**SOUTH DUBLIN COUNTY COUNCIL**

(Comhairle Chontae Atha Cliath Theas)

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# Executive Parks Superintendent

**Qualifications**

**Character**

Each candidate must be of good character.

**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.

**Education, Training, Experience**

Candidates will:

1. hold a recognised Degree in Agricultural Science (taken in Horticulture), or the Master of Horticulture of the Royal Horticultural Society, London, or an equivalent professional qualification,
2. have, on the latest date for receipt of completed application forms for the office, at least five years satisfactory experience, after qualifying as at (a) preceding, of practical horticulture and practical arboriculture with particular reference to the propagation and culture of plants, and the planting and maintenance of parks,

(c) have a satisfactory knowledge of the principles of parks design,

and

(d) possess a high standard of technical training and experience.

**Background**

South Dublin County Council’s corporate aim is to make our County the best possible place in which to live, work and do business. The Council provides and funds a broad range of services including housing, roads, walking and cycling routes, parks and playgrounds, libraries, sports facilities, litter control, arts centres, enterprise units, fire services, community infrastructure and financial supports.

The public realm service within the Environment, Water and Climate Change Department manages 1,750 hectares of parks and open spaces; which range from regional parks to small local parks within residential areas; planning and delivering the recreational facilities therein. The public realm service also contributes to the design and management of the urban public realm, the protection of biodiversity, addressing actions in relation to climate change and improving the aesthetic and visual quality of the county. The public realm section aim to deliver the following corporate objectives:

* Maintain and improve our parks and recreation areas to enhance our quality of life.
* Improve the appearance of our county in the interest of economic development.
* Incorporate environmental sustainability in all policy-making and implementation programmes.

**The Job**

The Executive Parks Superintendent will work as part of a team that plans, designs, develops and manages the public parks, open spaces and public realm of South Dublin County.

The Executive Parks Superintendent will contribute to the development and implementation of strategies, policies and standards around the provision and management of the public realm.

The Executive Parks Superintendent will be expected to supervise, control and carry out public realm services given to him/her within the service area to which he/she is assigned. The service areas may include, but are not be limited to, Public Realm Planning, Design, Construction, Operations and Maintenance.

The Executive Parks Superintendent will operate under the direction of and report to the Senior Parks Superintendent/ Senior Engineer/ Senior Executive Parks Superintendent/ Senior Executive Engineer/ (Supervisors) of the section to which they are assigned.  They must undertake those duties as assigned to them by their Supervisor. The Executive Parks Superintendent will also report to the Director of Service of the Section to which they are assigned or any other person designated by the Director of Service. Notwithstanding the requirements of the post, successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

**The Ideal Candidate will demonstrate**

* satisfactory professional knowledge and experience of public realm, landscape and urban design.
* knowledge of the legislation, policies, procedures and regulations guiding the design, operation and management of the public realm.
* knowledge of current recreational needs, interests, trends and facilities.
* knowledge of the methods, techniques and requirements for the upkeep of buildings, facilities, grounds and equipment.
* knowledge of the principles and practices in the management of natural resources within parks and open spaces.
* a professional qualification in arboriculture (desirable but not essential)
* knowledge of public relations and possess good interpersonal and communication skills and have the ability to engage with a wide range of people.
* knowledge of the principles and practice of personnel and office management
* knowledge of public procurement processes.
* knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace and experience in the application of same.
* knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery.
* competence and experience in the area of landscape design.
* competency and experience in the area of information technology; with well-developed skills including graphic design.
* ability to organise, evaluate and present information effectively both orally, graphically and in writing.
* ability to schedule work projects.
* a willingness to take ownership of problem-solving and lead where necessary
* capacity to work on his/her own initiative.
* an understanding of Local Authority services and structures or have the ability to quickly acquire same.
* possess a current unendorsed full driving licence (Category B) as he/she may be required to drive in the course of his/her duties.

**PARTICULARS**

The office is wholetime, permanent and pensionable.

**Salary**

€48,209, €49,962, €51,716, €53,473, €55,231, €56,986, €58,744, €60,492, €62,255, €64,006 (max), €66,025 (LS1), €67,014 (LS2)

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

The salary will be fully inclusive and shall be determined from time to time. Holders of the office will pay to South Dublin County Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of service which they are required by or under any enactment to perform.

**Rate of remuneration may be adjusted from time to time in line with Government Policy.**

**Duties**

The duties of the office 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 sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such appropriate 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 including the duty of assisting the Senior Parks Superintendent / Senior Engineer or other appropriate professional officer of any of the foregoing local authorities or bodies in the supervision of the public realm and cognate services of such local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

Executive Parks Superintendent duties include, but are not limited to the following:

* Managing the public realm; including parks and open spaces, in accordance with international best practice standards.
* Planning, designing and directing improvements to local and regional parks and the public realm generally.
* Conservation of built heritage in historic parks and the public realm.
* Managing the natural resources within the public realm including arboricultural management, and bio-diversity conservation
* Tendering and procurement in relation to supplies, services and capital projects.
* Preparing designs and cost estimates and drafting proposals/plans/reports/studies for public realm projects.
* Preparation, contract management and co-ordination of tenders/contracts; including budgetary control.
* Managing grant aided projects including application and reporting requirements.
* Supporting the District Supervisor in his/her duties.
* Planning, managing, monitoring and reporting of maintenance and operational works programmes.
* Monitoring works programmes to ensure they are completed to schedule and with appropriate quality, making appropriate scheduling revisions giving changing priorities.
* Control of budgets.
* Correspondence administration including ensuring that correspondence is responded to in accordance with customer standards.
* Replies and reports to deputations and area committee meetings.
* Consultation with community groups and interest groups.
* Collaborating with other departments and disciplines of the County Council to achieve corporate objectives.
* Carrying out such other duties as may from time to time be reasonably assigned.

**Superannuation**

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

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).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children’s /Widows & Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

**Residence**

Holders of the post will reside in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by South Dublin County Council.

**Retirement Age**

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

**Incentivised Scheme for Early Retirement (ISER)**

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

**Hours of Work**

The successful candidates normal hours of work will be 37 hours per week.

The Council reserves the right to alter your hours of work from time to time.

**Annual Leave**

Annual leave entitlement for the position of Executive Parks Superintendent is 30 days per annum.

**Probation**

Where a person is permanently appointed to South Dublin County Council, the following provisions will apply -

1. there will be a period after appointment takes effect, during which such a person shall hold the position on probation;
2. such period will be one year but the Chief Executive may, at his discretion, extend such period;
3. such a person will cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;
4. the period at (a) above may be terminated on giving one week’s notice as per the Minimum Notice and Terms of Employment Acts;
5. there will be assessment(s) during the probationary period;
6. Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with South Dublin County Council.

**Recruitment**

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of qualifications and experience.

Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of you qualifications / experience on the application form.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy 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, be appointed as appropriate vacancies arise. The life of the panel will be for a period of one year from the date of its formation.

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

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from an employer. The employer must not be related to the applicant.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. 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.

Garda Vetting will be sought in accordance with the National Vetting Bureau Acts, 2012 to 2016.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received by email and on the official application form will be accepted. Emails should be addressed to [recruitment@sdublincoco.ie](mailto:recruitment@sdublincoco.ie) only and must be received no later **12 noon, 2nd August 2018**. Application forms received after the closing date will not be accepted.

Applicants should hold themselves in readiness for interview any time after the closing date.

**South Dublin County Council is an equal opportunities employer.**

**Canvassing will automatically disqualify.**