



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Assistant Planner

Candidate Information Booklet

CLOSING DATE: 14th April 2025



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BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Assistant Planner

The Position

Limerick City and County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for **Assistant Planner** may be filled throughout the lifetime of the panel.

Positions may be filled from this panel across a variety of service areas within Limerick City and County Council, including but not limited to:

- Development Management
- Planning Enforcement
- Forward Planning
- Place Making and Public Realm
- Town Centre First
- Active Travel
- Economic Development
- Tourism
- Community Development

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
- National, Regional and Local planning issues

Assistant Planner will be expected to carry out the following non-exhaustive list of duties:

- An ability to engage a wide and varied planning application caseload of developments, as required.
- Assess and make recommendations on planning applications in line with all relevant national, regional and local plans and policies and in accordance with appropriate legislation and guidelines.
- Conduct pre-application consultations and provide planning advice to members of the public, internal departments and elected members.
- Undertake site visits related to planning applications, condition compliance planning enforcement, derelict sites, vacant sites etc., as required.
- Provide reports on enforcement cases, derelict sites, and vacant sites, as required.
- Prepare Development Plans and Local Area Plans and other planning policy reports and studies.
- Analyse spatial and demographic information to discern trends in population, land use employment etc., to inform policy development.
- Carry out any such other duties as may be assigned from time to time

The Person

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 on the latest date for receipt of applications;

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

* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

It is desirable that candidates will demonstrate through their application form and at the interview the following:

- Good planning, operational and project management skills
- Good communications/presentation and interpersonal skills
- Good knowledge, or the ability to quickly acquire same, of local government functions, services and activities, particularly in relation to planning and development
- A good working knowledge of planning legislation and the principals, practices and techniques of planning
- An ability to work under pressure and to think laterally, maintaining a solution orientated mind-set while dealing with a wide range of issues
- An excellent understanding of Health and Safety legislation and regulations and their application in the workplace.
- Good report writing skills and strong IT skills
- An ability to prepare and present reports
- An ability to interpret and undertake critical analysis of scientific data
- Problem solving skills
- An ability to achieve delivery of completing demands within prescribed timelines and deadlines
- Hold a full driving licence, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

Terms and Conditions

1. The Post:

A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Director General. The panel may be used by Limerick City and County Council to fill permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

2. Annual Leave

The successful candidate will have 30 days annual leave.

3. Salary:

Salary scale: **€46,802 - €72,609** per annum, inclusive of LSIs. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

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 (currently **€46,802**).

4. Location:

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises in use by the Council, now or in the future.

Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to travel to and from work at their own expense.

5. Hours of Work

The working hours at present provide for a five day, thirty five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Limerick City and County Council's Time and Attendance Policy is applicable to this grade at the current time.

6. Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

7. Superannuation:

The Local Government Superannuation Scheme applies.

8. Travel:

Holders of the post should hold a full driving licence for class B vehicles and shall be required drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority.

Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Limerick City and County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

9. Residence:

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

10. Safety and Welfare:

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

11. Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

12. Taking Up Appointment:

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail 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 them.

13. Garda Vetting :

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and

regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting’.

14. 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 appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Director General and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

15. 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

16. References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

17. General Data Protection Regulation:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

18. Pre-Employment Medical:

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

19. Canvassing:

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Application Process:

Completed application forms must be **e-mailed** to recruitment@limerick.ie **no later than 14th April 2025.**

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. CV's will not be accepted in lieu of an application form.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail 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.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

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 by an expert board, 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.

NOTE- As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview. Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, based on the marked awarded in the shortlisting process. Further qualified candidates may be called at a later stage at the discretion of Limerick City and County Council.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion 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.

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:

Identifying Problems and Contributing to Solutions (200 marks)

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions. Makes decisions in a timely, clear and well informed way.

- Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation.
- Shows good judgement and balanced decision making.
- When evaluating a complex issue, takes into account a range of factors beyond the immediate situation.

Communicating Effectively (200 marks)

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Writes reports, memos and emails in a clear and concise manner.
- Responds in a timely and accurate way to requests for information.
- Influences others effectively to get support and commitment to proposals or suggestions.
- Makes a case in a confident and credible manner
- Ability to motivate and maintain positivity as part of a team.

- Ability to work in a team to deliver programmes and projects and to work to strict deadlines.

Delivering Results (200 marks)

Sets and implements high standards of service delivery. Closely monitors quality of activities and takes initiatives to improve work processes over time.

- Sets clear standards for the quality of work of all main work areas.
- Demonstrates a strong customer service ethic and example with internal and external customers.
- Reviews and measures the quality of work.
- Intervenes immediately and decisively where there is a problem with service quality

Personal Effectiveness (200 marks)

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work. Demonstrates an understanding of the role of Assistant Planner in local authority context.

- Enthusiasm and positivity about the role.
- Initiative and creativity.
- Resilience and personal well-being.
- Personal Motivation.
- 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 a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.
- Demonstrates a knowledge of the structures and functions of local government.
- Demonstrates a knowledge of current local government issues and advocates practical approaches to addressing them.

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.

Limerick City and County Council is an Equal Opportunities Employer.

March 2025