

INFORMATION BOOKLET

Open competition for appointment to the position of:

SENIOR EXECUTIVE OFFICER

Closing Date for receipt of completed applications:

11th of September 2026 at 3.00 p.m.

AN COIMISIÚN PLEANÁLA IS AN EQUAL OPPORTUNITIES EMPLOYER

August 2026

TITLE OF POSITION: Senior Executive Officer

NATURE OF POST: Permanent, full-time position

LOCATION: 64 Marlborough Street, Dublin 1, D01 V902

1. Background

An Coimisiún Pleanála is Ireland's national planning body with responsibility for making independent, timely, quasi-judicial decisions in relation to appeals arising out of planning authority decisions and direct applications relating to strategic infrastructure projects. We are also responsible for deciding on proposals for compulsory acquisition of land by local authorities amongst a range of other planning related functions.

An Coimisiún Pleanála operates under complex national and EU planning legislation. We were re-established on 18 June 2025 under Part 17 of the Planning and Development Act 2024 and was formerly An Bord Pleanála (established in 1977).

The wider and increased operational demands on An Coimisiún Pleanála requires a newly focused organisational approach to support effective operations across the Commission to enable it to deliver on its mandate and expectations of the public.

Further details on the role and work of An Coimisiún Pleanála can be found at www.pleanala.ie

Staff Structure and Reporting Relationships

An Coimisiún Pleanála currently has 309 employees including 13 Planning Commissioners. An organogram is included at the end of this booklet (**Appendix 1**).

A Senior Executive Officer (SEO) post in An Coimisiún Pleanála is a mid-management role, and an SEO would normally report to a Senior Administrative Officer. The role may also involve interaction with Planning Commissioners, senior management and cross organisational collaboration in day to day work or as part of a committee/working group.

An SEO may also build relationships with external stakeholders and relevant departments/local authorities.

Current Organisational Context

An Coimisiún Pleanála continues to uphold its standing as the independent arbiter of planning and sustainable development matters in Ireland. The challenging organisational context encompasses the following:

- an increasingly complex planning regulatory environment with an emphasis on environmental protection, including protection of habitats and biodiversity.
- preparation for the implementation of new comprehensive planning legislation under the planning and development act 2024 including mandatory timelines.
- the implementation of the provisions of the maritime area planning act 2021 to deal with the range of significant marine infrastructural development applications as specified in the act.
- making decisions on strategic infrastructure developments relating to energy, transport, waste, and other facilities expected in the coming years, including new processes and legislation under the red iii directive.
- making decisions on large scale residential development within clear legislative timelines.
- continual performance improvement with regard to the operational requirements of An Coimisiún Pleanála.
- implementation of the digital transformation agenda requiring delivery of digital and online systems for the public.

2. Role Profile

A Senior Executive Officer (SEO) is a key mid-management position that will contribute to the overall delivery of an efficient and effective planning service to the public. The role will be responsible for a team within the organisation to provide a service and support to internal and external stakeholders which supports the overall

objectives and requirements of An Coimisiún Pleanála. An SEO reports to a Senior Administrative Officer or other relevant management position.

3. Principle Duties

Roles and Responsibilities

- may be assigned to either the Planning Operations or Corporate Affairs Functions and/or to lead/deliver on a particular project required by the Commission.
- as a line management position the main responsibility will be to manage and lead a diverse team to achieve the goals and objectives of the Commission in line with organisational strategy, annual business plans, customer service plans, policies and procedures, Irish Language commitments etc.
- responsible and accountable for the quality of work and the delivery of results by the team they are managing.
- responsible for managing themselves in terms of overall results and developing and maximising staff potential within their team.
- influences and persuades in terms of implementing and delivering on change processes, managing conflict, etc.
- contributes to the implementation of priority projects/new functions where appropriate within the Commission.
 - E-planning strategy
 - Planning legislation
 - Other initiatives to support public sector reform and continuous improvement
 - Development of systems of communication, team engagement and with a public sector ethos to deliver a high-quality customer service as technologies move forward.

General

- structures and organises their own work effectively in addition to planning and organising resources, including people, in order to meet objectives within agreed timescales.

- monitors and reviews performance of staff, providing ongoing feedback as required in line with annual PMDS.
- day-to-day supervision/management of administrative functions within the area with particular emphasis on the application of agreed procedures and practices.
- consults with others and encourages individual and team involvement in appropriate aspects of work and delegation of tasks.
- provides coaching, mentoring and support to staff within their section.
- empowers and upskills team members to deliver and meet targets.
- is responsive and available to discuss and deal with concerns which may arise on a day to day basis and have the ability to achieve effective resolution of issues.
- reviews own performance regularly and continuously seek to develop at a personal level.
- demonstrates enthusiasm for new developments/changing work practices and strive to implement such changes effectively and efficiently.
- proactively identifies areas for improvement and develop practical suggestions/solutions for their implementation.
- complies with and promotes all Commission policies particularly the Dignity in the Workplace Charter and all Equality, Diversity and Inclusion initiatives.
- will conduct themselves in line with the Code of Conduct and all policies and procedures of the Commission to deliver a service in line with a public sector ethos.

Competencies

- Team Leadership
- Interpersonal and Communication Skills
- Analysis and Decision Making
- Specialist Knowledge, Expertise and Self-Development
- Management and Delivery of Results
- Drive and Commitment

4. Qualifications and Experience

Essential Requirements

Candidates must have on or before 11 of September 2026 at 3.00pm

1. A minimum level 7 qualification on the National Framework of Qualifications in a relevant discipline, finance, HR, ICT, procurement, policy/legislation, project management, governance, facilities management, communications, Irish and a minimum of 2 years' experience of working at a middle management level in a public sector or commercial organisation

or

A minimum of 4 years' relevant experience, preferably at supervisory and/or management level

2. Strong communication and interpersonal skills, including the ability to communicate clearly in writing and verbally, and build effective working relationships with colleagues and stakeholders
3. Demonstratable evidence of developing, supporting, leading and sharing knowledge with others with a proven track record of working independently and accepting responsibility for projects
4. Experience of analysing information, identifying issues and making well-reasoned recommendations or decisions in order to prioritise objectives, meet deadlines and deliver to a high-quality standard
5. Highly organised, with strong attention to detail and experience of managing a significant workload
6. Ability to respond flexibly to change and integrate new skills quickly
7. Demonstrate the competencies set out in Appendix 2 of this booklet.

Desirable Knowledge and Experience:

- Has a recognised, relevant third level/professional qualification in a relevant discipline i.e. finance, HR, procurement, policy/legislation, project management, governance, facilities management, communications, Irish, legal, business
- Strong written and spoken Irish language skills
- 3–5 years previous public sector or statutory body experience

- Excellent project management and organisational skills and the ability to deliver to tight deadlines
- Proven management experience or experience of leading on projects
- Experience of public speaking and presenting to stakeholders or large groups.

5. Person Specification

- Strong communication and interpersonal skills, including the ability to communicate clearly in writing and verbally, and build effective working relationships with colleagues and stakeholders
- Ability to work collaboratively with colleagues across teams to deliver organisational objectives
- Ability to prioritise and organise their own workload and to coordinate and organise the work of other staff
- Ability to manage multiple tasks and proven ability to deliver on tight deadlines in a fast-paced environment
- Ability to respond flexibly to change and integrate new skills quickly
- Ability to analyse information, exercise sound judgement and make evidence-based recommendations including making decisions on difficult issues
- Ability to contribute to the development or improvement of processes, policies or services
- Ability to recognise the need when to involve others in decision making
- Confident and with a high level of self-awareness
- Demonstrate leadership and initiative
- Be fully aware of external environment in which An Coimisiún Pleanála operates in terms of the pressures on public sector organisations and the challenges which are/will arise out of the change and transformation agenda to drive improved performance outcomes in public sector bodies.

6. Selection Process

The selection process will include:

- A shortlisting of candidates, on the basis of the information contained in their application.
- An optional Irish oral exam

- A competitive interview.

Note: The optional Irish oral exam offers the applicant an opportunity to part take in a competitive Irish language oral exam in order to obtain additional marks should they meet the required standard.

Normally, the number of applications received for a position exceeds that required to fill existing and future posts. While candidates may meet the eligibility criteria of the competition, if the numbers applying for a post are such that it would not be practical to progress all candidates to the next stage of the selection process, An Coimisiún Pleanála may decide that only a certain number may be called for an interview.

In this respect, a shortlisting process will be employed based on an examination of the application forms and the essential and desirable requirements for the posts, to select a group for the next stage of the process who appear to be the most suitable for the position. It is, therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications, and experience meet the essential and desirable requirements of the post.

Candidates are required to be available for interview(s), and this is at their own expense. It is not possible to alter the allocated interview date(s) or time(s).

Candidates who do not attend for interview etc., when required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

In this notice, there is a role profile of a Senior Executive Officer (SEO) in An Coimisiún Pleanála and relevant competencies for the post. The role profile is intended to describe the general nature and level of work associated with the role of an SEO in An Coimisiún Pleanála. It is not intended to be an exhaustive list of all responsibilities, skills and tasks associated with the position.

Any candidate who supplies false or misleading information in their application may be disqualified or have their employment terminated. We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

7. Application Process

The **Senior Executive Officer** Application Form must be fully completed and submitted correctly to the specified e-mail address. Incorrectly submitted application forms will not be accepted, so please note the following information carefully:

The application form must be in an editable Word document or in PDF format. Upon completion, please save the document as “Senior Executive Officer - your name” You will be required to attach it to an e-mail for submission once completed.

Submitting the form

On completion, you are required to submit the form to the following address
s.byrne@pleanala.ie

Only applications fully completed in the appropriate format and submitted online will be accepted into the competition process. If you have difficulty completing or accessing the application form, please email the above email.

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 working days of applying, please email
p.buckley@pleanala.ie

Please do not submit a Curriculum Vitae with your application as it will not be considered.

Closing Date:

11th of September 2026 at 3.00 p.m.

Please Note

We endeavour to give as much notice as possible for interview dates, etc. It is, however, estimated that the interviews would take place in September/October. Candidates should make themselves available around this time.

Shortlisting

In the event of a shortlisting exercise being employed, the information provided in your application will be examined and assessed against criteria based on the requirements of the position.

A panel may be formed from which future permanent or temporary appointments may be made.

References

Please consider names of people you feel would be suitable referees that we might consult (2 - 3 names and contact details). The referees should include your current employer. Please be assured that we will only collect the details and contact referees should you come under consideration after the interview stage.

Principal Conditions of Service

1. GENERAL

The position is permanent and pensionable.

2. DUTIES

The Senior Executive Officer will be required to perform any duties assigned from time to time as appropriate to the position. The Commission places particular emphasis on the maintenance of high standards of integrity, the development of a team spirit and the improvement of the quality of service to the public.

3. SALARY

The salary for the post is set out below. Entry to the salary scale will normally be at the minimum of the scale.

PPC salary scale (01 June 2026)

€60,029	€61,785	€63,537	€65,286	€67,044
€68,792	€70,547	€73,077 ¹	€76,546 ²	

¹ After 3 years' satisfactory service at the maximum.

² After 6 years' satisfactory service at the maximum.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with government pay policy. Increments may be awarded annually subject to satisfactory performance.

4. HOURS OF DUTY

Hours of duty will be such as may be fixed from time to time by the Commission. At present, they amount to 43 hours and 15 minutes per week – 35 hours net of lunch breaks. The hours of attendance are normally Monday to Friday, 9:15 a.m. to 5:30 p.m. Flexible working is available.

5. PROBATION

A probationary period of one year's duration will apply if, during this period, services are satisfactory as regards health, conduct and efficiency generally. On the other hand, if services during the probationary period are unsatisfactory, the appointment can be terminated at any time.

6. ANNUAL LEAVE

Annual leave will be 29 working days a year in the first five years of service in the grade rising to 30 days after 5 years' service in the grade. This leave is on the basis of a five-day week and is exclusive of the usual public holidays. All leave must be taken in accordance with such requirements as may be made by the Commission from time to time.

7. SICK LEAVE

In accordance with the Commission's Absence Management Policy, full pay during properly certified sick absence, provided there is no evidence of permanent disability for service, may be allowed at the discretion of the Commission up to a maximum of three months in one year and three months at half-pay thereafter, subject to a maximum of six months' sick leave in any period of four years or less.

An appointee who is subject to a Class A PRSI contribution will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to An Coimisiún Pleanála and payment during illness will be subject to the employee making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

8. HEADQUARTERS

The Commission's headquarters are in Dublin City. A Senior Executive Officer's headquarters will be such as may be designated from time to time by the Commission. When absent from home and headquarters on the business

of the Commission, a Senior Executive Officer will be paid travel and subsistence allowances at rates fixed from time to time by the Commission. The rates will be the same as the appropriate civil service rates. Travel expenses will not be payable in respect of travel between an employee's home and headquarters.

9. OUTSIDE EMPLOYMENT

The Senior Executive Officer may not engage in or be connected with any outside employment or business without the prior written agreement of the Commission.

10. SUPERANNUATION

The Single Public Sector Pension Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 01 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The scheme's minimum pension age will be linked to the State Pension old age pension age. Retirement for most members will be compulsory on reaching age 70. For further information in relation to the Single Public Service Pension Scheme for Public Servants, please see: <http://www.per.gov.ie/pensions>.

- (a) Contributory superannuation arrangements (for both personal pension and spouses' and children's pension) will apply to an appointee who is subject to Class A rate of PRSI contribution. The rates of contribution set out at (c) below will apply. Superannuation benefits are co-ordinated with benefits payable under the Social Welfare Acts in accordance with the provisions in *An Bord Pleanála Staff Superannuation Scheme 1986 to 2006*.

(b) Non-contributory personal pension arrangements will apply to an appointee to whom different pay and conditions apply to an appointee who is subject to Class D rate of PRSI contribution. Superannuation benefits in such cases are not co-ordinated with benefits under the Social Welfare Acts.

(c) Contribution Rates:

- (i) 1.5% of pensionable remuneration payable in respect of retirement lump sum,
- (ii) 3.5% of net pensionable remuneration payable in respect of personal pension entitlements,
- (iii) 1.5% of pensionable remuneration payable in respect of spouses' and children's pension entitlements.

Pensionable remuneration means the aggregate of salary and pensionable allowances. Net pensionable remuneration means the aggregate of salary and pensionable allowances less twice the annual rate of contributory old age pension (paid by the Department of Social Protection).

Appointees who are subject to Class A PRSI contributions will pay (i), (ii) and (iii) above.

Appointees who are subject to Class D PRSI contributions will pay (iii) above.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28th July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution (ASC)

This appointment is subject to the ASC in accordance with the Public Service Pay and Pensions Act 2017 which is chargeable on pensionable income only.

Important Note

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 to be agreed with the successful candidate at the time of being offered an appointment. An Coimisiún Pleanála will, in the light of the appointee's employment history, determine whether he or she is a "new entrant". Appointees will be required to disclose their full public service history.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment).

For further information in relation to the pension scheme for Established State Employees, please see the following website:

<http://www.cspensions.gov.ie>

11. TENURE

The employment may be terminated by a week's notice in writing on either side. In the event of misconduct, employment may be terminated at any time without notice or payment in lieu of notice.

12. CONFIDENTIALITY AND STANDARDS OF BEHAVIOUR

A Senior Executive Officer is required to comply with the provisions of Sections 573 and 575 of the Planning and Development Acts, 2024 which relate to the disclosure of confidential information and to the prohibition of certain communications in relation to any matter which falls to be considered or decided by the Commission, or any of its committees or consulting groups. The appointee will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

13. ETHICS IN PUBLIC OFFICE ACT 1995

The appointee will be subject to the Ethics in Public Office Acts 1995.

14. CODE OF CONDUCT – POLITICAL ACTIVITY

In accordance with the Commissions' Code of Conduct, an employee must make a declaration to the Secretary regarding membership of any political parties.

15. STAFF REQUIREMENTS

All employees are required to comply with the Commissions' Code of Conduct and all other policies and procedures in place and as may be laid down/amended by the Commission from time to time.

16. OUTSIDE EMPLOYMENT

The position will be whole time, and the appointee may not engage in private practice or relate to any outside business, which conflicts in any way with their official duties, impairs performance or compromises their integrity.

17. ELIGIBILITY TO COMPETE

To be eligible to apply for this competition, candidates must be nationals of a European Economic Area (EEA) Member State or otherwise have a current and valid legal entitlement to work in Ireland.

Candidates who do not meet this requirement will be deemed ineligible.

18. 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.

19. DEPARTMENT OF HEALTH AND CHILDREN CIRCULAR (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

20. DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

21. GDPR PRIVACY STATEMENT - RECRUITMENT PROCESS

Purpose of Processing Personal Information

An Coimisiún Pleanála conducts a competency-based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit an application form for assessment by an interview panel. For the successful candidate, some of the personal information provided will

form the basis of the contract of employment (e.g., name and address) and their personnel file.

Legal basis for processing personal information

- Necessary for performance of a contract or to enter into such a contract.
- Compliance with legal obligation (Terms of Employment Information Act) 1994 – 2014.

Recipients

The following shall receive your personal information for reasons outlined below:

Recipient	Reason
Human Resources	Storing application, acknowledging responses and corresponding with applicants.
Interview Panel	The interview panel will receive your applications to conduct shortlisting and assessing of applicants.
Referees	Successful candidates will be asked to provide referees who can be contacted to validate work records and comment on suitability of the applicant for the post applied for. They shall be contacted to complete a form, and the applicants name/address will need to be provided to receive the reference.
Chief Medical Officer (CMO)	We may use your personal details to refer you to the CMO if any issues are highlighted in your Self-Assessment Health form. A copy of the declaration form will also be sent to CMO in the event of referral.

Details of data transfers outside the E.U.

No data is processed outside the E.U.

Automated decision making

This does not apply to this process.

Retention period for personal data

Applications shall be retained for 12 months for unsuccessful candidates. A successful candidate will have their application placed on their employee file and retained during their employment and for an appropriate period thereafter.

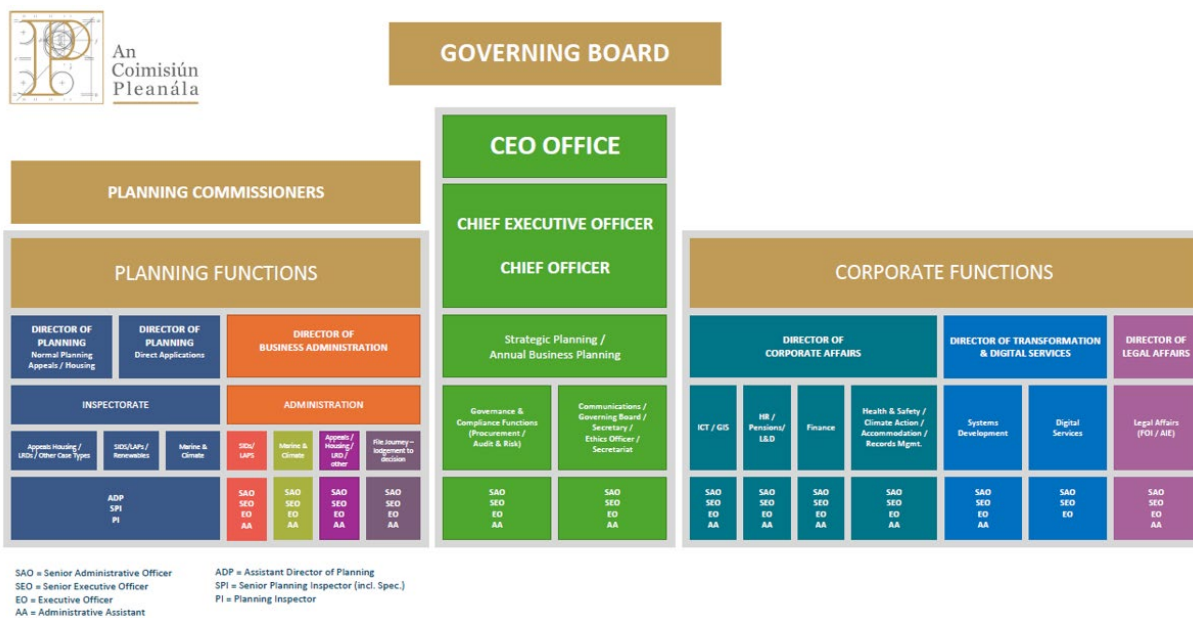
Your GDPR rights in relation to this process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time.
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected. It should be noted that deadlines for applications still apply so no information except for contact information can be changed after the closing date for applications.
Objection	You can object to this information being processed and ask for your application to be removed from process.
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

Contact Details

Name: Data Protection Officer **Email:** dataprotection@pleanala.ie

Appendix 1 – Current An Coimisiún Pleanála organogram



Appendix 2: Senior Executive Officer Level Competencies – PMDS

Team Leadership
• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise • Provides clear information and advice as to what is required of the team • Strives to develop and implement new ways of working effectively to meet objectives • Leads the team by example, coaching and supporting individuals as required • Places high importance on staff development, takes responsibility for internal training and development using and sharing own experience and expertise to deliver training events. • Is flexible and willing to adapt, positively contributing to the implementation of change • Promotes respect and dignity in the workplace and if necessary, actively intervenes to ensure that this approach is fully appreciated in the section/division/organisation.
Interpersonal and Communication Skills
• Builds and maintains contact with colleagues and other stakeholders to assist in performing own role • Acts as an effective link between staff and senior management • Encourages open and constructive discussions around work issues • Projects conviction, gaining buy-in by outlining relevant information and selling the benefits • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances • Presents information clearly, concisely and confidently when speaking and in writing
Analysis and Decision Making
• Gathers and analyses information from relevant sources, weighing up a range of critical factors • Takes account of any broader issues and related implications when making decisions • Uses previous knowledge and experience in order to guide decisions • Makes sound decisions with a well-reasoned rationale and stands by these • Puts forward solutions to address problems
Specialist Knowledge, Expertise and Self-Development
• Has a clear understanding of the roles, objectives and targets of self and team and how they fit into An Coimisiún Pleanála and effectively communicates this to others • Has high levels of expertise and broad public sector knowledge relevant to their area of work • Focuses on self-development, striving to improve performance
Management and Delivery of Results
• Takes responsibility and is accountable for the delivery of agreed objectives • Successfully manages a range of different projects and work activities at the same time

- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Drive and Commitment

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity