

Candidates Information Booklet

Graduate Planner (2 Year Contract)

Applicants will be interviewed as positions arise

**Closing Date:
Tuesday, 31st December, 2024**

Wexford County Council is committed to a policy of equal opportunity

This competition is being managed by:

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QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

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

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 or higher in the National Framework of Qualifications) in Planning

Desirable Requirements

It is desirable that each candidate shall: -

- (a) Demonstrate an understanding of good planning practice and a good knowledge of the relevant legislation and guidelines
- (b) Have good knowledge and awareness of Health & Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- (c) Possess good professional knowledge and skills
- (d) Have the ability to work on his/her own initiative, in an independent environment and without constant supervision
- (e) Have the ability to work within a team which may be multidisciplinary
- (f) Possess good interpersonal and communication skills and have the ability to engage with a wide range of people
- (g) Possess good organisation skills
- (h) Possess good IT and presentation skills

4. CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or

- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

THE POST

Graduate Planners work within the planning section, which falls within the Economic Development and Planning Department of the County Council.

The section works broadly under four headings as follows: Forward Planning, Development Management, Enforcement (including taking charge of housing developments) and Heritage. However, a Graduate Planner will be required to input into multi-disciplinary, carry out research and report to project teams on occasion. Local Authorities also play a key role in supporting economic development and enterprise promotion at a local level.

- The Graduate Planner will work under the direction and management of the Senior Planner or other employee designated by the Director of Services as appropriate.
- The Graduate Planner will be expected to support the Development Management process including validate of planning applications, the preparation of planning recommendations.
- The Graduate Planner will be expected to support the works of the Forward Planning Team in the preparation of reports, research, monitoring of objectives and processing of data.
- The Graduate Planner will be required at times to work on their own initiative as circumstances demand on a broad range of projects. They will be required to work as part of a multi-disciplinary project team in the Council's busy Planning Department.
- The Graduate Planner will be required to deal with enquires from the public and give advice on planning matters.
- The Graduate Planner will be expected to undertake additional professional development training.
- The role requires good administrative, interpersonal, communication and other particular skills depending on assignment.
- The successful candidate will be expected to carry out his/her duties in a manner that enhances public trust and confidence and supports impartial decision making.

PERSON PROFILE

DUTIES:

The duties of the post are to give the local authority and: -

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, 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 subparagraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such planning or ancillary services of an advisory, supervisory or executive nature 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 including the duty of assisting the Director of Service, or other appropriate professional employee, 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 employee of higher rank during the absence of such employee of higher rank.

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require: -

- Conducting site visits & preparing recommendations on assigned planning applications including applications made directly to An Bord Pleanála where a local authority report is requested.
- Preparing responses to pre-planning requests and holding pre-planning meetings.
- Preparing responses to planning appeals, attendance and input at oral hearings as necessary.
- Carrying out site visits and preparing recommendations in relation to planning enforcement and derelict sites, including attendance at court cases and the giving of evidence.
- Preparation of reports on the taking in charge of residential developments.
- Preparing responses for submissions on compliance with planning conditions.
- Advising on and preparation of recommendations on 'Section 5' exempted development declaration applications and other declarations as directed.
- Giving planning advice on the preparation and processing of "Part 8" Local Authority development applications.

- Responding to planning queries, completions of returns etc. from other Council departments and national and regional Government/statutory agencies, external bodies as directed.
- Carrying out survey work, research, analysis, drafting policies and proposals, preparing written statements and maps and other work as required on the agreed Forward Planning work programme, including but not limited to, plans, other planning strategies and studies, urban and rural renewal strategies/plans, urban design/public realm strategies.
- Input into the preparation of, management and administration of environmental assessments of planning applications and plans/programmes as required.
- Assistance in organising and facilitating public consultation and participation including attendance at meetings and other public forums, making presentations and recording and responding to queries.
- Dealing professionally and courteously with queries from members of the public and their agents.
- Providing a high level of service to public representatives, including attendance at and presentations to the relevant Strategic Policy Committee and at meetings of the Council, including at Municipal District level.
- Maintaining and proactively developing a culture of Health and Safety in the workplace.
- Engaging in Continuing Professional Development/Training.
- Incorporating the use of IT and efficiencies into work practices.
- Preparation for and attendance at staff meetings.
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; candidates, if successful, will not be appointed to the post unless they:
- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Planning Policy and Practice	<p>Knowledge of the practical application of: -</p> <p>Irish Planning legislation and key relevant European Directives, including associated procedures.</p> <p>Planning issues relevant to Co. Wexford and its wider region.</p> <p>Historical, emerging and topical planning trends and issues in Ireland.</p> <p>Report writing and communication of a reasoned assessment or recommendation.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard.</p> <p>Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>

<p>Personal Effectiveness</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity: Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self- motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>
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SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **Tuesday, 31st December, 2024**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;

- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future Temporary & Permanent vacancies at the specified grade may be filled.

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 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 from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post is temporary, whole-time 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 dependent or qualified children).

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 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) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

€35,960 - €46,352 (LSI 2)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government.

Appointees who are not existing public servants will enter at the minimum point of the scale.

4. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

5. Retirement / Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

6. Safe Pass Card:

Successful candidates will be required to have a valid Safe Pass Card prior to taking up duty.

7. Driving Licence:

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

8. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries, please contact the following:

Stephanie Furlong

Recruitment Desk

HR Section

Wexford County Council

053 919 6378

E: recruitment@wexfordcoco.ie

Additional Relevant Information

- 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 the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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