



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Assistant General Foreperson

Parks & Recreation Department

Cork City Council

Closing Date: Monday 11th November 2024

To be read in conjunction with

Candidate Information Booklet

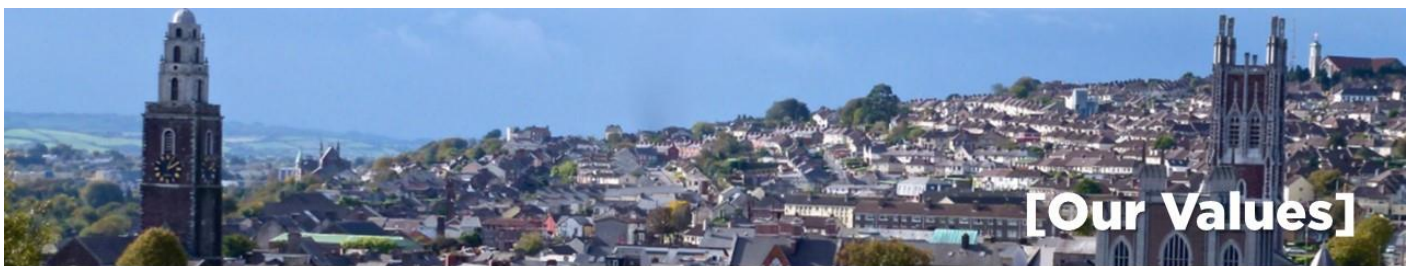
BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €292 million for 2024 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council



The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Assistant General Foreperson (Parks & Recreation Department), you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which permanent and temporary vacancies for the position of Assistant General Foreperson Parks and Recreation Department may be filled.

Cork City Council reserves the right to assign employees to any depot in use by the Parks and Recreation Department, now or in the future subject to reasonable notice.

THE ROLE

Role

Reporting to the General Foreperson or Executive Horticulturist and/or Senior Parks and Landscape Officer and/or appropriate officer the post holder is responsible for the management of all Parks & Recreation Department operations and the supervision of all staff associated within the designated area.

Responsibilities/Duties

To act, under the direction and supervision of the General Foreperson or Executive Horticulturist and/or Senior Parks and Landscape Officer and/or appropriate Officer in their absence as required, in a supervisory capacity for work in connection with the management and maintenance of the parks and open spaces under the control of the Parks & Recreation Department and such other relevant duties as may be required including:

- The organisation and supervision of effective and efficient methods of work in relation to management and maintenance of Parks and Open spaces under the City Council's control;
- Planting and maintaining trees, implementing landscape schemes and other projects, as required.
- Maintaining accurate records of materials, operations, and Health & Safety documentation in connection with the Parks & Recreation Department day to day activities;
- Be responsible for the safe and efficient usage of all tools, machinery and equipment under his/her control and ensuring that all such items are not misused, damaged, or lost during working hours;
- Management of all aspects of staff performance including discipline, competence, timekeeping and compliance with safety policies and procedures;
- To provide written (including typed) and verbal reports as required;
- Carry out Toolbox Talks and Safety Inspections;

- Use of computer-based systems and other technologies such as personal computers, hand- held technologies and other equipment as directed to assist in the operation and management of the Parks & Recreation Department activities;
- Undertake any training courses organised by the City Council which he/she is designated to attend;
- Transfer of staff to sites;
- Be capable of dealing with large groups of workers, motivating, deploying, and supervising them to the best advantage;
- Be capable of managing external contractors to ensure works are carried out to the required standards;
- Operated the Council's CRM system (Customer Relationships Management) in accordance with Parks & Recreation Department requirements;
- Ensure staff they supervise are fit to work, wear the required personal protective equipment for the tasks to be carried out and that the Assistant General Foreperson takes appropriate action immediately when these requirements are not met;
- Ensure that all works being carried out comply with the relevant Safety, Health and Welfare at Work Acts and Regulations, including the completion of Risk Assessments/Safe System of Work Plans (SSWPs) and Accident/Incident forms;
- Deal with queries and complaints from members of the public in a courteous, prompt, and efficient manner and to keep their line manager or other designated officer informed of such dealings;
- The successful candidate will be required to participate in the Council's call-out system as required by the Council;
- Liaise with Tidy Towns and Residents groups.
- To act as General Foreperson as required;
- Any other duties which may be assigned as required.
- Candidates will be required to produce satisfactory evidence that they possess the required qualifications.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. **CHARACTER**

Each candidate must be of good character.

2. **HEALTH**

Each candidate must be in a state of health such as would enable him/her to give regular and efficient service.

3. **EDUCATION, TRAINING, EXPERIENCE, ETC.**

Each candidate must on the latest date for receipt of completed application forms:

- (a) Hold at a minimum, an Advanced Certificate in Horticulture (QQI Level 6), or equivalent qualification in Horticulture, and/or a minimum of 5 years' experience in the maintenance and management of parks, gardens, and open spaces.
- (b) Have a thorough knowledge of landscape/amenity horticulture.
- (c) Have a suitable knowledge of and experience in the management of staff.
- (d) Have a satisfactory knowledge of the management and maintenance of all parks operations including grass cutting, tree management, seasonal floral planting etc.,
- (e) Have comprehensive experience in planning, planting, and maintaining greens spaces and/or have a demonstrable aptitude for this type of work.
- (f) Have a satisfactory understanding and awareness of and the implementation Health & Safety legislation in the workplace.
- (g) Have experience of interacting effectively with members of the public and other sections of the Council.
- (h) Be able to demonstrate a capacity in problem solving and understanding technical/ record drawings.
- (i) Have a capability or aptitude for computer-based systems (e.g. email, word processing, spreadsheets, and other systems) and other new technologies or, if not to be willing to undertake any necessary training or up-skilling required.
- (j) Have experience in the use and care of tools, machines and appliances used in the maintenance of parks and open spaces.
- (k) Have a good understanding of Cork City Council's Grievance and Disciplinary Procedure.

4. **DRIVERS LICENCE**

Candidates must hold a current clean driving licence (Class B) for the relevant vehicle class they are driving, free from convictions and medical limitations that do not permit them or prevent them driving their own vehicle, or a vehicle provided by Cork City Council. Should you be disqualified from driving you may be subject to an appropriate sanction which may include demotion/suspension or other disciplinary action.

5. **SAFEPASS**

Candidates must hold a current Safe-Pass card.

DESIRABLE SKILLS

It is desirable that Candidates should be able to demonstrate a strong ability in the following areas:

- Delivering Quality Work and Services, Personal Effectiveness and Safety, Health, and Welfare at Work.
- Ability to supervise staff effectively.
- The candidate shall have good communication skills in the following areas:
 - One to one communications with staff, members of the public and others.
 - Good written and verbal communication skills.
- Be able to demonstrate flexibility and the ability to react quickly and effectively in response to resource issues, unsatisfactory work, emergency works, breakdowns, labour problems, service requirements etc.

Panel

A panel may be formed on the basis of such interview. 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 duration of the panel will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of People and Organisation Development. The panel may be used to fill all permanent and long-term acting vacancies i.e. 6 months or more, candidates will be selected in order of merit from the panel.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Delivering Quality Work and Services

Promotes the achievement of quality outcomes in delivering services. Abides by the laws, regulations, policies and procedures affecting the discharges of the duties of the Assistant General Foreperson.

- Deliver a high standard of service.
- Manages time and workload effectively.
- Takes the initiative when he or she sees the opportunity to make a contribution.
- Takes pride in the quality of service delivered and constantly seeks to improve it.
- Contributes ideas and suggestions as to how services activities can be improved.
- Discusses quality, improvements and performance measures.

Personal Effectiveness

Recognise the value and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills. Relates well to others and maintains positive working relationships.

- Work as part of a team to ensure delivery of plans and schedules.
- Have a strong team ethic of co-operation and mutual support.
- Operates as a team leader and motivate others in individual and team situations.
- Manage the role, performance, and contribution of each staff member for which they are responsible.
- Addresses conflict or dissatisfaction in a constructive manner.
- Use diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.

Safety, Health and Welfare at Work

Co-operates fully in implementing safe systems of work in accordance with the Corporate Safety Statement and relevant Ancillary Safety for their area of work.

- Assists in the enhancement of a safety culture within their area in compliance with Health and Safety legislation.
- Always adhere to safe systems of work and appropriate Health and Safety processes in their area of work.
- Complies with all statutory, legal and quasi statutory rules, regulations and guidelines covering Safety, Health and Welfare at Work issues and fully discharges their role responsibilities in this area.
- Fully participates in appropriate Safety, Health and Welfare training interventions and keeps personal Health and Safety training qualifications current at all times.

Remuneration

Remuneration for the position of Assistant General Foreperson Parks & Recreation Department is –

€928.39 - €938.12 - €942.89 - €948.07 - €952.97 - €955.57 - €958.03 - €960.53 - €963.09 - €967.11 - €970.19 - €977.70 (max)

Applicants should note that entry point to the salary scale will be determined in accordance with circulars issued by the Department of Housing, Planning, & Local Government. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

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 at the minimum point.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Hours of Duty

The successful candidate will be required to work 39 hours per week. Candidates may be required to work reasonable overtime for which appropriate overtime rates will be paid. The hours of work may be adjusted from time to time in line with Government policy.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Garda Vetting

This post will come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

If a post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly, candidates may be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment they must notify the Council in writing, as this may affect employment in the Council.

Training

The successful candidate may, from time to time, be required to attend training deemed by the Council to be necessary for the post.

Safety

The successful candidate must comply with safety policy and directives in force from time to time and wear protective clothing, footwear and other equipment issued and/or required.

Call-Out System

The successful candidate will be required to participate in the Council's call-out system as required by the Council.

We are committed to providing a diverse and inclusive place of work and have a robust strategy to enable this. We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

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

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm on Monday 11th November 2024

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Recruitment Resources - Cork City Council](#)