

Candidate Information Booklet

Healthy County Co-ordinator

(Temporary 3 year Contract)

Closing Date:

5.00 pm Thursday 7th July, 2022

Wexford County Council is committed to a policy of equal opportunity.

This competition is being managed by:

*Margaret Dunphy
Recruitment Desk
HR Section
Wexford County Council
053 919 6394
E: recruitment@wexfordcoco.ie*

BACKGROUND

The Healthy Cities project is a global World Health Organisation (WHO) movement, set up in 1986. It involves Local Authorities working to improve health and wellbeing through political commitment, working in partnership with local stakeholders and supporting innovative projects.

A healthy city or a healthy county works to:

- improve health and wellbeing by creating and continually improving its physical and social environments
- develop community resources that help people to support each other and achieve their potential

Accredited to the World Health Organisation, the National Healthy Cities and Counties of Ireland Network (the Network) was launched in November 2016. The aim of the National Healthy Cities and Counties of Ireland Network is to develop a structure to support Local Authorities to implement the Healthy Ireland Framework.

National Healthy Cities and Counties of Ireland Network aims to:

- promote lifelong health and wellbeing,
- provide a means where local issues can influence national policy, and
- provide a voice for Ireland in the WHO Network of European National Healthy Cities Networks.

The Network is a key enabler of the Healthy Cities initiative both locally and nationally. All Local Authorities are either a member of the Network or are in the process of becoming a member.

Healthy Ireland is a Government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund, funded under the strategy is a key enabler of the Healthy Cities initiative. Since 2017, the Department of Health has provided three rounds of funding under the Healthy Ireland Fund. The purpose of the fund is to support Local Community Development Committees (LCDCs) in delivering actions which will improve health and wellbeing, in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025*.

This Framework is the national framework for action to improve the health and wellbeing of the people of Ireland. The Framework aims to bring a concerted focus on life-long wellbeing, prevention of illness, seeks to reduce health inequalities, address the settings in which health and wellbeing is impacted, and emphasises the need to empower people and communities to better look after their own health and wellbeing.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework. Round three of the Fund will be finishing in May 2022, with round four to commence thereafter.

DESCRIPTION OF THE POST

The Healthy County Co-Ordinator is a key role in Local Authorities for the advancement of the local health and wellbeing agenda. The coordinator will be a central resource for driving the local health and wellbeing agenda through the implementation of both the local Healthy Cities and Counties initiative and the local Healthy Ireland programme.

Round 4 of Healthy Ireland will be multi-annual and outcomes focused. The HI Coordinator will therefore be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy Coordinator will support the local health and wellbeing agenda through collaboration and coordination with relevant and complementary programmes, initiatives and organisations; coordinate the Healthy Cities project in the catchment area; and lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

ESSENTIAL REQUIREMENTS FOR THE POST

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, TRAINING, EXPERIENCE, ETC. :

Each candidate must, on the latest date for receipt of completed Application forms have:

- Relevant professional experience working in a management/coordination role in community, local development or health promotion sectors.
- A background and prior work experience in community development, health promotion, social sciences or in other fields where social relationships are of utmost importance.
- A good understanding of the social determinants of health across the community, voluntary and statutory sector.
- An understanding and experience of working in socially disadvantaged communities, socially excluded groups and of health and wellbeing/health promotion strategies.
- Experience of networking, representing and working collaboratively across statutory, community/voluntary and volunteer led organisations.
- Experience supporting organisations to deliver actions, outputs and outcomes.
- Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

Desirable Requirements:

It is desirable, though not essential, that each candidate shall have:

- A relevant third level qualification, in the area of health promotion or in a related area e.g., education, community development, public health, social care
- Strong leadership and project management skills.
- Strong understanding and experience of programme planning and service delivery.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills.
- Ability to work simultaneously at both strategic and operational level.
- Excellent collaborative, networking, representation and relationship-building skills.
- Ability to negotiate and handle difficult situations.
- Experience in reporting to Pobal.
- Financial administration and budgeting skills.
- Data management and IT skills.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
- 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;

DUTIES OF THE POST

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required.

The Healthy County Co-ordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the Wexford County Council for the advancement of the local health and wellbeing agenda. The Healthy County Co-ordinator will report to the (Senior Executive Officer, Community) or any other officer as designated by the Chief Executive. Such duties include inter alia:

The duties will include, but is not limited to, the following:

- Lead, embed and continuously advance the health and wellbeing agenda in the relevant Local Authority in line with County Development Plans, Local Economic Community Plans and other related plans.
- Develop strategies and plans to ensure the implementation and evaluation of the key elements of the role (in line with Service Level Agreement (SLA)).
- Ensure that the development of the County Healthy Ireland Plan commences and is completed, with the findings informing key policies and other planning processes including the Local Economic Community Plan.
- To provide an annual plan in conjunction with the Department of Health (DoH) and Local Authority Line Manger and provide for an annual review.
- Coordinate the overall planning delivery of Healthy Ireland Round 4, including development of the Programme of Work for Healthy Ireland Round 4; monitor and review progress of the Healthy Ireland Round 4 approved Programme of Work and meeting all reporting requirements.
- Engage with colleagues across your local authority to ensure the functions being undertaken by the Healthy County Co-ordinator are integrated into the wider community initiatives being undertaken by Wexford County Council.
- Promote co-ordination between, and establish links with, community, voluntary and public sector bodies operating within the catchment area as it relates to health and wellbeing initiatives and outcomes.
- Promote Healthy Ireland and other relevant initiatives within the County amongst the local community, key target groups, state agencies, voluntary organisations, local businesses, and elected representatives.
- Collaborate with and support complementary health and wellbeing initiatives under relevant and aligned funding streams, including Sláintecare Healthy Communities Programme.

- Progress the County's membership and participation in the Healthy Counties Network and lead the implementation of Healthy Ireland County strategies locally.
- Participate in and exchange experiences with, Healthy Cities Networks nationally and internationally
- Promote awareness of and drive the Healthy Ireland agenda Wexford County Council.
- Collaborate with and support communities to improve their health and well-being and building their capacity for undertaking actions that can both improve health and strengthen community assets.
- Create and maintain the health profile of the County.
- Use evidence, data, local health profiles and the Healthy Ireland Outcomes Framework to inform local priorities and the Healthy Ireland Round 4 Programme of Work.
- Apply a social determinants of health lens to service planning and local health and well-being agenda.
- Liaise with the local CYPSC Coordinator to ensure overall coherence of all Healthy Ireland funded actions in catchment area.
- Support the LCDC/CYPSC Healthy Ireland sub-group to carry out their oversight role.
- Provide networking events and shared learning opportunities for all project stakeholders.
- Develop and implement a communications strategy to highlight activities, strategies and learning from the Fund.
- Identify opportunities for collaboration at local, regional, and national levels including opportunities for match funding and resourcing.
- Such other duties as the Chief Executive may assign to the role so as to promote lifelong health and wellbeing in the community

Reporting

- Ensure compliance with all required local authority financial, management and governance reporting requirements.
- Collect, maintain and update relevant data.
- Work with project partners to ensure that they are aware of and fulfil their reporting requirements.
- Ensure overall non-financial and financial reporting to Pobal/Department of Health is complete and submitted in a timely manner.
- Prepare short report updates for all LCDC and CYPSC meetings

Governance

Ensure the Healthy Ireland Work Programme conforms with all policies and procedures of the Local Authority and in line with the Governance Framework.

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:

<p>Management and Change</p>	<p>Strategic Ability Displays the ability to be effective in translating the mission and vision into operational plans and outputs.</p> <p>Networking and Representing Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.</p> <p>Demonstrates the ability to sustain a positive image and profile of the local authority</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Demonstrates the ability to act decisively and make timely, informed and effective decisions</p> <p>Operational Planning Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.</p> <p>Demonstrates the ability to establish high quality service and customer care standards.</p> <p>Communicating Effectively Demonstrates the ability to recognise the value of and requirement to communicate effectively.</p> <p>Demonstrates effective verbal and written communication skills.</p> <p>Demonstrates good interpersonal skills.</p>
<p>Personal Effectiveness</p>	<p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Does more than is required or expected, anticipating situations and acting to pre-empt problems.</p> <p>Creates new opportunities.</p>

	<p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence.</p> <p>Operates effectively in an environment with significant complexity and pace.</p>
<p>Knowledge & Understanding of the role and of Local Government</p>	<p>Knowledge & Understanding of Role Demonstrates understanding of the role of the Healthy County Coordinator in the context of wider local authority service delivery.</p> <p>Demonstrates knowledge& understanding of the structure and functions of local government.</p> <p>Demonstrates knowledge of current local government issues, future trends and strategic direction of local government.</p>

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. *(see notes at the end of this document in relation to completing online application form)*

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Applications will only be accepted by email to: recruitment@wexfordcoco.ie

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 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 whole-time, temporary 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 Childrens 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 a local authority 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 one year 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.

SALARY: €49,530 - €60,512 (2nd LSI)

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 they are appointed, to undergo, at their own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

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. Residence:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

This competition is being managed by:

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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