**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**Candidate Information Booklet**

**(Please read carefully)**

**Post of: Heritage Officer**

**Closing Date: 4.00 P.M.**

**Tuesday 20th December 2022**

**Completed Application Forms (3 copies) should be submitted to:**

**Human Resources Department**

**Laois County Council**

**Aras an Chontae**

**Portlaoise**

**Co. Laois**

**And 1 copy emailed to** [**hr@laoiscoco.ie**](mailto:hr@laoiscoco.ie)

**Subject line: Ref 31/2022 – Heritage Officer**

### COMHAIRLE CHONTAE LAOISE - LAOIS COUNTY COUNCIL

### POST OF: Heritage Officer

**THE COMPETITION**

Laois County Council is inviting applications from suitably qualified persons for the above competition. Laois County Council will, following the interview process, form a panel for the post of Heritage Officer.

**THE ROLE**

The role of the Laois County Council Heritage Officer is to manage a strategic heritage service for Laois County Council, including developing partnerships, raising awareness, providing advice, developing/implementing policy, collecting data, and promoting best practice to value and safeguard heritage for future generations.

Laois County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which permanent, specific purpose, fixed term, temporary and where applicable Acting-up vacancies for Heritage Officer may be filled.

# THE QUALIFICATIONS

1. **CHARACTER:**

Candidates shall be of good character.

1. **HEALTH:**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service. Successful candidates will be required to undergo a pre-employment medical examination carried out by the Council’s Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

1. **EDUCATION, TRAINING AND EXPERIENCE ETC:**

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

a) Have a minimum educational qualification of primary degree (level 8 in the National Framework of Qualifications) or equivalent post-graduate qualification in a subject relevant to heritage, for example: archaeology, earth and natural sciences, museum studies, building conservation, object conservation, etc.

b) Have a recognised track record in heritage management.

c) Have a minimum of five-years work experience at an appropriate senior level of responsibility in a heritage related position following graduation.

d) Demonstrate knowledge or experience of heritage management approaches including for example, community engagement, building partnerships, communication, project management, managing multi-disciplinary consultants, managing budgets.

e) Possess good communication skills.

f) Possess good organisational and management skills.

g) Be enterprising, innovative and capable of working to a brief on his/her own initiative.

h) Experience and knowledge of local authority structures would be an advantage.

**Key Duties:**

Details of Key Duties are outlined under ‘The Principal Terms and Conditions’ below.

**Competencies for the Post:**

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

|  |  |
| --- | --- |
| **Strategic Management and Change** | **Strategic Ability:**   * Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. * Evaluates capacity and performance against objectives. * Demonstrates innovation and creativity to secure successful strategic outcomes.   **Political Awareness:**   * Has a clear understanding of the political reality and context of the organisation.   **Networking and Representing:**   * Develops and maintains positive and beneficial relationships with a range of stakeholders. * Builds networks of technical and professional contacts. * Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.   **Bringing about Change:**   * Demonstrates flexibility and an openness to change. * Develops and initiates change management programmes to meet end objectives. * Influences others and fosters commitment to change. |
| **Delivering Results** | **Problem Solving and Decision Making:**   * Can pinpoint critical information and address issues logically. * Understands the context and impact of decisions made. * Acts decisively and makes timely, informed and effective decisions.   **Operational Planning:**   * Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. * Delegates, tracks and monitors activity. * Establishes high quality service and customer   care standards.  **Managing Resources:**   * Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. * Drives and promotes reduction in cost and minimisation of waste.   **Delivering Quality Outcomes:**   * Promotes the achievement of quality outcomes in delivering services. * Organises the delivery of services to meet or exceed the required standard. * Evaluates the outcomes achieved, identifies learning and implements improvements required. |
| **Performance through People** | **Leading and Motivating:**   * Motivate 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.   **Managing Performance:**   * Effectively manages performance including underperformance or conflict. * Empowers and encourages people to deliver their part of the operational plan.   **Communicating Effectively:**   * Recognises the value of communicating effectively with all employees. * Actively listens to others. * Has highly effective verbal and written communication skills. * Presents ideas effectively to individuals and groups. |
| **Personal Effectiveness** | **Relevant Knowledge:**   * Keeps up to date with current developments, trends and best practice in their area of responsibility. * Demonstrates the required specialist knowledge, understanding and training for the role. * Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.   **Resilience and Personal Well Being:**   * Demonstrates appropriate and positive self-confidence. * Remains calm under pressure and operates effectively in an environment with significant complexity and pace.   **Integrity:**   * Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.   **Personal Motivation, Initiative and Achievement:**   * Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. * Is self-motivated and persistent when faced with difficulties. * Engages in regular critical reflection in order to identify how own performance can be improved. |

**THE PRINCIPAL TERMS & CONDITIONS**

1. **PARTICULARS:**

**The position is wholetime, permanent and pensionable.**

The Council reserves the right to, at any time, re-assign an employee to any department now or in the future

1. **PROBATION:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

1. There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
2. Such period shall be ten months, but the Chief Executive may, at his/her discretion, extend such period;
3. Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
4. There will be ongoing assessments during the probationary period. Employment may be terminated by either party during probation or at the end of the probationary period on one week’s notice.
5. REMUNERATION:

The salary shall be fully inclusive and shall be as determined from time to time. 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 services which they are required by or under any enactment to perform. The current annual pay-scale is: €53,626 – €74,544 LSI 2 (as per circular EL 05/2022).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department circular. New entrants will commence on the minimum point of the scale.

1. **DUTIES:**

The principal duties and areas of responsibility of the Heritage Officer may include but are not limited to the following:

* + - Develop and implement, in partnership with County Heritage Forum, the Laois County Council Heritage Plan, and Biodiversity Plan as required. The Heritage Forum is composed of representatives from Local Government, Local Development, State Agencies, Education Institutions, Farming / Landowner Sector, Community & Voluntary Groups and Heritage Groups.
    - Co-ordinate and support the Laois County Council Heritage Forum.
    - Collaborate with government departments, state agencies and local authority colleagues on a cross-directorate basis to deliver national heritage priorities, policies and programmes at local level.
    - Secure and administer funding from multiple national programmes for the delivery of heritage actions/programmes in the county.
    - Manage heritage projects and programmes, including managing teams of multi-disciplinary heritage professionals.
    - Provide advice and information to Strategic Policy Committees, Municipal District Councils, and Laois County Council Elected Representatives and staff as required.
    - Provide heritage advice and input into local strategies and plans such as County Development Plan, Local Area Plans, Local Economic & Community Plan, Climate Adaptation Strategy, Creative Ireland Strategy and Corporate Plan.
    - Provide heritage input to local delivery of national programmes such as Urban Regeneration & Development Fund (URDF), Rural Regeneration Development Fund (RRDF), Town & Village Renewal Scheme, CLÁR Programme, **Outdoor Recreation Infrastructure Scheme, LEADER Programme.**
    - Support and engage communities to participate in the conservation and management of local heritage.
    - Commission and disseminate data in relation to Laois’s heritage.
    - Manage and engage with all relevant forms of media to communicate about Laois’s heritage.
    - Represent Laois County Council at conferences and meetings.
    - Prepare annual progress reports.
    - Organise public consultations, events, exhibitions and workshops.
    - Provide advice on the management of heritage assets as required.
    - Promote best practice in relation to heritage matters.
    - Prepare reports on matters relating to heritage for the Council as required
    - Collaborate with adjoining Local Authority’s on cross boundary projects
    - Such other areas of responsibility as 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 him/her from time to time and to contribute to the development of the post while in office.

1. **EQUAL OPPORTUNITIES:**

The Council shall work to promote a culture of equality and to develop equality and recruitment policies and procedures to ensure that all candidates are selected on merit. The Council shall endeavour to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates. The recruitment and selection process shall embrace genuine equality of opportunity, and this will be integral to the process by which appointments are made.

1. **SELECTION PROCESS:**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position.

* 1. **Shortlisting**

Shortlisting may apply based on the information supplied on application forms and the requirements of

the position as set out. It is expected that given the qualifications and experience of prospective

applicants the short-listing requirements may be significantly higher than the minimum qualifications

and experience requirements set out for the post.

**b. Competitive Interview**

Selection of candidates for appointment shall be by means of a competitive interview, conducted by or on behalf of the local authority. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualifications, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

**c. Panels**

Following completion of interviews, panels may be formed as described on page 2, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary employment may be made and will be the subject of confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of this particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

**d**. **References/Documentary Evidence**

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom is well known to them but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.

1. **RETIREMENT AGE**:

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new pension and retirement provisions for **new entrants** to the public service appointed on or after 1st January 2013. The normal retirement age under the Single Pension Scheme is the same as the age at which you can claim the Contributory State Pension from the Department of Social Protection which is currently 66 years of age with a compulsory retirement age of 70. Otherwise, the retirement age of the relevant pension. It should be noted that candidates who are in receipt of a Public Service Pension and are re-hired in any paid capacity by a Public Service Body may be liable to have their pension abated. Prior to appointment successful candidates will be obliged to complete a Declaration in relation to previous Public Pensionable Employment.

1. **RESIDENCE**:

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**9. SUPERANNUATION:**

The superannuation contributions of relevant scheme will apply.

**10. SICK LEAVE:**

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

11. DRIVING LICENCE:

When required to do so, holders of the office shall possess a current full driving licence in respect of Category B vehicles or equivalent in the EU Model Driving Licence and have access to a car. 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.

**12.** **SAFEPASS**

Each applicant must hold a current Safepass Card at appointment.

12. Right to Information and Review:

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to [hr@laoiscoco.ie](mailto:hr@laoiscoco.ie) within five working days of the date of notification of a relevant decision.

**13. Confidentiality:**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

**14. Other:**

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

**15. GENERAL DATA PROTECTION REGULATION**

**Laois County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulations.**

**Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Laois County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa or work authorisation. When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied.  This personal record is used solely in processing your candidature.  You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

**Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short listing and/or interview board.   If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned. Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

**Storage period**

Your application will be retained for one year from the date a panel for this position is formed.  In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years).    You will be notified if the panel has been extended after one year and the new expiry date of the panel.  Applications which are unsuccessful at interview stage will be retained for one year.  Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Laois County Council will not be able to progress your application form for the competition for which you are applying. Laois County Council’s Privacy Statement can be assessed at: <https://laois.ie/privacy-statement/>

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**Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.**

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Laois County Council is an equal opportunities employer**