

FINGAL COUNTY COUNCIL
COMHAIRLE CONTAE FHINE GALL

POST OF ASSISTANT PARKS AND LANDSCAPE OFFICER

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

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

3. EDUCATION

Candidates shall hold a qualification in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science (level 8 or higher on the National Framework of Qualifications).

4. Experience, Etc.

Candidates shall also:

- a. have not less than two years post graduate satisfactory experience of planning, design, development and management of one or more of the following: Parks, Heritage Landscapes and Gardens, Open Spaces, Green Infrastructure, Public Realm and Urban Design, Urban Forests, Sports Grounds, Recreation and Play facilities, Burial Grounds, Community Gardens and Allotments;
- b. process a high standard of professional competence and experience; and
- c. have good communication skills, ability to work on their own initiative and as a team member
- d. It is desirable that candidates possess a full clean driving license.

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PARTICULARS OF EMPLOYMENT

1. The employment is wholetime, permanent and pensionable. Persons who become pensionable 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 employees 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 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.

2. PROBATION

Where persons who are not already employees of a Local Authority are employed, the following provisions shall apply:

- (a) there shall be a period after such employment take effect during which such persons shall hold such employment on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold employment at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. SALARY

€40,022 to €62,738 per annum.

The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her post or in respect of services which he/she is required by or under any enactment to perform.

4. DUTIES

The duties shall be such as may be assigned to the employee from time to time by the Local Authority and shall include the duty of deputising for other employees of the Local Authority, when required, and such duties as may be assigned to them in relation to the area of any other Local Authority.

Persons employed will be required to work in any location within the Fingal administrative area.

The duties include:

- Assisting in the management of natural resources within the County, including arboricultural management, and bio-diversity conservation.
- Monitoring and reporting the delivery and standard of delivery of plans, programmes and projects.
- Staff management.
- Financial control.
- Dealing with Area Committees and community, resident and interest groups.
- Preparing designs and drafting proposals/plans/reports/studies for projects and services.
- Assessing and reporting on planning applications, wayleave applications, land disposal requests and other related queries.
- Correspondence administration including ensuring that correspondence is responded to in accordance with customer standards.
- Researching and drafting replies and reports to deputations and area committee meetings.
- Co-ordinating with other Council Departments.
- Contributing to County-wide functions within the public realm section.
- Preparing documents for procurement of supplies, services and capital projects.
- Carrying out such other duties as may from time to time be reasonably assigned.

5. HEALTH

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, before they are employed, to undergo a medical

examination by a qualified medical practitioner to be nominated by the Local Authority.

6. RETIREMENT

The retirement age is 70 years.

7. RECRUITMENT

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time, having regard to the likely number of vacancies to be filled.

Selection will be by means of an interview conducted by or on behalf of the local authority. Candidates will be required to pay any expenses incurred by them in attending the interview.

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 possess the qualification declared for the post and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise.

The local authority shall require a person to whom employment is offered to take up such employment within a period of not more than 6 weeks and if he or she fails to take up the employment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not employ the person.