



**DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**CANDIDATE INFORMATION BOOKLET**

**ACTIVE CITIES DUBLIN PROJECT LEAD - PERMANENT WHOLETIME - COMPETITION ID 011548**

**CEANNAIRE TIONSCADAIL CATHRACHA GNÍOMHACHA BAILE ÁTHA CLIATH - BUAN LÁNAIMSEARTHA -  
COMÓRTAS I.D 011548**

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

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON THURSDAY 8<sup>th</sup>  
MAY 2025**

The Active Cities project is funded by Sport Ireland through the Dormant Accounts Fund (DAF). An Active City will strive to create social norms about the benefits of sport and physical activity, create programmes and opportunities for its citizens regardless of ability or age, work in partnership to increase physical activity and decrease inactivity, and create/maintain environments where sport and physical activity can happen ultimately working toward healthier lifestyles of their citizens. The Active Cities concept is built on the principles of the Global Action Plan for Physical Activity (GAPPA) developed by the WHO in 2018.

The Active Cities Dublin Project Lead will be responsible for the development, delivery and coordination of a programme of work that leads to an increase in participation in sport, physical activity, and active lifestyles across all communities in Dun Laoghaire Rathdown, with a particular focus on people who are economically or socially disadvantaged, educationally disadvantaged or who have a disability. This will involve creating effective partnerships with a wide range of agencies and community organisations and maximising access to and use of resources, both financial and human.

The Active Cities Dublin Project Lead will be a member of the Dun Laoghaire Rathdown Sports Partnership team and will need to develop a strong working relationship with relevant staff in DLRCC and other local agencies, local sports clubs and relevant staff from National Governing Bodies. The Active City Officer will also work closely with the national network of Active Cities Dublin Project Leads and Sport Ireland.

The Active Cities Dublin Project Lead is a key point of contact and liaison with other Sections or Departments in relation to all operational matters for the service delivery of the Active Cities project in the County for which they are responsible.

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<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) A qualification or proven experience of at least three years working in one of the following disciplines:
  - Project / Programme Management
  - Marketing and evaluation
  - Planning (for example, City planning, Business Development)
- b) A minimum of three years' experience working with agencies such as local government / public sector in the area of project management, particularly relevant to this post.
- c) An understanding of the role and importance of co-ordinated and integrated inter-agency responses to facilitating active lifestyles.
- d) Experience creating partnerships with a variety of agencies.
- e) Experience working with voluntary and / or community groups.
- f) Experience in monitoring and evaluation against set targets. ·

**Desirable:**

- Experience and / or understanding in the areas of community sport and physical activity administration.
- Experience and / or understanding of the community sector in a developmental and supportive capacity.
- Understanding of targeting groups with low levels of participation in physical activity and the barriers which inhibit their participation.
- Understanding of the international and national sport and physical activity sector relative to Policy, Funding and the Global Action Plan for Physical Activity.
- Understanding of research methods and experience of same.
- Possess a current unendorsed full driving licence Category B

**Key Skills:**

- An understanding and experience with research and evaluation practices
- Ability to positively represent and advocate for the project across partners and agencies.
- Strong IT, administrative and organisational skills.
- Ability to produce, access and disseminate information efficiently and accurately.
- Ability to prepare, monitor and manage budgets.

**COMPETENCY FRAMEWORK**

Candidates will be expected to **demonstrate sufficient evidence of the competencies set out below 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 of Active Cities Dublin Project Lead are as follows:

COMPETENCY	BEHAVIOURS
<b>Management &amp; Change</b>	<ul style="list-style-type: none"><li>• Is effective in translating corporate mission and objectives into operational plans and outputs;</li><li>• Develops and maintains positive, productive and beneficial working relationships;</li><li>• Effectively manages the introduction of change and demonstrate flexibility and openness to change.</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>• Contributes to the development of operational plans and leads the development of team plans;</li><li>• Plans and prioritises work and resources effectively;</li><li>• Establishes high quality services and customer care standards;</li><li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li></ul>
<b>Leading, Motivating, Managing Performance and Communicating Effectively</b>	<ul style="list-style-type: none"><li>• Leads, motivates and engages employees to achieve quality results and to deliver on operational plans;</li><li>• Effectively manages team and individual performance;</li><li>• Has good and effective written and verbal skills.</li></ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"><li>• Takes initiative and seeks opportunities to exceed goals;</li><li>• Manages time and workload effectively;</li><li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li></ul>
<b>Local Government knowledge &amp; understanding</b>	<ul style="list-style-type: none"><li>• Knowledge of the structure and functions of local government;</li><li>• Knowledge of current local government issues and advocate practical approaches to addressing them;</li><li>• Clear and realistic views of future trends and strategic direction of local government</li><li>• Understanding the structures and environment within which the local authority sector operates and the Active Cities Dublin Project Lead in this context;</li><li>• Political awareness.</li></ul>

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**PARTICULARS OF THE POSITION**

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

2. **SALARY:**

**Salary Scale:**

**€56,754 - €58,108 - €59,758 - €62,862 - €64,716 - (1<sup>st</sup> LSI) - €67,020 (2<sup>nd</sup> LSI) - €69,337 (rates as at 01/03/2025)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Local Government and 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 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 is linked to the State Pension age which is currently 66 but may be subject to change.

#### **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 duties of the Office will involve activities outside normal working hours, including morning, evenings or weekend events as required.

## **5. 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.
- 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 Active Cities Dublin Project Lead 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 include the following:

### **Project Co-ordination and Collaboration**

1. Develop and support an interagency, cross-sectoral approach to the development of Dun Laoghaire Rathdown as an Active City, while also ensuring the work is effectively integrated with LSP activities.
2. Co-ordinate the development and operation of an Active Cities Steering Group nurturing a collaborative, partnership approach and ensuring appropriate membership and representation.
3. Engage with and support the other Active Cities Dublin Officers, the Active Cities National Network and Sport Ireland.
4. Consult and engage with all relevant stakeholders with regard to the development and implementation of the Active Cities project for Dun Laoghaire Rathdown.
5. Develop, co-ordinate, support and monitor the implementation of the DLR Active City plan, as part of a Dublin wide Active City plan in partnership with the other Dublin council areas.
6. Link effectively with all partner agencies in the area of sport and physical activity and represent the Active City in relevant fora.
7. Encourage networking and collaboration between local organisations involved in sport and activity.

### **Planning & Operations**

8. Facilitate and lead the implementation of the operational and action plan for the Active City project in line with other local relevant plans, strategies and policies including the Local Sports & Physical Activity Plan.
9. Work with the Dun Laoghaire Rathdown Sports Partnership team to support the development and delivery of a range of initiatives, programmes and events as part of the Active City project to provide opportunities for participation.
10. Manage the capital and equipment budget for the Active Cities project including procurement, development, storage etc.
11. Support and promote training and development opportunities for volunteers and community leaders including relevant training for professionals and community groups. Provide networking events and shared learning opportunities for all project stakeholders.
12. Work with facility and infrastructure providers (public and private) to support increased community participation.
13. regular on-site meetings across DLR, at the Sports Campus and out of Dublin on occasion.

### **Communications & Marketing**

14. Work with the national network of Active Cities Dublin Project Leads and Sport Ireland to develop the Active Cities brand and implement locally in line with agreed guidelines.
15. Develop and implement a communications strategy to highlight Active Cities activities, strategies and key messages.
16. Develop and maintain a comprehensive database of organisational and key contacts and prepare clear marketing and communications plans for the project.
17. Communicate the 'Active Cities' messages effectively with representatives from different organisations and members of the public.
18. Raise the profile of sport, physical activity and active lifestyles and their benefits throughout the city.
19. Identify opportunities to promote 'Active Cities' locally, nationally and internationally.

### **Finance & Administration**

20. Carefully manage the Active Cities budget and reporting requirements to the Sports Partnership Co-ordinator and funders for all budget areas.
21. Identify and secure appropriate funding streams to create sport, physical activity and active lifestyle opportunities and partnerships and manage same.
22. Oversee the development of research into participation in Dun Laoghaire Rathdown and the integration of these results into future resource planning.
23. Provide support and assistance in maintaining up-to-date databases.
24. Measure, monitor and evaluate performance and the impact of Active City activities.
25. Prepare reports and updates to the Coordinator, Sport Ireland and other stakeholders as required.
26. Generate and disseminate accessible information and analysis for all stakeholders.

### **General**

27. Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management;
28. Effective communication and liaison with colleagues, managers and customers in relation to operational matters for their section;
29. Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department / section;
30. Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making;

**The particular duties and responsibilities attached to the post as listed may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.**

The duties of the post 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 them 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.

## 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. Dún 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 competency skill sets identified for the position of Active Cities Dublin Project Lead as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on 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. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dún Laoghaire-Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are**

**detailed above.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.

- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer [recruitment@dlrcoco.ie](mailto:recruitment@dlrcoco.ie), the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.
- iv. 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.
- v. 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.
- vi. 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.

#### **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 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 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 Dún 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 Dún 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 provided evidence that they meet all the criteria as set out above and on receipt of satisfactory references.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on **Thursday 8<sup>th</sup> May 2025**. Applications received after the closing time and date will not be accepted.

**Note Re Canvassing:**

Any attempt by a candidate themselves, 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.

<p><b>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.</b></p>
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