limited to the following:

- Park Rangers will be required to carry out inspections of playgrounds, play-spaces, playing pitches, teen spaces, workout areas and all other play equipment on a daily and weekly basis, including the completion of written inspection reports;
- Complete and store records of inspections and reports in paper and/or digital formats, as required;
- To assist the Management with the development of the park in accordance with agreed objectives;
- To ensure the highest standards of customer service; manage visitor pressure; resolve conflicts and compliance with the bye-laws for regulations, use and enjoyment of such places; the prevention of injury or damage to persons and property.
- Uniform supplied must be worn at all times while on duty. It will be the responsibility of the Park Ranger to maintain the uniform in a neat and clean condition;
- Opening and closing parks where necessary;
- Regulating the use of shelters, pavilions, dressing rooms, public toilets or other buildings and playing facilities as required;
- Organising of games and other beneficial activities as required for children, youth and adults using the Parks, Playgrounds, teen spaces, outdoor workout areas and Open Spaces;
- Keeping Parks, including buildings, Playgrounds and Open Spaces clear of all litter, ensuring that full litter bins are promptly emptied, and debris removed by cleaning and carrying out litter picking duties;
- Park Rangers will visit a number of parks daily as assigned by line manager. If required, to use a bicycle or drive a motor vehicle in the course of his/her duties if necessary;
- If required, to carry and use a mobile or radio unit;
- Monitor the park and the activities of park users to ensure compliance with the DLR Parks and Open Space Bye Laws 2003 and the 2003 Bye Laws prohibiting the consumption of intoxicating liquor in Public Places;
- Issuing on the spot fines as a designated officer under Litter Management and the control of dogs’ legislation;
Park Rangers will be required to liaise with An Garda Síochána in relation to any anti-social behaviour they observe in Council parks and open spaces and to report on these matters to Council management;

To liaise with and foster good relations with stakeholders including; friends of parks groups, on-site leaseholders, local councillors, neighbouring landowners, community groups, resolving issues on the ground wherever possible;

Park Rangers will be required to deal with queries and complaints from park users in the carrying out of their duties;

Giving guided tours to individuals or groups who visit parks and the distribution of relevant information such as leaflets on the Parks to the public.

Facilitate the Council in future surveys of the Parks including the collection of information from the public by means of questionnaires;

Visiting schools and or communities during normal working hours to advise the students/members of the public about the management of parks and the various facilities with particular emphasis on promoting the Council’s initiatives regarding Biodiversity, Pollinators, Trees and nature-based solutions;

Work with the Biodiversity Officer or any other Officer designated for that purpose;

Undertake any necessary training provided to equip them to carry out their new duties;

Carry out duties in accordance with work schedules as determined from time to time by Management;

Ensure that reasonable care is always taken for the health, safety and welfare of you and others, and to comply with the Council’s policies and procedures relating to Health and Safety;

Carry out inspections on the Council’s Signage Infrastructure, information boards, educational signs and directional signs and are to update the signage material as directed and ensure the signage infrastructure is kept clean;

Park Rangers will be required to take pictures of the parks for social media and promotional purposes when requested and liaise with DLR Communications Office if required;

Any other duties appropriate to the post, which may be assigned from time to time.

The ideal candidate will be able to demonstrate the following competencies:

- Awareness of Health and Safety
- Motivation and interest
- Teamwork
- Dealing with customers
- Initiative and problem solving
- Openness to learning

7. LOCATION & RESIDENCE

Persons employed will be required to work in any location in the Dun Laoghaire Rathdown County Council Administrative area.

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.

8. RETIREMENT AGES:

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.

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.

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 on behalf of the Local Authority. Please note that the interview will be held online.

ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

iii. 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.

iv. 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.

v. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie in pdf format only and should reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than 12 noon on THURSDAY 11TH AUGUST 2022. Applications received after this date will not be considered.

vi. 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.
• DLRCC 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 Dún Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie in pdf format only, not later than **12 noon** on Thursday 11th August 2022.

**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.

---

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.