

INFORMATION BOOKLET

Open competition for appointment to the position of:

Senior Planning Inspector

Closing Date for receipt of completed applications:

Friday 29th of May 2026 at 3.00 p.m.

AN COIMISIÚN PLEANÁLA IS AN EQUAL OPPORTUNITIES EMPLOYER

May 2026

TITLE OF POSITION: Senior Planning Inspector

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 303 employees including 13 Planning Commissioners. An organogram is included at the end of this booklet (**Appendix 1**).

Two Directors of Planning lead the Planning Inspectorate Function reporting directly to the Chief Officer. Planning is organised into (a) normal planning appeals and other types of appeals/cases and (b) direct applications, which includes strategic

infrastructure cases, new functions under the marine, waste, and roads etc. with a Director of Planning heading up each one.

A Senior Planning Inspector (SPI) is a member of the Planning Function with a day to day working and reporting relationship to an Assistant Director of Planning (ADP). The role also involves interaction with the Directors of Planning, other SPIs, Planning Inspectors, planning administration sections and staff across the organisation.

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. Purpose of the Role

A Senior Planning Inspector (SPI) is a member of the Planning Function. An SPI is required to make quality, timely planning assessments and recommendations on a variety of case work including Strategic Infrastructure applications to the Commission. An SPI is a leadership role, SPIs are required to contribute to the ongoing improvement of the inspectorate and wider organisation including guidance/mentoring of Planning Inspectors.

An SPI must have the ability to independently manage their workload and operate in line with required targets and timelines. Strong technical expertise and ability to prepare robust quality reports is a key aspect of the role.

Blended working is available to staff in this role subject to the requirements of the Commission.

Principle Duties

Operational

- Effectively plan and manage personal workload including site visit inspections.
- Presents all work to a high standard in line with expected quality controls.
- Prepare all reports in a professional and timely manner meeting targets and deadlines which have been set to ensure compliance within the statutory objective period (SOP) and mandatory timelines where applicable and the delivery of a good quality public service.
- Carry out site inspections and provide reports and recommendations to the Commission on all assigned cases.
- Report on Normal Planning Appeals, Strategic Infrastructure/Local Authority, Marine and Housing cases including participation in pre-application consultation meetings as required. Report on proposed developments, where required, arising from such consultations.
- Manage and conduct oral hearings and meetings arranged under the provisions of the Planning Acts in an efficient and effective manner.

- Be available for consultation with your team under the Directors of Planning, Assistant Directors of Planning, colleagues, Planning Inspectors and Administrative staff on a daily basis.
- Prepare and present files to the Commission when/if required in accordance with agreed protocols.

Relationships

- Monitor and support all Planning Inspector team/area members particularly new Inspectors/team members and generally provide support, advice and guidance.
- Partake collaboratively at area team meetings, including all relevant administrative staff on a monthly basis, or more frequently, as required to support the achievement of the overall organisational objectives.
- Co-ordinate the involvement of part-time consultants in assessing cases including at oral hearings, to enable timely and effective work that integrates into the final report.

Continual Improvement of Organisation

- Partake in groups/committees as required, which are established for the many consultation functions which the staff perform, e.g. Planning Function Committees, Inspectorate Committees, working groups, monthly inspectorate meetings, etc.
- Carry out research/analyses/project work as required either individually or as a member of a team and as directed by the Directors of Planning and/or the Assistant Directors of Planning. This may involve mentoring student research projects.
- Working with L&D contribute to developing and implementing in-house CPD/training initiatives, ensuring sufficient skills and expertise is available across the planning function. Contribute to the ongoing inhouse case management systems and ICT projects and other initiatives to support public sector reform and continuous improvement of the organisation.

3. Qualifications and Experience

Essential Requirements

Candidates must on or before Friday 29th of May 2026 at 3.00pm

- I. Hold a professional qualification in planning recognised by the Irish Planning Institute or the Royal Town Planning Institute or an equivalent.
- II. Have, since qualifying, at least 7 years' suitable planning and environmental experience;
- III. Have expert knowledge and experience of planning, its nature, objective, and place in public policy in Ireland and in the international context.

Essential Experience

- Have an excellent knowledge and experience of planning and environmental matters and demonstrate understanding of the importance and objectives of planning in public policy in Ireland and in the international context.
- Have the ability to assess and analyse complex case work and display good judgement skills in making recommendations to support proper planning and sustainable development.
- Have the ability to prepare detailed written technical planning reports and required environmental assessments in a timely manner that are clear, concise and robust and presented to the highest professional standard.
- Have a thorough knowledge of planning and environmental legislation including Environmental Impact Assessment, Appropriate Assessment and Water Framework Directive. Have experience of dealing with infrastructural projects, for example, transport, energy infrastructure, water, and waste projects, large scale housing development.
- Have effective oral communication skills coupled with the ability to build strong interpersonal relationships across the organisation.
- Have the ability to work well on their own initiative without excessive support in accordance with organisational targets and timelines and to plan and manage a varied portfolio of cases effectively and efficiently.

- Demonstrates the ability to conduct an oral hearing in an efficient and effective manner. Have a clear understanding of and commitment to the role of An Coimisiún Pleanála, and the challenges it faces in the planning environment
- Have knowledge of and experience of using MS Office and GIS.

Desirable requirements

Relevant qualifications and/or experience in one or more of the follows areas:

- Civil engineering
- Architecture
- Surveyor
- Marine
- Environmental Science
- Ecology
- Hydrology/hydrogeology
- Environmental Assessment
- Noise Assessment
- Transportation
- Urban Design
- General management experience/people management/allocation of work
- Conducting oral hearings or meetings in an efficient and effective manner

4. Person Specification

The ideal candidate should:

- Be committed to maintaining high professional standards at all times.
- Be reliable and flexible with the ability to work on a variety of case types.
- Demonstrate leadership and initiative and an interest in furthering the on-going evolution and improvement of the organisation in line with its strategic goals.
- Possess strong interpersonal skills, ability to communicate effectively with senior management, internal and external customers, and peers.

- Be thorough and accurate in their work.
- Be self-motivated, with a proven ability to get things done and work to deadlines.
- Have the ability to work both individually and as part of a team.
- Have the ability to work without guidance and on own initiative without excessive support.
- Demonstrate the ability to engage in self-learning and continuous professional development.

5. Key Competencies for effective performance (Appendix 2)

- Application of Specialist Planning Knowledge and Skills
- Organising and Planning of work
- Report writing and Communication
- Initiative and Commitment

6. Selection Process

The selection process will include:

- A shortlisting of candidates, on the basis of the information contained in their application.
- Applicants will be required to demonstrate strong technical ability and understanding of key planning and environmental issues in the report writing exercise. The report writing exercise will contribute to the overall interview marks should you be shortlisted.
- 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 a remote report writing exercise/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 remote testing and interview(s), and this is at their own expense. It is not possible to alter the allocated testing and/or interview date(s) or time(s). **Candidates who do not attend for testing and interview etc., when required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.**

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 Planning Inspector** 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 Planning Inspector - 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 recruitment@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 recruitment@pleanala.ie

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 working days of applying, please email Aisling McGann at aisling.mcgann@pleanala.ie

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

Closing Date:

Friday 29th of May 2026 at 3.00 p.m.

Please Note

We endeavour to give as much notice as possible for testing/interview dates, etc. It is, however, estimated that the report writing exercise and interviews would take place in June and July. 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 appointment is to an established position in the Public Service. A probationary period of one year from the date of appointment will apply. During the period of probation, the appointee's performance will be subject to review by their line manager to determine whether the appointee:

- (i) has performed in a satisfactory manner in accordance with the competencies of the planning inspector role,
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the point of view of health with particular regard to sick leave.

Prior to completion of probation, a decision will be made as to whether or not the appointee will be retained. This decision will be based on the appointee's performance being assessed against the criteria set out in (i) to (iii) above.

The detail of the probationary process will be explained to the appointee, and the appointee will be given a copy of An Coimisiún Pleanála's guidelines on probation.

2. SALARY

The salary for this position is as follows: **(with effect from 01 February 2026)**
– **PPC scale Pay** (inclusive of IPC allowance) – **PPC scale**.

€90,209.73	€92,931.73	€95,659.73	€98,378.73
€101,098.73	€104,333.73 (Max)	€108,014.73 ¹ (LSI1)	€111,700.73 ² (LSI2)

Long Service Increment 1 (LSI1) after 3 years satisfactory service at the maximum.

Long Service Increment 2 (LSI2) 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.

Important Note:

Different pay and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until bank details have been supplied.

3. Tenure

This position is permanent and pensionable. The employment may be terminated at any time by whichever is the greater of three months' notice in writing on either side, or as set out in the Minimum Notice and Terms of Employment Acts, 1973 to 2005. In the event of misconduct, employment may be terminated at any time without notice or payment in lieu of notice. In any other case, any termination of employment by the Commission must be for stated reasons.

4. Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time.

5. Organisation of the Working Time Act, 1997

The terms of the Organisation of Working Time Act, 1997, will apply, where appropriate, to this appointment.

6. Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week – 35 hours net of lunch breaks.

The position holder will be required to work a five-day week. The hours of attendance are normally Monday to Friday, 9.15 a.m. to 5.30 p.m. However, where extra attendance is required to carry out designated duties or assignments, no overtime or additional remuneration is payable. Blended working is available to staff subject to the requirements of the role and section you are assigned to.

7. Annual Leave

The annual leave allowance will be **30** working days a year. This allowance (which is subject to the usual conditions regarding the granting of annual leave) is on the basis of a five-day week and is exclusive of the usual public holidays.

8. Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Those under consideration for a position will be required to complete a health and character declaration.

9. Absence due to illness

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the An Coimisiún Pleanála's Absence Management Policy and relevant sick leave circulars as amended from time to time.

Appointees, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to An Coimisiún Pleanála. Payment of salary during illness will be subject to the terms and conditions of sick leave in respect of the civil service and/or public service generally and the

appointee making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

10. Assignment/Location

The successful candidate will be based in the offices of An Coimisiún Pleanála, 64 Marlborough Street, Dublin 1, D01 V902. When obliged to travel on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

11. Superannuation

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in An Coimisiún Pleanála at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, (please see important note below) this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1st 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 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>

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>

12. Confidentiality and Standards of Behaviour

A Senior Planning Inspector 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 his/her official duties, impairs performance or compromises his/her 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.
TestReach	For the report writing exercise.
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.

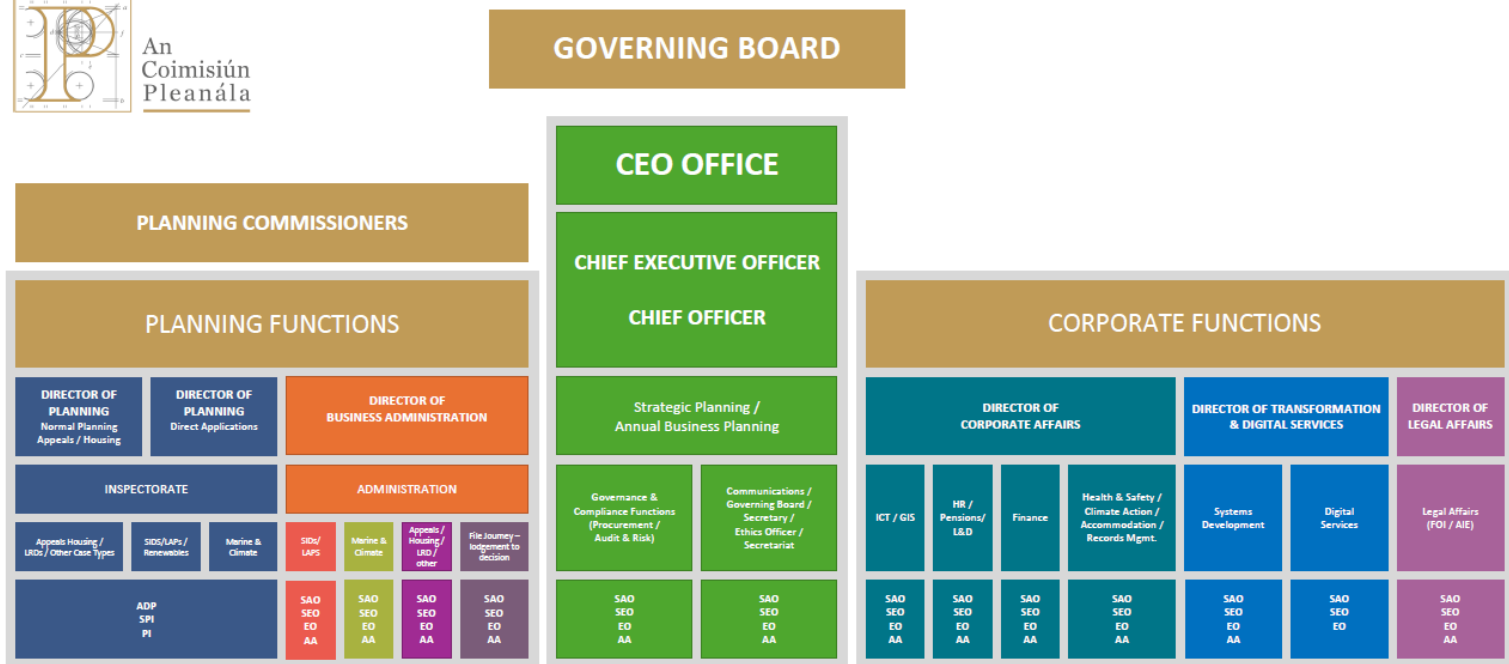
Contact Details

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

Appendix 1 – Current An Coimisiún Pleanála organogram



An Coimisiún Pleanála



SAO = Senior Administrative Officer
 SEO = Senior Executive Officer
 EO = Executive Officer
 AA = Administrative Assistant

ADP = Assistant Director of Planning
 SPI = Senior Planning Inspector (incl. Spec.)
 PI = Planning Inspector

Appendix 2: Key Competencies for Effective Performance:

Senior Planning Inspector

Application of Specialist Planning Knowledge and Skills

- Develops and maintains skills and expertise across a number of areas that are relevant to the planning and environmental field.
- Keeps up to date with developments in planning and environmental matters including legislation at national and EU levels.
- Can demonstrate expert knowledge and experience of planning, its nature, objective and place in public policy in Ireland and in the international context.
- Demonstrates effective application of knowledge and skills.
- Shows evidence of ability to share such knowledge/skills with other colleagues.
- Can demonstrate experience of dealing with infrastructural projects e.g. transport, energy, water and waste projects.
- Can see through to the core issues and uses sound judgment in coming to Conclusions.

Organising and Planning

- Shows ability to plan for and manage a diverse workload in an efficient manner.
- Can meet targets and agreed timescales within the context of overall objectives set.
- Demonstrates effective performance within a teamwork environment.
- Demonstrates an ability to build relationships across an organisation.
- Shows evidence of ability to plan and organise people and other resources to meet objectives.
- Makes opinions known when s/he feels it is right to do so.
- Monitors progress against objectives and reviews plans where necessary.

Report Writing and Communication

- Communicates clearly and concisely through written reports.
- Identifies and focuses on core issues when dealing with complex information/situations.
- Capable of assimilating large quantities of information/facts and thinks through issues logically and presents information succinctly.
- Communicates effectively orally (including at meetings/public hearings). Builds rapport by listening and responding appropriately.
- Interacts effectively with a wide range of people both inside and outside the organisation.
- Presents all work to a high standard.

Initiative and Commitment

- Demonstrates ability to work without external guidance.
- Shows ability to initiate and carry out information analysis and research.
- Demonstrates a high level of motivation and consistently strives to perform at a high level.
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintains a sense of balance and perspective in relation to work issues.
- Demonstrates potential to contribute to the continual improvement of the organisation.
- Is personally trustworthy, honest and respectful, delivering on promises and commitments.