



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Assistant Gardener

Parks & Recreation Department

Cork City Council

Closing Date: Monday 31st March 2025

To be read in conjunction with

Candidate Information Booklet

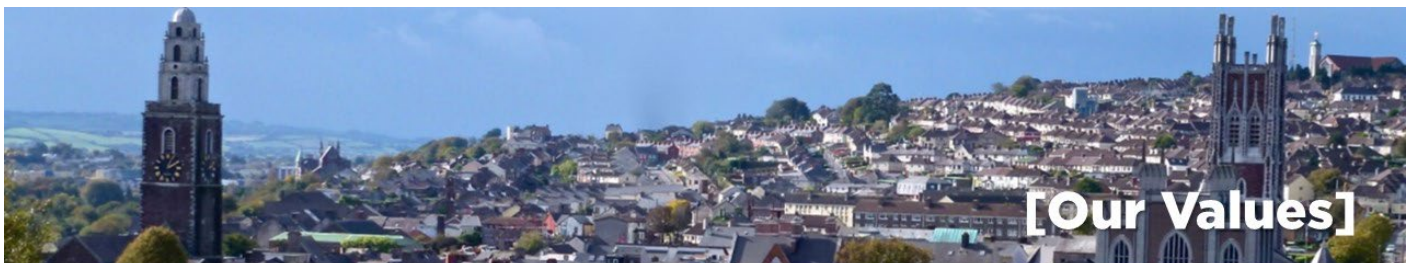
BACKGROUND

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.



Comhairle Cathrach Chorcaí
Cork City Council

SUSTAINABLE
DEVELOPMENT
GOALS



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 Gardener (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 Gardener - 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

Reporting to the Assistant General Foreperson or Executive Parks & Landscape Officer 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 Assistant General Foreperson or Executive Parks & Landscape Officer and/or Senior Parks and Landscape Officer and/or appropriate Officer in their absence as required, 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 successful candidate will be expected to carry out the non-inclusive list of duties set out below: The Assistant Gardener shall arrange under the direction of the Assistant General Foreperson or their appointed representative, the efficient execution of all works in their area of charge and discharge all other duties related to their work including the following:

Duties

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

- To develop, co-ordinate and implement the parks, open/green space planting, maintenance and development programme,
- Maintain high levels of presentation in public parks, gardens and open spaces,
- Planting and weeding flower beds and borders,
- Planting & pruning trees and shrubs,
- Checking the health of plants by identifying any pests or diseases and controlling them,
- Applying nutrients to plants and watering containers,

- Responsibility for cleaning and maintaining tools, machinery and equipment,
- Apply plant knowledge,
- Use all new technology and machinery as required,
- Comply with all Health and Safety requirements as required,
- Document & maintain tasks in accordance with Cork City Council Health & Safety Management System,
- Undertake any training as may be decided upon by the local authority from time to time,
- Any other duties which may be assigned 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

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, a recognised qualification in Horticulture (QQI Level 5 in the National Framework of Qualifications), or equivalent qualification in Horticulture.
- (b) Have experience in planning, planting and maintaining greens spaces and/or have a demonstrable aptitude for this type of work.
- (c) Have experience in the care and use of tools, machines and appliances used in the maintenance of parks, gardens and open spaces.
- (d) Have had satisfactory experience of organising and setting out work.
- (e) Have a reasonable knowledge and awareness of Health and Safety Legislation and Regulations.

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.

Desirable Skills

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

- Delivering Quality Work and Services, Communicating Effectively, Personal Effectiveness.
- Hold a current, unendorsed full driving licence at C1.
- Hold a current Safe-Pass card.
- Relevant experience in working in local authorities or similar.
- Have satisfactory knowledge and a keen interest in horticulture, relevant to public open spaces, gardens and parks.
- Have good communication skills and have the ability to engage with a wide range of people.
- Have good organisational skills.
- Have the ability to work as part of a team.
- Have the ability to organise their own work and work schedule in an efficient manner.
- Be capable of working on their own initiative, in an independent environment and without constant supervision.
- Demonstrate a willingness and ability to stay up-to-date and adapt to current developments within the sector; such as the protection and enhancement of biodiversity and the implementation of nature-based solutions in relation to climate change adaptation.

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

Implements high standards of service delivery. Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.

- Undertakes training as required to continuously improve quality work output.
- Makes best use of time to complete allocated tasks.
- Participates actively in the development of team pride in providing an excellent service.
- Ability to plan, organise and schedule work/tasks to ensure they are completed on time and to specification.
- Ability to work on own initiative and unsupervised and maintain a positive, constructive, and enthusiastic attitude to their role.
- Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair, and transparent manner.
- Is responsible for the proper use, care, custody and maintenance of all Council equipment, plant, supplies and materials.

Communicating Effectively

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

- Good communicator with the ability to develop and maintain good working relationships.
- Ability to give and receive information accurately and clearly and ability to take instruction.
- Demonstrates good written and verbal skills when required and has good interpersonal skills.
- Strong ability to deal with the public.
- Identifies and manages conflict and potential sources of conflict.

Personal Effectiveness

Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities.

- Be open to taking on new challenges or responsibilities.
- Bring enthusiasm and commitment to their role.
- Manage time and workload effectively.
- Demonstrate good judgement and problem-solving skills.
- Demonstrate ability to work under pressure.
- Have a strong team ethic of co-operation and mutual support.
- Operate as a team leader.

Remuneration

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

€745.43 - €749.05 - €752.57 - €754.58 - €756.65 - €758.63 - €760.61 - €762.66 - €764.78 - €767.00 - €767.00 - €767.00 (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.

Hours of Duty

The successful candidate will be required to work 39 hours per week. The role may, on occasion, include evening and weekend work. 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.

Garda Vetting

This post will come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

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 31st March 2025

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