



An Chomhairle Oidhreachta
The Heritage Council

Candidate Information Booklet

Senior Planning Officer

The Heritage Council is committed to a policy of equal opportunity.

Closing Date for Applications

5pm 20th of October 2024

(Late Applications will not be considered)

THE POSITION

The Role

The Senior Planning Officer shall support the Heritage Council in achieving the aims and objectives of *Our Place in time: Heritage Council Strategic Plan 2023-28*. The Senior Planning Officer will have responsibility for managing planning policy for the Heritage Council in line with policies adopted by the Heritage Council.

The ideal candidate will have a proven expertise and track record in Planning. The candidate should be a good communicator with a high level of initiative, flexibility and commitment.

The position is based in the Headquarters of the Heritage Council in Kilkenny but travel throughout Ireland will be required on an occasional basis.

Main Duties and Responsibilities

Heritage and Planning

- Support the Heritage Council in fulfilling its statutory responsibilities as a prescribed body under the Planning and Development Regulations 2001 as amended.
- Responsibility for the management and work programme of the Planning Sub-Committee of the Heritage Council.
- Report directly to the board of the Heritage Council on planning matters as they relate to heritage
- Act as line manager for the Heritage Council's Planning Officer
- Collaborate with local authority heritage professionals on the preparation of local authority policy as it relates to planning
- Identify key heritage issues and initiate responses and submissions to national and regional planning policy, Development Plans and Local Area Plans/Urban Area Plans.
- Assisting in the procurement and management of consultants;
- Identify key development management cases where heritage issues are to the fore or that need to be emphasised in formal submissions
- Analyse and consider new and emerging EU, national and/or regulatory legislation, policies and guidelines in a planning context with a view to assessing the implications of such developments for heritage and responding to same
- Liaising and working with relevant statutory bodies on various aspects of planning, this may include attendance and providing evidence at oral hearings

Regulatory Compliance

- Advising the Heritage Council on national, regional and local planning policy and legislation as it relates to heritage.



- Environmental Impact Assessment Report (EIAR): Examine environmental impact assessment reports to evaluate the potential effects of development projects on key heritage sites, landscapes, seascapes and ecosystems, when appropriate.

Documentation and Reporting

- Monitor planning material submitted to the Heritage Council as a prescribed body and maintain detailed records of all planning processes and documentation related to heritage projects. Prepare regular reports for the Heritage Council.

Public Engagement

- Engage with the public, heritage organisations, and other stakeholders to gather, input, address concerns, and build support for the recognition of the importance of heritage in the planning process.

Budget Management

- Assist in the development and management of budgets, ensuring that financial resources are allocated effectively and responsibly, under the direction of the Head of Conservation.

Collaboration

- Work collaboratively with public bodies, heritage experts, e.g., architects, planners, engineers, ecologists, archaeologists, government departments and agencies, to ensure good outcomes for heritage.
- Strengthen the Heritage Council's with the Office of the Planning Regulator (OPR) via a MOU
- To work effectively with colleagues to deliver services, often as part of cross-sectoral teams or multi-disciplinary teams
- Work with colleagues on the assessment of relevant grant applications and other Heritage Council programmes as appropriate.

Research and Analysis

- Conduct research on best practice in heritage protection and sustainable development so as to inform decision-making and project planning.

And other duties as may be assigned by line manager or CEO.

[Education, Training, Experience, etc.](#)

Candidates must demonstrate in their cover letter and CV that they meet all the below essential criteria.



- (a) a professional qualification in planning recognised by the Irish Planning Institute or the Royal Town Planning Institute as a qualification enabling the person to seek full membership of the relevant Institute;
- (b) a strong career track-record in the planning area post the qualification above, which experience will have been gained over a period of seven or more years and a significant amount of which will have been at responsible and senior levels within the processes for preparation and adoption of statutory plans and/or undertaking research and analysis and high-level professional planning assessment to inform statutory decision-making functions;
- (c) a high level of proficiency in making professional planning judgements, analysing and balancing the relevant factors in arriving at considered recommendations
- (d) a demonstrated experience in heritage, or a closely related field, preferably within Ireland, as well as a strong knowledge of Irish heritage and planning legislation, regulations and policy
- (e) Understand national, regional, and local structures in Ireland, particularly as they relate to the planning function
- (f) Knowledge of planning and related issues relevant to the Heritage Council
- (g) Experience of leading the development and managing the production of policy outputs (including managing external contractors) including research reports, briefings and consultation responses, with an eye for detail and accuracy
- (h) Advanced oral, communication and presentation skills
- (i) Excellent organisation, prioritisation, and project management skills
- (j) Excellent ICT skills including Word, Excel, Outlook etc
Ability to work well in a team environment be self-motivated and able to manage own workload
- (k) A commitment to high standards of public service

In addition

- (l) The ability to communicate through the Irish language, both verbal and written, is desirable but not essential
- (m) Full unendorsed category B driving licence and full-time access to a car or for candidates who are unable to drive, full time access to transport.

Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms;

- (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
- (a) 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.

Reporting

The Planning Officer will report to the Head of Conservation, or any other person as may be determined from time to time by the CEO. The Senior Planning Officer will act as line manager for the Planning Officer.

Competencies for the Role

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in appendix 1.

CONDITIONS OF SERVICE

Tenure

The post is a fixed term full time post. Secondment will be considered from serving public servants.

Salary

The position of Senior Planning Officer is analogous to the Civil Service Grade of Engineer Grade II. The (PPC) salary scale, including the required pension contribution, is set out below.

Point 1 €71,793 ; Point 2 €73,434 ; Point 3 €75,070 ; Point 4 €76,714 ; Point 5 €78,353 ; Point 6 €78,789 ; Point 7 €80,406 ; Point 8 €82,083

*Long Service Increment 1: €84,815 ; **Long Service Increment 2: €87,553

*After three years' service at Point 8. **After three years' service at Long Service Increment 1. (Pay scale as at 1 June 2024).



Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant. The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the Heritage Council 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.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarize themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

Annual Leave

The annual leave entitlement for this role (based on a full-time role) is 27 days per year, 30 days after 5 years' service.

Place of work

The place of work will be the Heritage Council headquarters, Áras na hOidhreachta, Church Lane, Kilkenny.

Please note, successful candidates may request blended working arrangements following their probationary period. Successful candidates will be expected to work a minimum of three days per week in our office in Kilkenny in accordance with the Heritage Council's blended working policy. The Heritage Council reserves the right, at its discretion, to change working arrangements on any future date.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 30 minutes gross per week. The standard working week is 37.5 hours, 09.00 – 17.30 Monday to Friday.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Retirement / Superannuation

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in at the time of being offered an appointment.

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.

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.

Probation

There shall be a period after appointment takes effect during which the appointed person shall hold such employment on probation. Such period shall be six months, but the Chief Executive may, at her discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the CEO.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

Application Process

Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by the Heritage Council. The shortlisting will be carried out by or on behalf of the Heritage Council against criteria specified for the position and only on the basis of the information contained in the candidate's application form.
- an interview which may include a presentation by the candidate;
- a second interview which may also include a presentation or other exercise.
- The Heritage Council may create a panel from which future vacancies at the specified grade may filled.

Interviews will be held at the offices of the Heritage Council in Kilkenny. Candidates will be responsible for ensuring their availability to travel to Kilkenny for interview.

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



How to Apply

To apply, please email a cover letter (no more than two pages) to Ciara Connolly at ciara@excelrecruitment.com, with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.

Candidates with Disabilities

The Heritage Council is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by the Heritage Council, or who do not, when requested, furnish such evidence as the Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

The Heritage Council will require the person to whom appointment is offered to take up the 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 or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

Canvassing

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 Heritage Council or person nominated by the Heritage Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to the Garda Síochána for security checks on all addresses at which they have resided.

Health



Candidates shall 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 may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

[Enquiries/Further Information](#)

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email ciara@excelrecruitment.com.

General Information

[Legal Compliance](#)

The Heritage Council are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

[GDPR Compliance](#)

The Heritage Council collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

[Use of Recording Devices](#)

The use of recording equipment is prohibited during the application and interview process.

[Candidate Obligations](#)

Candidates must not knowingly provide false or misleading information. By submitting an application, you are confirming that the information contained in it is accurate and truthful and that providing false or misleading information may result in disqualification of candidates.

Candidates must not interfere or compromise the competition process in any way.

[Late Applications](#)

Late applications will not be accepted under any circumstances and no correspondence will be entered into with candidates who do not submit their application by the closing date.





Appendix 1 Assistant Principal Officer Competencies

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
Judgement, Analysis & Decision Making	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Uses judgement to make clear, timely and well-grounded decisions on important issues
	Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
	Takes a firm position on issues s/he considers important
	Takes responsibility for challenging tasks and delivers on time and to a high standard
Management & Delivery of Results	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
	Presents information in a confident, logical and convincing manner, verbally and in writing
Interpersonal & Communication Skills	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instils a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system



Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities Is considered an expert by stakeholders in own field/ area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
	Is self-motivated and shows a desire to continuously perform at a high level
Drive & Commitment to Public Service Values	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity

