



Comhairle Cathrach Chorcaí  
Cork City Council

**LGBTI+ Social Inclusion  
Development Officer  
(Part-Time)**

**Grade VI**

**1 Year Fixed Term Contract**

*Co-funded by the Health Service Executive*

**JOB SPECIFICATION**

Please download and read in conjunction with  
Candidate Information Booklet

**Closing Date:**

**4pm, Wednesday 22<sup>nd</sup> January 2025**

## 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.

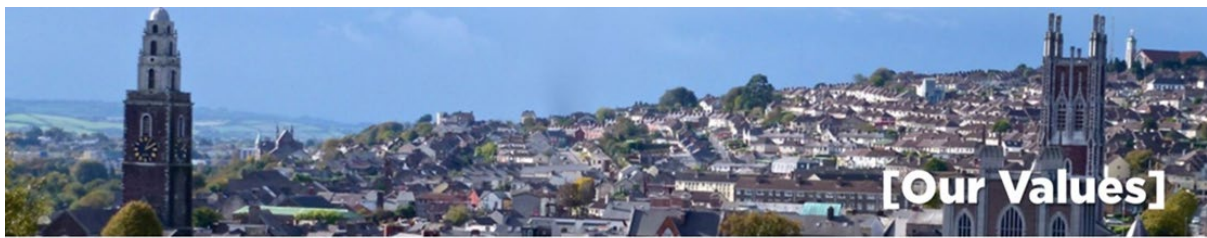
Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow 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 €325m for 2025 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](#)

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. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council is establishing a panel for the position of **LGBTI+ Social Inclusion Development Officer (Part-Time) - Grade VI** from which temporary vacancies may be filled from time to time.



#### 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



SUSTAINABLE  
DEVELOPMENT  
GOALS



We are Cork.

## THE ROLE

The LGBTI+ Social Inclusion Development Officer role which is co-funded by the Health Service Executive will involve the facilitation, implementation and promotion of the policies and objectives of Cork City Council for the advancement of the local LGBTI + Community anti-discrimination, health and wellbeing agenda.

The role will also develop and implement the national and local LGBTI+ policies, programmes and collaborative initiatives in Cork City as recommended by the Cork LGBTI + Inter-Agency, Cork City Council Community Section and HSE Social Inclusion Department.

## DUTIES

The LGBTI+ Social Inclusion Development Officer will report to the designated Social Inclusion Specialist (Grade VII), in the Community, Culture & Placemaking Directorate or any other officer as designated by the Chief Executive.

Responsibilities will include:

- Support the overall day to day running of the LGBTI + Inter-Agency and support the development of the Cork City Council engagement with the Rainbow City Network (RCN).

- Develop an increased cross services cultural approach to increasing a ‘Nothing about us, without us’ ethos to LGBTI + policy development.
- Analysing and evaluating the social conditions (situation) for lesbians, gays, bisexuals, and transgender people (LGBT) in Cork City.
- Organisation and coordination of discussion and information rounds on equality and anti-discrimination.
- Will engage in the delivery of local and national LGBTI + policy development.

*The National LGBTI+ Inclusion Strategy builds on existing equality policy and is situated within the framework of safeguards provided by Ireland’s equality legislation. The LGBTI + Development Officer will assist in the promotion and delivery of the National LGBTI+ Inclusion Strategy 2019-2021 and any further iteration of this policy development at a local level.*

- Represent the LGBTI + Inter-Agency, Cork City Council and HSE Social Inclusion Dept at local, National, and International related meetings, conferences, and forums.
- Deliver LGBTI + Inter-Agency reports to the Cork City Local Community Development Committee (LCDC).
- Respond to and follow up on queries from the LCDC and act as one of the links, between Cork City Council and the LGBTI+ Inter-Agency.
- Support the implementation plan of the Cork City Council Local Economic and Community Plan (LECP) Action Plan in relation to relevant and cross cutting 6 High Level Goals and their respect actions.
- Develop LGBTI + Community relationships with the Cork City Public Participation Network (PPN).
- Support the development an all-Island collaborative approach to LGBTI + Rights and Equality through Local Authority structures by developing an LGBTI + All-Island Cities Forum.

- Identify and support applications to national and local competitions for grant aid funding related to the Cork City LGBTI + Community.
- Support the LGBTI+ Committee in the organising of the Annual LGBTI+ Inter-Agency Awareness Week.
- Promote the annual Cork LGBT+ Pride Festival.
- Support the Cork City Council, HSE and Inter-Agency public services on their Public Service Duty implementation responsibilities.
- Develop an LGBTI + Approach to Placemaking and enhance the LGBTI+ public space visibility across the city where possible and practicable.

Additional Duties:

- Re-advertising of the LGBTI+ programmes, awareness, and Information to the public to include communications plan (Online, print, radio, and TV).
- Strengthen links with and between local LGBTI + NGOs and Community and Voluntary Agencies.

*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 him/her from time to time and to contribute to the development of the post while in office.*

## QUALIFICATIONS

### 1. Character

Candidates shall be of good character.

### 2. 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.

### 3. Educational Requirements

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

- I. Have a good standard of education.
- II. A minimum of 2 years' experience working with or in a Local Authority or other statutory body in a similar role.

**OR**

A minimum of 2 years' experience working with or in the Community and Voluntary Sector in a similar role.

- iii. An understanding of the National LGBTI+ Inclusion Strategy 2019-2021.

### 4. Driver's Licence

Holders of the office will be required to drive a car in the course of their duties and must therefore, hold a full clean driving licence for class B vehicles free from disqualifications. Should you be disqualified from driving you may be subject to an appropriate sanction which may include demotion/suspension or other disciplinary action.

## 5. **Desirable Skills / Knowledge Base**

The ideal candidate will have:

- Strong ability in the following competency areas: (Please see Competency Framework below, page 10 & 11)
  - Networking and Representing.
  - Delivering Quality Outcomes.
  - Strategic Ability and Operational Planning.
- Strong communication & presentation skills – both oral & written including experience of report writing, minute taking, meeting scheduling, excellent interpersonal skills, and the ability to build relationships & inspire confidence.
- Excellent organisational and time management skills.
- Strategic Planning.
- An ability to prioritise and multi-task.
- A commitment to see projects through to completion within agreed deadlines.
- Accuracy and attention to detail.
- An ability to work on own initiative.
- Flexibility.
- Knowledge of the Cork LGBTI + Inter-Agency and its functions, membership and governance structures.

### PRINCIPAL CONDITIONS OF SERVICE

#### **Remuneration**

The remuneration for the position of LGBTI+ Social Inclusion Development Officer (Part-Time) - Grade VI will be paid on a pro-rata basis, aligned to the salary scale:

€55,641 - €56,969 - €58,586 - €61,629 - €63,447 - €65,706 (LSI1) - €67,977 (LSI2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

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 other 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 standard working hours for this role are 18.5 hours per week; however, flexibility is expected as the position may require occasional evening and weekend work. Overtime rates will not apply to additional hours worked beyond the normal schedule, but time-off-in-lieu will be arranged. The Council reserves the right to adjust working hours as necessary.

Starting and finishing time will be subject to job requirements at all times. The Council reserves the right to alter your hours of work from time to time.

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.

*The above represents the principal conditions of service 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.*

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## COMPETENCY FRAMEWORK

Key competencies for the post are outlined in the table below. Candidates are expected to demonstrate their competence in each area both in their application form and at interview, if invited. To effectively showcase your skills, use the STAR technique (Situation, Task, Action, Result).

For each competency, provide a recent and specific example of your achievements, detailing the situation or project, your role, the actions you took, and the outcome.

<b><u>Networking and Representing</u></b>
Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the local authority.
<ul style="list-style-type: none"> <li>• Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery.</li> <li>• Articulates and understands the views of relevant stakeholders.</li> <li>• Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in developing the competence of its key stakeholders.</li> <li>• Responds positively to the changing needs of communities.</li> </ul>
<b><u>Delivering Quality Outcomes</u></b>
Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning, and implements improvements required.
<ul style="list-style-type: none"> <li>• Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.</li> <li>• Delivers services, projects, and tasks on time, within budget and achieving expected performance standards.</li> <li>• Critically evaluates outcomes and processes used to achieve them.</li> <li>• Assesses feedback and evaluates outcomes to drive continuous improvement.</li> <li>• Provides appropriate recognition when standards are achieved or exceeded.</li> </ul>

### Strategic Ability and Operational Planning

Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission, and vision of the Council.

Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives, and available resources.

- Is effective in translating the mission and vision into operational plans and outputs.
- Incorporates opportunities into the operational planning process and identifies potential obstacles related to same.
- Develops or revises policy to support corporate objectives.
- Demonstrates innovation and creativity to secure successful strategic outcomes.
- Contributes to development of operational plans and leads the development of team plans having regard to operational objectives set out in the relevant operational plan.
- Negotiates annual resource needs and plans accordingly.
- Determines the key delivery elements within a team plan and the expected or required standard.
- Delegates work tasks in a clear and specific manner.

Please download a copy of this document for your own records and read in conjunction with the Candidate Information Booklet for the post.

*Cork City Council is an Equal Opportunities Employer*