



# CANDIDATE INFORMATION BOOKLET

## Executive Planner

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**Open Call: March – May 2024**

Submit your CV and Cover Letter to:

[recruit@meathcoco.ie](mailto:recruit@meathcoco.ie)

Human Resources Department  
Meath County Council

[recruit@meathcoco.ie](mailto:recruit@meathcoco.ie) | (046) 9097040 | [www.meath.ie](http://www.meath.ie)

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# The Competition

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## The Position

Meath County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent and fixed-term contract vacancies for the position of Executive Planner shall be drawn.

## Purpose, Duties and Responsibilities

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The Executive Planner will be responsible for implementing programmes of work in the planning field and for providing a multiplicity of planning and related services. Executive Planner positions are multi-faceted and may include some or all of the following key service areas:

- Development Management;
- Planning Enforcement;
- Economic Development;
- Forward Planning and Sustainable Development;
- Community Development;
- Housing Capital Development.

The role involves, but is not limited to the following:

- Assessment and making of recommendations on planning applications in line with all relevant national, regional and local planning plans/policies, and in accordance with the appropriate legislation and guidelines as required;
- Conducting pre-application consultations and provision of planning advice to members of the public, internal departments and to the elected members in an efficient and flexible manner;
- Preparation and implementation of the county development plan, local area plans, planning schemes and other planning related reports as required;
- Liaising and working with neighbouring planning authorities and other public authorities on all aspects of implementation;
- Monitoring and reporting on implementation progress, including gathering/analysis of development and market activity;
- Monitoring and assisting with the preparation and review of plans, local area plans etc.;
- Preparation of policy and reports as required on a wide variety of conservation related matters;
- Building and maintaining co-operative working relationships and supervision of staff as required;
- Any other associated duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the County Council.

# Qualifications for the Post

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## 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 and Experience

Each candidate must:

- a) Hold a qualification in Planning (at least Level 8 on the National Framework of Qualifications);
- b) Have at least five years satisfactory relevant experience of planning work;
- c) Possess a high standard of technical training and experience;
- d) Possess a high degree of administrative experience.
- e) On the date of appointment persons must possess a current unendorsed full driving licence (Category B), as successful candidates may be required to drive a motor car in the course of their duties.

*\*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.*

**\*Please ensure that you detail your qualifications on your CV\***

## Requirements, Knowledge and Skills

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

- An ability to work within a multi-disciplinary team including supervision of staff;
- Good planning, operational and project management skills;
- Good communication/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;
- Good working knowledge of planning legislation and the principals, practices and techniques of planning;
- A good working knowledge and understanding of planning;
- An ability to work under pressure and to think laterally, maintaining a solution orientated mind-set in dealing with a wide range of issues;
- Good report writing skills and strong IT skills;
- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.

# Miscellaneous Provisions

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## Salary

Salary scale: €55,519 - €77,176 per annum (EL 02/23). Payment of increments is dependent on satisfactory performance.

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

## Hours of Work

The normal working hours will be 35 hours per week. Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended.

You may be required to complete a time-sheet in accordance with the Organisation of Working Time Regulations, 2001.

## Start Date

Meath County Council shall require a person to whom an offer of employment is made to take up an appointment within a reasonable period of time, usually two months from date of offer, to meet the organisational requirements of the Council. Meath County Council reserves the right to withdraw its offer in the event that an appointment is not taken up within such a period.

## Probation

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be 9 months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

## Leave

30 days per annum

## Sick Leave

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

## **Travel**

It is desirable that holders of the post should hold a full driving licence for class B vehicles and shall be required to 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.

Meath 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.

## **Residence**

The person holding the office must reside in, or at an address convenient to performing the role/function as approved by the Chief Executive.

## **Safety and Welfare**

The holder of the post shall co-operate with the terms of Meath County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment.

## **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.

## **Garda Vetting**

Successful candidates may be subject to Garda Vetting in advance of appointment to the position.

## **Outside Employment**

The officer may not engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

## **Probation**

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be 9 months but the Chief Executive may at his or her discretion extend such period;
- (c) there will be assessments during the probationary period;

- (c) such persons shall cease to hold the position at the end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

## **Superannuation Contribution**

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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 dependant or qualified children). A person paying Class A rate of PRSI who becomes a pensionable officer of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

## **Pension Arrangements and Retirement Age**

Candidates will be informed of their superannuation position at time an offer of appointment is being made.



# Communications

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Meath County Council will contact you when necessary by email. It is strongly recommended that you only submit one email address for all correspondence.

It is important to note that the email address you provide when submitting your CV must be one that you can access at all times. Please inform the Human Resources Department of any change in your email address. This can be done by emailing [recruit@meathcoco.ie](mailto:recruit@meathcoco.ie). The onus is also on each applicant to ensure that they are in receipt of all communication from Meath County Council. Meath County Council does not accept responsibility for communications not accessed or received by an applicant.

# Employee Benefits

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Examples of some of the current Employee Benefits include:

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- The Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- Meath County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Meath County Council's Social Club
- State of the Art Office Accommodation in the new Civic Headquarters
- Automatically entered into a pension scheme
- Access to the services provided under Meath County Council's Employee Assistance Programme

# Application Process

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To be considered for the position of Executive Planner, simply submit your Curriculum Vitae and a Cover Letter to [recruit@meathcoco.ie](mailto:recruit@meathcoco.ie) and we will contact you soon after.

This is a Rolling Recruitment process, over the months of **March, April and May 2024**. There is no deadline but the process will close at the end of May. As soon as you submit your interest, we will follow-up with you to arrange an interview, should you meet the qualifications set out above.

# Selection Process

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The Selection Process may include the following:

- An eligibility check on your CV to ensure that you meet the minimum qualifications and requirements for the post.
- Invite for Interview

*\* Please note that Meath County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

## Before you Proceed

Before submitting your application you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above.

Meath County Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than two months and 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.

## Submission of Curriculum Vitae

The information submitted in your CV and Cover Letter will determine whether you are invited for an interview. There is no requirement to submit evidence of education / experience at this point.

The initial step of the process will be to determine that you meet the required minimum criteria for the position. If you do not meet the criteria, you will not be invited for an interview.

## Interview Stage

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated but alternative dates and times will be facilitated, where practical. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role.

The invitation to attend an interview, is not to be taken as implying that Meath County Council is satisfied that you fulfil the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the post before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Meath County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Meath County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Meath County Council considers satisfactory in the interview shall be considered for selection.

## Key Competencies

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.

### **Relevant Knowledge, Experience and Skills**

- Understanding of the role of Executive Planner in the Local Authority
- Knowledge and understanding of Irish Planning legislation and planning issues relevant to Meath and the wider region.
- Range and depth of relevant experience.
- Demonstrates required specialist knowledge, understanding and training for the role.
- Up to date with current developments, trends and best practice in their area of responsibility.
- Experience of working as part of a multi-disciplinary team.
- Experience of preparing and presenting reports.
- Knowledge of all the technical aspects required for the position and possess administrative experience of a high standard including report writing.
- Understanding of the structures and environment within which the local authority sector operates
- Understanding the role and duties of safety management in the workplace.

### **Management and Change**

- Demonstrates innovation and creativity to secure successful strategic outcomes
- Effectively manage the introduction of change and demonstrate flexibility and openness to change.
- Successfully manages a range of different projects and work activities at the same time.
- Lead, motivate and manage staff and build effective teams.
- Manage resources, evaluate work practices and achieve efficiencies.

### **Delivering Results**

- Problem solving, judgement and decision making. Organising, planning, co-ordinating and prioritising work programmes.

- Allocate resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services.
- Following procedures, ensuring compliance and maintaining appropriate records.
- Delivering quality outcomes.
- Plan and prioritise work and resources effectively.
- Establish high quality service and customer care standards.

### **Performance Through People**

- Lead the team/service area in a manner that provides clarity of purpose and a focus on delivery
- Building and maintaining positive, productive and beneficial working relationships.
- Managing performance.
- Communicating effectively and have strong verbal and written skills.

### **Personal Effectiveness**

- Takes initiative and is proactive when there is an opportunity to make a contribution.
- Manages time and workload effectively.
- Maintains a positive, constructive and enthusiastic attitude to their role.
- Demonstrates flexibility and openness to change.
- Responds positively to the challenges of the role.
- Resilience and Personal wellbeing
- Commitment to integrity and good public service values

## **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

# Fine Print

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## General Information

1. Meath County Council will not be responsible for refunding any expenses incurred by candidates.
2. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the requirements.
3. Placement on any panel from this competition is no guarantee that a position will be offered.
4. **The Importance of Confidentiality:** Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Meath County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2004.
5. **Deeming of candidature to be withdrawn:** Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
6. **Data Protection:** 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. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council's privacy statement which can be found at <http://www.meath.ie/Data Protection/>
7. **Candidates should note that canvassing will disqualify.**

# Terms and Conditions

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*Your attention is drawn to this important information. By submitting an application or attempting any assessment you are agreeing to be bound by the terms set out below:*

1. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
2. Candidates in the recruitment process must not:
  - Knowingly or recklessly provide false information
  - Canvass any person, with or without inducements
  - Interfere with or compromise the process in any way.
3. A third party must not impersonate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
  - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
  - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
4. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Meath County Council is satisfied that such a person fulfils the essential requirements.

# Frequently Asked Questions

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## **1. Who can I contact if I have a query in relation the Recruitment Campaign?**

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Meath County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [recruit@meathcoco.ie](mailto:recruit@meathcoco.ie).

## **2. What happens if I cannot attend a particular stage of the competition?**

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified.

## **3. I have submitted my CV and cover letter, what happens next?**

Meath County Council will carry out an eligibility check on your CV to ensure that you meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted you will not be invited to interview.

You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times may be facilitated, where practical. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## **4. What happens after undertaking the interview?**

If you qualify at interview stage you will be placed on a panel. Vacancies may be filled from this panel as they arise and in order of placement on the panel. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

## **5. How will Meath County Council communicate with me throughout the Recruitment and Selection Campaign?**

Meath County Council will contact you when necessary at each stage of the competition by email.

It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [recruit@meathcoco.ie](mailto:recruit@meathcoco.ie)

The onus is on each applicant to ensure that they are in receipt of all communication from Meath County Council. Meath County Council accepts no responsibility for communication not accessed or received by an applicant. General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[Meath County Council Website](#)



[Meath County Council Facebook](#)



[Meath County Council Twitter](#)



[recruit@meathcoco.ie](mailto:recruit@meathcoco.ie)