



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**ASSISTANT PLANNER (COMP. I.D. 010749)/ PLEANÁLAÍ CÚNTA (COMÓRTAS 010749)**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE**

**12 NOON ON THURSDAY 27<sup>th</sup> June 2024**

**APPLICATIONS WILL BE PROCESSED AS VACANCIES ARISE**

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

**ASSISTANT PLANNER – (OPEN)**  
**COMP. I.D. 010749**

**PLEANÁLAÍ CÚNTA – (OSCAILTE)**  
**COMÓRTAS – 010749**

<b>QUALIFICATIONS</b>
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**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 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) hold an honours degree (level 8 in the National Framework of Qualifications) in Planning;
- (b) have at least two years satisfactory experience of planning work; and
- (c) possess a high standard of technical training and experience

In addition to the foregoing each candidate it is desirable that each candidate should:

- Be a holder of a full driving licence, Category “B”, free from endorsement.

**The Job:**

Assistant Planners are responsible for implementing programmes of work in the Planning Department and for providing a multiplicity of planning services and related services. Assistant 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 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;
- An ability to prepare and make presentations at Area Committee meetings and Council meetings.
- 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;
- Good knowledge of SEA, EIAR and AA
- An ability to work under pressure and to think laterally maintaining a solution orientated mind-set in dealing with a wide range of issues;
- Strong written and verbal communication skills with excellent report writing analytical skills
- Strong IT skills including knowledge of relevant applications such as GIS; Powerpoint, Word and Excel
- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- An ability to work on their own initiative
- Possess a satisfactory knowledge of health and safety in the workplace.

## ASSISTANT PLANNER 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:

COMPETENCY	BEHAVIOURS
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Contribute to delivery of high-quality service and customer care standards;</li> <li>• Plan work and resources effectively.</li> <li>• Identify problems and contribute to solutions;</li> <li>• Co-operate with decisions and implements solutions</li> <li>• Research and formulate policy</li> </ul>
<b>Performance through People</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to engage with staff and work as part of a team;</li> <li>• Demonstrate ability to resolve conflict situations;</li> <li>• Demonstrate ability to lead by example and show initiative;</li> <li>• Excellent interpersonal skills;</li> <li>• Excellent verbal and written communication skills.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of the role of Assistant Planner;</li> <li>• Personal motivation</li> <li>• Take initiative and is open to taking on new challenges or responsibilities;</li> <li>• Manage time and workload effectively;</li> <li>• Maintain a positive and constructive and enthusiastic attitude to their role.</li> </ul>
<b>Knowledge and understanding of Local Government</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of Planning and local government</li> <li>• Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.</li> </ul>

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**ASSISTANT PLANNER**  
**COMP. I.D. 010749**

**PLEANÁLAÍ CÚNTA)**  
**COMÓRTAS – 010749**

**JOB SPECIFICATION**

1. The office is wholetime, permanent and pensionable.

2. **SALARY:**

€43,728 - €46,344 - €48,265 - €50,206 - €52,152 - €54,131 - €56,127 - €58,125 - €60,121; €62,121;  
€64,133 (max pt) - €66,188 (1<sup>st</sup> LSI), - €68,246 (2<sup>nd</sup> LSI). (1<sup>st</sup> October 2023 Rate)

**Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & 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.**

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

The salary shall be fully inclusive and shall be 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 him/her by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTIONS:**

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.

#### **Incentivized Scheme for Early Retirement (ISER)**

It is a condition of the Incentivized 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.

#### **5. ANNUAL LEAVE**

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

#### **6. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland 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 his 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.

#### **7. 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 planning or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body herein before 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 appropriate professional officer, in the supervision of the planning or ancillary 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.

#### ***Responsibilities of the Assistant Planner will include:***

- a) Strong written and verbal communication skills with excellent report writing analytical skills
- b) To complete site inspections as part of his or her case load
- c) Preparing responses to preplanning requests and holding preplanning discussions with prospective applicants
- d) Preparing responses to appeals of Planning decisions
- e) Preparing recommendations on compliance with Planning conditions
- f) Carrying out survey work, research and analysis, drafting policies and proposals, preparing written statements and maps and other work as required on the agreed Forward Planning and work programme.
- g) Carrying out analysis, working with databases, interpreting results, preparing written reports as part of the active land management work programme,
- h) To answer phone and email queries, including those received through the Councils Customer Relations Management System, dealing with members of the public in a courteous, prompt and efficient manner

- i) To participate in continued professional development and training provided by the County Council
- j) To provide assistance to other work colleagues; and liaise with other departments as required
- k) Strong IT skills including knowledge of relevant applications such as GIS; Powerpoint, Word and Excel
- l) Any other duties 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 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, relevant knowledge and experience.
- ii. DLRC 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. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

#### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> April 2016. The Act places a statutory obligation on DLRC 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.
- DLRC 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 an 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.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract, you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provide evidence that they meet all the criteria as set out above and also on condition of satisfactory references.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie)

**Note Re Canvassing:**

Any attempt by a candidate, or by any person(s) acting at their 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.**