



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Healthy County Co-ordinator [3-year Specific Purpose Contract]

Closing Time and Date: 5.00 pm Friday 10th June, 2022

Cavan County Council is committed to a policy of equal opportunity.

THE COMPETITION:

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Healthy County Co-ordinator (Grade VI).

BACKGROUND INFORMATION:

Healthy Cities:

The Healthy Cities project is a global World Health Organisation (WHO) movement, set up in 1986. It involves Local Authorities working to improve health and wellbeing through political commitment, working in partnership with local stakeholders and supporting innovative projects.

A healthy city or a healthy county works to:

- improve health and wellbeing by creating and continually improving its physical and social environments
- develop community resources that help people to support each other and achieve their potential

Accredited to the World Health Organisation, the National Healthy Cities and Counties of Ireland Network (the Network) was launched in November 2016. The aim of the National Healthy Cities and Counties of Ireland Network is to develop a structure to support Local Authorities to implement the Healthy Ireland Framework.

National Healthy Cities and Counties of Ireland Network aims to:

- promote lifelong health and wellbeing,
- provide a means where local issues can influence national policy, and
- provide a voice for Ireland in the WHO Network of European National Healthy Cities Networks.

The Network is a key enabler of the Healthy Cities initiative both locally and nationally. All Local Authorities are either a member of the Network or are in the process of becoming a member.

Healthy Ireland:

Healthy Ireland is a Government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund, funded under the strategy is a key enabler of the Healthy Cities initiative. Since 2017, the Department of Health has provided three rounds of funding under the Healthy Ireland Fund.

The purpose of the fund is to support Local Community Development Committees (LCDCs) in delivering actions which will improve health and wellbeing, in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025*. This Framework is the national framework for action to improve the health and wellbeing of the people of Ireland.

The Framework aims to bring a concerted focus on life-long wellbeing, prevention of illness, seeks to reduce health inequalities, address the settings in which health and wellbeing is impacted, and emphasises the need to empower people and communities to better look after their own health and wellbeing.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework.

Round three of the Fund will be finishing in May 2022, with round four to commence thereafter.

Purpose of the Role

The Healthy County Co-ordinator is a key role in Local Authorities for the advancement of the local health and wellbeing agenda. The coordinator will be a central resource for driving the local health and wellbeing agenda through the implementation of both the local Healthy Cities and Counties initiative and the local Healthy Ireland programme.

Round 4 of Healthy Ireland will be multi-annual and outcomes focussed. The HI Coordinator will therefore be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy Coordinator will support the local health and wellbeing agenda through collaboration and coordination with relevant and complementary programmes, initiatives

and organisations; coordinate the Healthy Cities project in the catchment area; and lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

QUALIFICATIONS FOR THE POST:

Character:

Each candidate must be of good character.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

Education, training, experience, etc

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

- Relevant professional experience working in a management/coordination role in community, local development or health promotion sectors.
- A background and prior work experience in community development, health promotion, social sciences or in other fields where social relationships are of utmost importance.
- A good understanding of the social determinants of health across the community, voluntary and statutory sector
- An understanding and experience of working in socially disadvantaged communities , socially excluded groups and of health and wellbeing/health promotion strategies.
- Experience of networking, representing and working collaboratively across statutory, community/voluntary and volunteer led organisations.
- Experience supporting organisations to deliver actions, outputs and outcomes.

- Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

Desirable, though not essential:

- A relevant third level qualification, in the area of health promotion or in a related area e.g., education, community development, public health, social care
- Strong leadership and project management skills.
- Strong understanding and experience of programme planning and service delivery.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills.
- Ability to work simultaneously at both strategic and operational level.
- Excellent collaborative, networking, representation and relationship-building skills.
- Ability to negotiate and handle difficult situations.
- Experience in reporting to Pobal.
- Financial administration and budgeting skills.
- Data management and IT skills.

The Position

The position is full-time, to be filled on a three-year specific purpose contract.

Salary

Remuneration will be at the Senior Staff Officer of the national wage scales. The present minimum scale is €49,530 increasing to €60,512 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 37-hour week. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary, at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources

Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 10th June, 2022**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information

contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements:

A Requirement and Competency Framework has been developed for the position of Healthy County Co-ordinator. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrates understanding of the role of Healthy County Coordinator in the context of wider local authority service delivery • Demonstrates knowledge& understanding of the structure and functions of local government • Demonstrates knowledge of current local government issues, future trends and strategic direction of local government • Relevant administrative experience at a sufficiently high level. • Experience of compiling, preparing and presenting reports, presentations, correspondence etc.. • Effective financial and resource management skills. • Knowledge and experience of operating ICT systems.

Competencies:	
Management and Change	<p>Strategic Ability</p> <ul style="list-style-type: none"> • Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs. <p>Networking and Representing</p> <ul style="list-style-type: none"> • Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests. • Demonstrates the ability to sustain a positive image and profile of the local authority.
Delivering Results	<p>Problem Solving and Decision Making</p> <ul style="list-style-type: none"> • Demonstrates the ability to act decisively and make timely, informed and effective decisions. <p>Operational Planning</p> <ul style="list-style-type: none"> • Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources. • Demonstrates the ability to establish high quality service and customer care standards.
Communicating Effectively	<ul style="list-style-type: none"> • Demonstrates the ability to recognise the value of and requirement to communicate effectively • Demonstrates effective verbal and written communication skills <p>Demonstrates good interpersonal skills</p>
Personal Effectiveness	<p>Personal Motivation, Initiative and Achievement</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Does more than is required or expected, anticipating situations and acting to pre-empt problems. • Creates new opportunities. <p>Resilience and Personal Well Being</p> <ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Operates effectively in an environment with significant complexity and pace.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue, or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Administrative Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

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.