

INFORMATION BOOKLET

Open competition for appointment to the position of
Administrative Assistant

Closing date for receipt of completed applications:

Monday, 7th September 2026 at 3:00 p.m.

AN COIMISIÚN PLEANÁLA IS AN EQUAL OPPORTUNITIES EMPLOYER

August 2026

TITLE OF POSITION: Administrative Assistant

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**). Teamwork and co-ordination with colleagues are essential to the role as Administrative Assistants will generally work as part of a team with an Executive Officer and a Senior Executive Officer.

2. Role Profile

The duties of an Administrative Assistant in An Coimisiún Pleanála are varied and can involve assignment to different parts of the organisation, for example the planning functions or the corporate functions. See organogram at end of booklet (Appendix 1).

Duties may vary from processing of planning cases, preparing letters, data entry, communicating with the public on the telephone, in person and by email, reception duties, oral hearing attendance outside the office and other general administrative duties as set out below.

Roles and Responsibilities

- General administrative duties, for example, filing, photocopying, answering/making telephone calls, dealing with e-mails and other tasks
- Supporting line managers and colleagues
- Reception desk duties
- Working as part of a team in meeting goals and objectives and delivering an important service to the public and internal customers
- Communicating with the public/customers, for example, responding to queries and providing information
- Providing the highest quality standards in customer service
- Use of information technology, for example, word processing, spreadsheets, database, e-mail, Outlook calendar, Powerpoint, graphs and internet research
- Data entry/accounts work
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine or repetitive work.
- Administrative support at oral hearings (large public meetings) outside the greater Dublin area (for which appropriate travel & subsistence rates will be paid)
- Any other duties deemed appropriate.

3. Qualifications and Experience

Essential Requirements

Candidates must, on or before, Friday, 21 August 2026:

- (a) be educated to Leaving Certificate standard or have a National Framework Qualification (NFQ) level 4 qualification (Leaving Certificate equivalent) or greater **and** have a minimum of 6 months previous work experience in a customer service role, preferably in an office environment; **or**;
- (b) 1 year relevant work experience **and**;
- (c) have appropriate ICT skills, for example, proficiency in Microsoft Office products such as Word, Excel, Outlook, SharePoint and knowledge of smart technologies, etc, **and**;
- ;
- (d) All applicants must demonstrate the competencies as outlined in the application form.

Desirable requirements

- A high level of proficiency in the Irish language
- A recognised relevant third level qualification and/or experience in a relevant discipline for example ICT, Irish language, business, finance, HR, procurement, legal/legislation, project management, governance, facilities management, communications.

4. Person Specification:

- reliable and punctual
- able to plan and organise their own work
- able to communicate effectively with senior management, internal and external customers and peers
- able to demonstrate strong interpersonal skills
- thorough and accurate in their work

- self-motivated, with a proven ability to get things done and work to deadlines
- able to demonstrate they work well as part of a team
- flexible in their approach to work
- able to take direction / follow instructions
- Demonstrates organisational skills and strong attention to detail
- Ability to prioritise and organise their own workload
- Be a self-starter with a proven ability to work on their own initiative while contributing effectively as part of a team

5. 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, and this is at their own expense. It is not possible to alter the allocated interview dates or times. **Candidates who do not attend for interview , 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 for an Administrative Assistant (AA) 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 AA 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.**

6. Application Process

The **Administrative Assistant** 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 “Administrative Assistant - 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 that are 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 Human Resources Section at HRqueries@pleanala.ie

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

Closing Date:

Monday, 7th September 2026 at 3:00 p.m.

Please Note

We endeavour to give as much notice as possible for interview dates. It is estimated that the interviews will take place in September/October so 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 Administrative Assistant 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)

€31,921	€33,679	€34,126	€34,997	€36,282	€37,566	€38,849	€39,783
€40,843	€42,072	€42,938	€44,156	€45,366	€47,254	€48,738 ¹	€50,030 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 six months will apply. If, during this period, services are satisfactory with regard to health, conduct and efficiency generally the appointment will be made permanent. Conversely, if services during the probationary period are deemed unsatisfactory, the appointment can be terminated at any time.

6. ANNUAL LEAVE

22 days rising to 23 after 5 years' service; 24 after 10 years' service; 25 after 12 years' service and 26 after 14 years' service. 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. An Administrative Assistant'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, an Administrative Assistant will be paid travel and subsistence allowances at rates fixed 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 Administrative Assistant 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

An Administrative Assistant is required to comply with the provisions of Sections 573 and 575 of the Planning and Development Acts, 2024 which relates 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 Act 1995.

14. CODE OF CONDUCT – POLITICAL ACTIVITY

In accordance with the Commission's 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 Commission's 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.

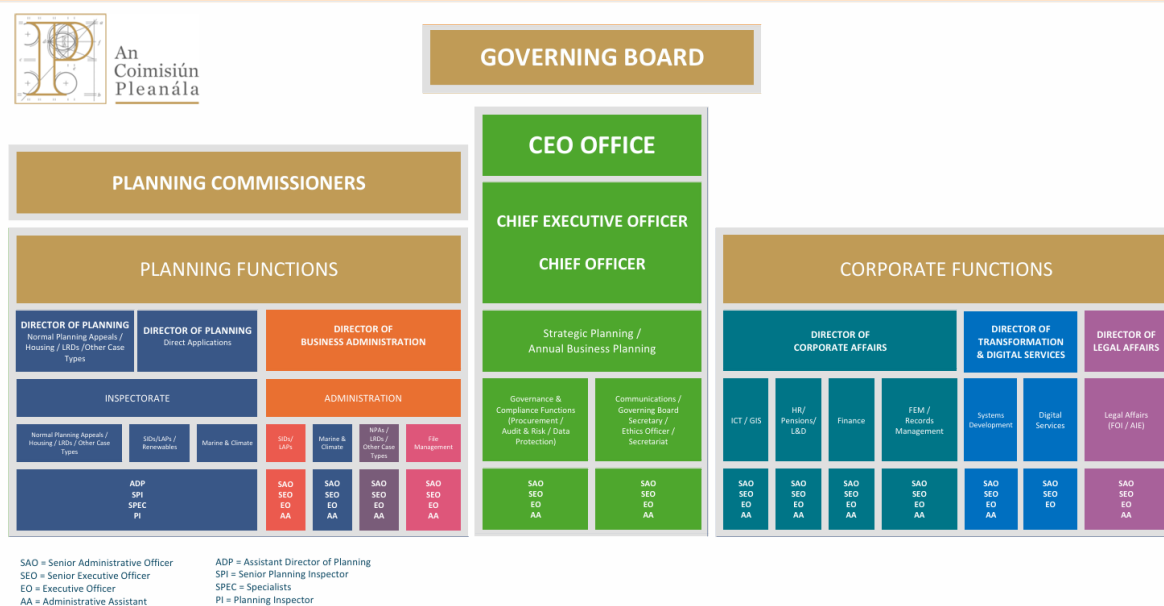
Your GDPR rights in relation to this process

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/transerable format, at any time.
Eraseure	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: Administrative Assistant Level Competencies

Teamwork
- Shows respect for colleagues and co-workers - Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate - Offers own ideas and perspectives - Understands own role in the team, making every effort to play their part
Information Management / Processing
- Approaches and delivers all work in a thorough and organised manner - Follows procedures and protocols, understanding their value and the rationale behind them - Keeps high quality records that are easy for others to understand - Draws appropriate conclusions from information - Suggests new ways of doing things for greater efficiency. - Is comfortable working with different types of information, e.g. written, numerical, charts, etc.
Delivery of Results
- Takes responsibility for work and sees it through to the appropriate next level - Completes work in a timely manner - Adapts quickly to new ways of doing things - Checks all work thoroughly to ensure it is completed to a high standard - Identifies and appreciates the urgency and importance of different tasks - Demonstrates initiative and flexibility in ensuring work is delivered - Is self-reliant and uses judgement on when to ask manager or colleagues for guidance
Customer Service & Communication Skills
- Actively listens to others and tries to understand their perspectives, requirements or needs - Understands the steps or processes that customers must go through and can clearly explain these - Is respectful, courteous and professional, remaining composed even in challenging circumstances - Communicates clearly and fluently when speaking and in writing
Drive and Commitment
- Consistently strives to perform at a high level and deliver a quality service - Is thorough and conscientious, even if work is routine - Is resilient, persevering in the face of challenges and setbacks - Is honest and trustworthy - Acts with integrity at all times
Specialist Knowledge, Expertise and Self Development
- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, relevant policies, etc. - Clearly understands the role, objectives and targets and how they fit into the work of the unit - Is committed to self-development and continuously seeks to improve personal performance