

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

EXECUTIVE ARCHITECTURAL CONSERVATION OFFICER
PERMANENT POST

Closing Date: 4.00 p.m. on 8th April 2021

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

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
Telephone: 045 980 740



JOB DESCRIPTION

THE JOB: EXECUTIVE ARCHITECTURAL CONSERVATION OFFICER

Kildare County is seeking to establish a panel of Executive Architectural Conservation Officer to fill posts that arise during the life of the panel.

RESPONSIBILITIES/DUTIES:

The Executive Architectural Conservation Officer will report directly to the Senior Executive Planner or Senior Planner or other relevant person.

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

- To advise Kildare County Council in relation to the architectural heritage and conservation provisions and requirements of the Planning and Development Act 2000 (as amended), the Planning and Development Regulations 2001 (as amended) and any subsequent National and European legislation.
- To contribute to the development of a conservation policy for inclusion in the Councils' Plans and to promote and implement such policies.
- To prepare responses to Architectural Conservation related submissions received either as part of any review of the Kildare County Development Plan or any emerging Local Area Plan
- To attend meetings as required, where issues of Conservation arise
- To identify, evaluate and provide advice on structures, groups of structures, areas and other features of architectural heritage of historical, artistic, cultural, scientific, social or technical significance, with a view to making recommendations regarding their inclusion in/exclusion from a Record of Protected Structures and on development objectives.
- To provide advice to owners and occupiers of structures included in a Record of Protected Structures on good practice in the conservation of such structures, on the availability of assistance, including financial assistance, for such conservation.
- To assess and make recommendations on Section 5, Section 57 Declarations and Section 59 Notices in accordance with statutory requirements.
- To monitor the state of repair of structures included in a Record of Protected Structures, and if necessary, make recommendations on the need if any, for the planning authority to take enforcement action in such cases.
- To report and advise on planning applications where conservation and/or architectural issues arise.

- To assist with and provide advice concerning the scheme of grants for the conservation of protected structures, including assessing the condition of buildings and the suitability of works, prioritising applications, recommending appropriate conditions, and inspecting works in progress and on completion.
- To consult with the Department of Housing, Local Government and Heritage, State Agencies, Voluntary Bodies and European Organisations on matters of architectural conservation.
- To maintain a database of drawings and photographs relating to protected structures, groups of structures and areas, and other features of architectural heritage significance.
- To advise on Local Authority Developments where conservation issues arise.
- To prepare and give evidence in court and at oral hearings where issues of conservation are involved.
- To advise on the sources of funds for conservation and related works.
- To lead, motivate and engage staff to achieve quality results and to deliver on operational plans.
- To comply with all requirements of PMDS operated in Kildare County Council.
- To communicate effectively whether verbally or in written communications with all stakeholders including staff, elected members, community groups and the public.
- To demonstrate effective project management skills in order to undertake all assigned tasks in a timely manner.
- To effectively and efficiently manage budgets and ensure value for money at all times.
- Have good knowledge and awareness of Health and Safety Legislation and their implications and applications in the workplace.

THE IDEAL CANDIDATE

It is desirable that candidates demonstrate through their application form and at the interview that they:

- Have a satisfactory knowledge of Kildare's history and of its historic building typologies and spaces
- A good working knowledge and understanding of architectural conservation and of its role in the planning and development process
- Have experience of participating in managing and leading multi-disciplinary teams.
- Have a proven track record of delivering results
- Understand Local Authority services and structures in Ireland, particularly as they relate to the conservation function, or can quickly acquire same
- Be capable of working in close consultation with key stakeholders and working collaboratively with a diverse range of bodies and representative groups
- Be experienced in contributing to the operational and strategic conservation processes and in the implementation of the agreed aims of same
- Have excellent interpersonal, communication and influencing skills
- Have experience of budget management and ensuring value for money
- Possess strong ICT and presentation skills

Driving Licence

Applicants should at the latest date for receipt of applications hold a full unendorsed driving licence for **Class B** vehicles, be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Executive Architectural Conservation Officer are:

CHARACTER: Each candidate must be of good character.

HEALTH Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION/EXPERIENCE, ETC.:

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

(a) hold a recognised qualification at Level 8 on the National Framework of Qualifications developed by the National Qualifications Authority of Ireland under the Qualifications (Education and Training) Act 1999 in a technical discipline related to the built environment including but not limited to architecture, structural engineering, building surveying or spatial planning

or

a qualification at NFQ Level 8 in which the historic built environment was a major subject including but not limited to archaeology, history of art or architectural conservation

or

a postgraduate qualification at NFQ Levels 9 or 10 in which the historic built environment was a major subject,

(b) After attaining the qualification referred to at (a) above, have five years' satisfactory experience relevant to the post (or four years for registered architects),

- (c) Have a satisfactory knowledge of architectural heritage, design and conservation, strategic planning and urban design, and the legal framework governing architectural conservation and planning,
- (d) possess a high standard of technical training and experience appropriate to the nature of the work undertaken, including administrative experience, and have a satisfactory knowledge of public service organisation.

Desirable but not essential:

- (a) Conservation Architect at Grade 1 or 2 level
- (b) Knowledge in and appreciation for architectural history
- (c) Knowledge of good conservation practices
- (d) Post grad qualification in Architectural Conservation

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time permanent posts may be filled.

SALARY:

€50,534 per annum to €67,093 per annum (maximum)
€69,209 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€70,245 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) 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;
- (d) There will be assessment(s) during the probationary period;

Working Hours (37 Hour Week)

The hours of work are 9.00 a.m. to 5.24 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

Superannuation Contribution

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

APPLICATION PROCESS

It is preferable that completed application forms be e-mailed to jobs@kildarecoco.ie. Postal applications (4 copies) should be addressed to Kildare County Council, Human Resources, Áras Chill Dara, Devoy Park, Naas, Co. Kildare. **Closing date is Thursday 8th April 2021 at 4.00 p.m.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates may be shortlisted on the basis of relevance and extent of their previous experience, as outlined on their application, and these applicants only will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills and experience** required for the role. Candidates will also be assessed under the following key competencies.

Management and Change	Strategic Ability Displays the ability to think and act strategically from a management, conservation and planning perspective. Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests including Government Departments and Elected Members. Ability to negotiate, influence and adopt a partnership approach with all stakeholders Sustains a positive image and profile of the local authority. Bringing about Change Effectively manages the introduction of change and overcomes resistance to change.
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	<p>Safety, Health and Welfare at Work Ensures compliance with all relevant legislation /regulations including Health & Safety, Planning & Procurement.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Plans, develops and prioritises work programmes that are aligned to the Council's Corporate and Operational Plans.</p> <p>Managing Resources Demonstrates ability to manage resources to ensure they are used effectively to deliver quality outcomes in line with operational and team plans.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Ensures compliance with council and external agency procedures and protocols.</p>
<p>Performance through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results.</p> <p>Managing Performance Effectively manages performance and conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Communicates effectively & professionally with range of stakeholders including staff, elected members, government departments, communities. Demonstrates the ability and experience to promote awareness, understanding and engagement in architectural and archaeological heritage.</p>

<p>Personal Effectiveness</p>	<p>Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. Manages their time effectively, focusing on essential tasks and responsibilities.</p> <p>Qualifications and Knowledge Keeps up with current and emerging developments, trends and best practice in this area.</p> <p>Integrity Demonstrates a strong commitment to delivering an effective Public Service.</p>
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APPOINTMENT

Other

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

Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment 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, the local authority shall not appoint them.