



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Graduate Planner**

**Closing Time and Date: Friday 9<sup>th</sup> December, 2022 at 5pm**

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

### **The Competition**

The purpose of this recruitment campaign is to form a panel from which temporary positions may be filled.

The Graduate Planner will initially be assigned to either the Forward Planning or Development Management Sections of the Planning Department. The Graduate Planner will work within a team with a view to gaining practical experience

### **Qualifications for the Post**

#### **Character:**

Candidates 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, on the latest date for receipt of completed applications: -

- (a)** Each candidate must, on the latest date for receipt of completed application form, hold a honours degree (Level 8 in the National Framework of Qualifications) in Planning
- (b)** Have good knowledge and awareness of health and safety legislation and regulations, the implications for the organisation and the employee, and their application in the workplace.

*On the date of appointment, the successful candidate must possess a current unendorsed full driving licence (Category A1, A and/or B) as he/she may be required to drive in the course of his/her duties.*

## **DETAILS AND PARTICULARS**

### **Duties & Responsibilities:**

Duties may include:

- Work in relation to Development Plans, Local Area Plans, Strategic Development Zone Schemes, special projects, conservation, development management, economic development and planning information services;
- Preparing reports and maintaining good records as required;
- Ensuring an efficient and effective response to all stakeholders;
- Carrying out such other duties as may be reasonably required to provide a planning service for Cavan County Council;
- Any duties as assigned to them by their Line Manager.

### **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.

### **Salary:**

Salary scale: €34,520- €44,708 per annum. Payment of increments is dependent on satisfactory performance. Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Planning, Community and Local Government.

### **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 24 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 normal working hours are 35 hours per week. Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended.

**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](mailto: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](mailto:jobs@cavancoco.ie) no later than **5pm on 9<sup>th</sup> December, 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 by 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 Graduate Planner. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

<b>Requirements:</b>	
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government.</li> <li>• Knowledge of current local government issues, priorities and concerns.</li> <li>• Demonstrate knowledge of good planning practice and knowledge of relevant regulations</li> <li>• Understanding of the role of Graduate Planner.</li> <li>• Understanding of health &amp; safety</li> <li>• Knowledge of operating GIS systems.</li> </ul>
<b>Competencies:</b>	
<b>Planning and organising work</b>	<ul style="list-style-type: none"> <li>• Deliver a high standard of service in line with work plans and schedules</li> <li>• Manage time and workload effectively</li> <li>• Take initiative when he or she sees the opportunity to make a contribution.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Work as part of a team to ensure delivery of plans and schedules.</li> <li>• Have a strong team ethic of co-operation and mutual support</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Be open to taking on new challenges or responsibilities.</li> <li>• Be positively motivated to deliver a quality service.</li> <li>• Adopt a positive and constructive approach to work.</li> <li>• Bring enthusiasm and commitment to their role.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Have effective written and verbal skills.</li> </ul>

#### **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 Graduate Planner 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.