



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Executive Parks & Landscape Officer

Cork City Council

Closing Date: Friday 24th January 2025

To be read in conjunction with

Candidate Information Booklet

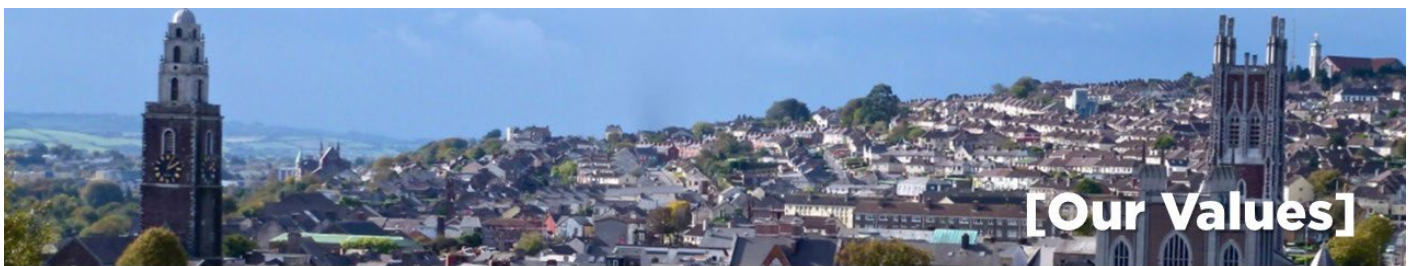
BACKGROUND

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 €325 million 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](#)



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.

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 Executive Parks & Landscape Officer 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, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Executive Parks & Landscape Officer may be filled.

THE ROLE

The Executive Parks and Landscape Officer will work as part of a team that plans, designs, develops and manages the public parks, open spaces and public realm of Cork City Council. The Executive Parks and Landscape Officer will contribute to the development and implementation of strategies, policies and standards around the provision and management of the public realm. The Parks & Recreation team contributes to the management and protection of biodiversity, climate change, planning and the overall appearance and presentation of Cork City, and the successful candidate may be involved with these activities.

The Executive Parks and Landscape Officer will report directly to the Senior Parks & Landscape Officer, or such person as may be assigned from time to time by Cork City Council.

The Ideal Candidate will demonstrate through their application form and at interview:

- Satisfactory professional knowledge and experience of public realm, landscape and urban design;
- Knowledge of the legislation, policies, procedures, and regulations guiding the design, operation and management of the public realm;
- Have a good understanding of Planning Laws, Policies and Procedures and familiarity with Planning Applications, Large Scale Residential Developments, Local Area Plans and the Development Plan;
- Knowledge of current recreational needs, interests, trends, and facilities;
- Knowledge of the methods, techniques, and requirements for the upkeep of buildings, facilities, playgrounds, grounds, and equipment;
- Knowledge of the principles and practices in the management of natural resources within parks and open spaces;
- Excellent interpersonal and communication skills and demonstrates the ability to engage with a wide range of stakeholders including Elected Members, Communities, Sporting Clubs and Organisations, other public bodies and internal City Council Departments.
- Experience in managing staff and coordinating multi-disciplinary teams.

- Knowledge of public procurement processes;
- Knowledge and practical experience of Health and Safety Legislation and Regulations and their application in the workplace.
- Knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery;
- Competency and experience in the area of information technology; with well-developed skills including Microsoft Word, Excel or similar and Computer Aided graphic design;
- Knowledge of the principles and practices in the management, protection and enhancement of green infrastructure assets;
- Knowledge of the principles and practice in the incorporation of natural based sustainable drainage systems into landscapes;
- Ability to organise, evaluate and present information effectively both orally, graphically and in writing;
- Excellent project management skills;
- A willingness to take ownership of problem-solving and lead where necessary;
- Capacity to work on their own initiative;
- An understanding of Local Authority services and structures or have the ability to quickly acquire same;
- Be able to demonstrate a strong ability in the following areas – Delivering Quality Outcomes & Ensuring Compliance, Performance through People and Managing Resources.

Duties

The duties of the post include, but are not limited to, the following:

- Planning, designing, and directing improvements to local, regional parks, green spaces and the public realm and increase the amenity value of these spaces for recreation and biodiversity;
- Tendering and procurement in relation to supplies, services and capital projects;
- Preparation, contract management and co-ordination of tenders/contracts; including budgetary control;
- Managing grant aided projects including application and reporting requirements;
- Supporting the Parks & Recreation team in their duties;
- Assist in the planning, managing, monitoring and reporting of work programmes when required;
- Advise on the management and control of invasive species;
- Correspondence administration including ensuring that responses issue in accordance with customer standards;

- Providing advice to 3rd parties, including Cork City Council departments on the protection, maintenance and enhancement of green infrastructure and the design and management of open spaces;
- Dealing efficiently, effectively and professionally at all times with stakeholders including elected members, community groups, businesses and residents;
- Liaising with and responding to other local authorities, government departments and statutory agencies where required;
- Collaborating with other departments and disciplines of the Council to achieve corporate objectives;
- Provision of reports to the Council, Council committees, (including Local Area Committees & Strategic Policy Committees) and attendance at such meetings as may be required;
- Research and development of policy proposals;
- Implementation of relevant actions under the Council’s Climate Action Plan;
- Advising on larger private planning applications;
- To work with a diverse range of interest groups in the interest of fulfilling their duties as Executive Parks & Landscape Officer;
- Deputising for the Senior Parks & Landscape Officer as required;
- Carrying out other duties as required from time to time.

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

The Minister for Housing, Planning, and Local Government has declared that the qualifications for the position of Executive Parks and Landscape Officer shall be as set out hereunder: -

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health to render regular and efficient service.

3. Education

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

Hold a qualification in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science (level 8 or higher on the National Framework of Qualifications).

4. Experience, Etc.

Candidates shall also:

- a. Have not less than five years post graduate satisfactory experience of planning, design, development and management of one or more of the following: Parks, Heritage Landscapes and Gardens, Open Spaces, Green Infrastructure, Public Realm and Urban Design, Urban Forests, Sports Grounds, Recreation and Play facilities, Burial Grounds, Community Gardens and Allotments;
- b. Possess a high standard of professional competence and experience,
- c. Have the ability to work on their own initiative and as a team member and to manage and motivate staff to achieve corporate objectives,
- d. Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives,
- e. Have proven ability to manage the delivery of projects on time and within budget, including dealing with procurement, contractors, professional consultants,
- f. Have the ability to develop policies, strategies, best practice guidance and the preparation of technical reports as required; and
- g. Have a good working knowledge of the legal and regulatory standards that apply to local authorities, including Health and Safety.

5. Driving 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.

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 Outcomes and Ensuring Compliance

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies, and procedures affecting the discharge of duties.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes and processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies.
- Refers to relevant professional documents as required.

Performance Through People

Has effective leadership and motivation skills. Is adept at managing the performance of an individual and/or team. Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Motivates others individually and in teams to deliver high quality work and customer focused outcomes.
- Develops the competence of team members and helps them meet their full potential.
- Leads by example in terms of commitment, flexibility and a strong customer service ethos.
- Effectively manages performance including underperformance or conflict.
- Empowers and encourages people to deliver their part of the operational plan.
- Has highly effective verbal and written communication skills.
- Maintains accurate records.
- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.

Managing Resources

Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.

- Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.
- Ensures best value and efficiency in service delivery.
- Intervenes in a timely manner if work activities go over budget.
- Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled, and that work is delivered effectively.
- Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.

Salary

The salary scale for the post of Executive Parks & Landscape Officer is:

€57,909 - €60,017 - €62,124 - €64,235 - €66,345 - €68,454 - €70,565 - €72,663 - €74,784 - €76,887 (Max) –
LSI1 €79,311 - €80,498 LSI2

Applicants should note that entry point to the salary scale will be determined in accordance with circulars issued to the Department of Housing, Local Government & Heritage. The rate of remuneration may be adjusted from time to time in line with Government 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 for the position at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. 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.

Candidates are advised to view the 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 Friday 24th January 2025.

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

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.