



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick City**  
& County Council

## **Briefing Document, Application & Selection Process**

### **Executive Planner**

Limerick City and County Council is establishing a panel from which permanent and temporary vacancies for the position of Executive Planner may be filled.

#### **The Position and Duties**

The ideal candidate will be a highly motivated person, with a strong sense of commitment to delivering quality public services and shall demonstrate a clear knowledge and understanding of:

- Local authority services, its key stakeholders and relationships
- Local government structures and its democratic role and mandate
- Current local government issues, future trends and strategic direction of the sector, particularly in relation to planning policy and practice
- Key policies guiding the local government sector
- National, Regional and Local planning issues
- Fostering and maintaining wide ranging productive working relationship both internally and externally to the organisation
- Implementing change
- Public service values

The ideal candidate should also have an excellent **technical knowledge base and experience of planning policy and practices** to include the following non-exhaustive list of duties:

- Planning legislation & procedures across the areas of forward planning, development management and enforcement
- Current and future planning issues facing Limerick City & County and its wider region
- Administration, report writing and putting across a well researched and reasoned recommendation
- Experience of working within multidisciplinary teams or demonstration of ability to do so
- Project or team leadership
- Awareness of and management of Health, Safety and Welfare in the workplace
- Operating ICT systems, in particular word processing, presentation and GIS systems
- Prioritising of work effectively
- Acting on own initiative

- Dealing effectively with conflicting demands
- Working under pressure to tight deadlines

### **The Person - Qualifications**

**On the closing date for receipt of completed application forms, candidates shall:**

#### **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, Experience, Etc.**

Candidates shall:

- a) hold an honours degree (level 8 in the National Framework of Qualifications) in Planning;
- b) have at least five years satisfactory experience of planning work;
- c) possess a high standard of technical training and experience; and
- d) possess a high standard of administrative experience.

It is desirable that candidates will demonstrate through their application form and at interview that he/she has/is:

- Excellent communication and interpersonal skills
- Self-motivated with a record of demonstrating initiative in a work place environment
- Strong knowledge and understanding of planning legislation
- Strong judgement and problem solving skills
- Current, full, unendorsed Class B driving licence and use of own car
- Flexibility in terms of working hours as the duties can involve working outside of normal office hours as required

#### **Salary:**

Salary Scale: €49,543 - €68,868.

Salary scale is inclusive of increments, including two long service increments. Payment of increments is dependent on performance. Starting pay for new entrants will be at the minimum of the scale.

#### **Annual Leave:**

30 days per annum

September 2020

## **Working hours:**

37 hours per week

## **Application Process**

**Completed application forms must be e-mailed to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) no later than Thursday, 24<sup>th</sup> September 2020.**

An official application form must be completed in full by the closing date for the competition. **Please note that amendments to the application form will not be accepted after the closing date.**

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

## **Selection Process**

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply.

## **Shortlisting:**

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same. In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.

## **Competitive Interview:**

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

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority 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 permanent and temporary vacancies arise.

September 2020

## Interview:

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency:

### Competency Indicators

<b>Strategic Management and Change</b> (100 Marks)	<b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation.  <b>Networking and Representing</b> Develops and maintains positive and mutually beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.
<b>Delivering Results</b> (100 Marks)	<b>Problem Solving and Decision Making</b> Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives.  <b>Operational Planning</b> Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.  <b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.
<b>Performance through People</b> (100 Marks)	<b>Leading and Motivating</b> Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Leads by example in terms of commitment, flexibility and a strong customer service ethos.  <b>Managing Performance</b> Effectively manages performance including managing underperformance or conflict. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.  <b>Communicating Effectively</b> Actively listens to others and shares information with relevant stakeholders. Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.

<p><b>Personal Effectiveness</b> (100 Marks)</p>	<p><b>Relevant Knowledge</b> 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 knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.</p> <p><b>Resilience and Personal Well Being</b> Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b> Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p><b>Personal Motivation, Initiative and Achievement</b> Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.</p>
<p><b>Knowledge and Experience</b> (200 marks)</p>	<p><b>Knowledge and Experience</b> Experience and detailed knowledge of the practical application of: Irish Planning legislation and key relevant European Directives, including associated procedures.</p> <p>Planning issues relevant to Limerick City &amp; County Council and its wider region.</p> <p>Historical, emerging and topical planning trends &amp; issues in Ireland.</p> <p>Report writing and communication of a reasoned assessment or recommendation.</p> <p>Health and Safety legislation.</p>

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.