



NAME OF POSITION: ASSISTANT PARKS & LANDSCAPE OFFICER – DUBLIN CITY COUNCIL

POSITION No. 41/2023

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT,
FRIDAY, 16TH JUNE 2023**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ASSISTANT PARKS AND LANDSCAPE OFFICER MAY BE FILLED.

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Parks and Landscape Services plans, designs and manages the City landscape to provide an attractive, green and sustainable City. The Division also aims to meet the social, recreational and conservational needs of the City and its citizens. It is responsible for managing 1,400 hectares of parks and open spaces. The Parks Service also contributes to public realm and urban design as well as the civic decoration of the city to make it a more attractive space in which to live, work and visit.

THE JOB

The **Assistant Parks and Landscape Officer** will work as part of a team that manages much of the green assets of the City and that contributes to the design and development of new park/green infrastructure and public realm. They will gain an insight into the workings of a progressive Parks Service, which contributes to the sustainability of the City and in particular its cultural, civic and environmental enhancement.

THE IDEAL CANDIDATE SHALL

- possess good, relevant professional knowledge and experience;
- be able to work within multi-disciplinary teams;
- be capable of working on own initiative;
- possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- possess good organisation skills;

- have good IT skills;
- possess a current unendorsed full driving licence (Category A1, A and/or B) as they may be required to drive in the course of their duties.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

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

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed application forms:-

- (a) Candidates shall hold a qualification (Level 8 or higher on the National Framework of Qualifications); in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science.
- (b) 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;
- (c) possess a high standard of professional competence and experience; and
- (d) have good communication skills, ability to work on their own initiative and as a team member

DUTIES

The duties of the post include, but are not limited to, the following: -

- (i) Managing parks in accordance with international best practice standards;
- (ii) Planning, designing and directing improvements to local and flagship parks;
- (iii) Tendering and procurement in relation to services and capital projects;
- (iv) Conservation of built heritage in historic parks;
- (v) Working with a diverse range of interest groups;
- (vi) Collaborating with other departments and disciplines of the City Council to achieve corporate objectives;
- (vii) Such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post 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 City 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.

SELECTION PROCESS

- Posts of **Assistant Parks and Landscape Officer** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.
- Successful candidates may be required to undergo a pre-employment medical and reference checks prior to final offer & appointment.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the Application Form, in conjunction with the examples given to the Assessment Questions. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

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.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Delivering Results
- Performance Management
- Communicating Effectively
- Personal Effectiveness
- Local Authority Knowledge and Experience

Please see page 6 of the Candidate Information Booklet for more details.

SALARY

The salary scale for the position of **Assistant Parks and Landscape Officer** is: -

€42,978; €45,594; €47,515; €49,456; €51,381; €53,331; €55,298; €57,266; €59,233; €61,203; €63,185 (Maximum); €65,210(1st LSI), (after 3 years satisfactory service on the Maximum); €67,237 (2nd LSI), (after 3 years satisfactory service on the 1st LSI).

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

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants *must refer* to the *Additional Candidate Information Booklet* which can be found at <http://bit.ly/DCCVacancies> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

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 Dublin City Council 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 the subject of Garda Vetting.

- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- Any attempt by a candidate or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- 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.
- Dublin City Council 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 City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment questions, are completed. For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Friday 16th June 2023

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2023

This document is also available in Large Print, High Contrast Print and Braille on request.

COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Assistant Parks and Landscape Officer**. The key competencies for the role are as follows:

Competency	Examples of Behaviours
Delivering Results	<p>Translates the business or team plan into clear priorities and actions for their area of responsibility.</p> <p>Plans work and other resources effectively.</p> <p>Implements high quality service and customer care standards.</p> <p>Makes decisions in a timely and well informed manner.</p>
Performance Management	<p>Understands the need to achieve corporate objectives.</p> <p>Effectively manages performance.</p>
Communicating Effectively	<p>Has effective written and verbal skills.</p>
Personal Effectiveness	<p>Takes initiative and is open to taking on new challenges or responsibilities.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive and constructive and enthusiastic attitude to their role.</p>
Local Authority Knowledge & Experience	<p>Knowledge of Local Government Sector.</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Understands the role of the Assistant Parks and Landscape Officer.</p>