

INFORMATION BOOKLET

Competition for Appointment to the Position of:

Executive Officer

Closing date: Friday 24 March 2023 at 3.00 p.m.

AN BORD PLEANÁLA IS AN EQUAL OPPORTUNITIES EMPLOYER

March 2023

TITLE OF POSITION: Executive Officer
NATURE OF POST Permanent, full- time office-based position
LOCATION: 64 Marlborough Street, Dublin 1 D01 V902

Background

An Bord Pleanála plays a critical role in the Irish planning system deciding appeals of planning decisions made by local authorities and direct applications for major housing, infrastructure and other categories of development. Our role is to carry out independent assessments of cases and make decisions which respect the principles of proper planning and sustainable development in a fair, equitable and timely manner. In carrying out its functions, An Bord Pleanála operates within a legislative framework that interfaces with EU legislation and policy and is constantly evolving particularly in the areas of environmental protection and sustainable development.

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

An Bord Pleanála is implementing ICT strategy projects, developing a new case management system and supporting a full suite of systems and operations for the organisation whilst also providing an enhanced on-line service to the public going forward.

1. Purpose of the Role

The duties of an Executive Officer in An Bord Pleanála are varied and can involve assignment to different parts of the organisation including the Planning Operations Division or the Corporate Affairs Division. (See organogram at end of booklet). An Executive Officer (EO) reports to and supports the Senior Executive Officer (SEO) /Senior Administrative Officer (SAO) in pursuit of achieving the overall objectives of An Bord Pleanála and its stated annual objectives set out in the annual delivery plan.

The EO's primary role is to contribute to the delivery of an efficient and effective planning service to the public and to provide an efficient and effective service in the area in which they are assigned. An EO critically analyses and uses good judgment and decision making on a daily basis. The EO is an important part of a team with some supervisory duties and acts as a link between their area of responsibility and their SEO/SAO.

The EO is expected to be responsible and take ownership of tasks and to bring them to a satisfactory conclusion through the effective organisation, allocation and supervision of work. This junior management role is varied and requires the role holder to be flexible, capable of working to and meeting tight deadlines whilst also being committed to delivering quality results.

General duties may include but are not limited to the following:

- Validating and processing case work
- Writing letters and memos
- Making recommendations and decisions.
- Preparing estimates
- Assisting the Senior Executive Officer to plan, organise and monitor the work of the area and to manage available resources; supporting line-managers and colleagues;
- Providing ICT application maintenance and support to minimise service disruption and facilitate operations.
- Investigate problems with software applications, diagnose root causes, and work on fixing them
- Working as part of a team and closely with Administrative Assistants assigning work and assisting and supporting a successful outcome for the team;
- Taking ownership of assigned tasks and prioritising competing tasks in order to ensure that they are completed on time and to a high standard;

- Providing high quality customer service to both internal and external customers and consistently setting a good example to others within the team in relation to same;
- Critically analysing work and making submissions and recommendations based on the analysis to the relevant Senior Executive Officer/Senior Administrative Officer;
- Keeping up-to-date with the practices and procedures of An Bord Pleanála and developing and maintaining the technical skills and knowledge required to perform effectively in the role;
- Presenting material (written and oral) in a clear, concise, comprehensive and convincing manner;
- Contributing to the development and implementation of new management information systems, such as the Board's new case management system, web portal and GIS (Plean-IT).

2. Qualifications and Experience

Essential Requirements

Candidates, must on or before 24 March 2023 have

- (a) Obtained a recognised degree or hold a qualification that in the opinion of An Bord Pleanála is of at least an equivalent or higher standard

OR

- (b) Obtained at least five subjects in the Leaving Certificate Examination (including Mathematics and Irish or English), three of which should be minimum Grade C at higher level, the others should be a minimum Grade D at ordinary level. Or have passed an examination(s) which would be acceptable to An Bord Pleanála, as being of at least an equivalent standard of the Leaving Certificate **and** have a minimum of at least one years' customer-based experience and/or 6 months supervisory management experience within a busy office environment

OR

(c) Be serving as a Public/Civil Servant with a minimum of two years' service

AND

(d) All applicants must also demonstrate the competencies as outlined in the application form.

In addition, the following are desirable requirements:

- A proven track record of delivering high quality results under pressure;
- Excellent computer skills particularly Excel, PowerPoint, Word and Outlook and experience in using in-house databases;
- Excellent administration, organisational, diary and file management skills;
- Strong attention to detail, analytical skills and sound judgement;
- The ability to prioritise work and to multi-task;
- Strong communication (written and verbal) and interpersonal skills;
- The ability to develop and maintain positive relationships;
- The ability to work independently and/or cooperatively within a team environment in order to provide a customer-focused service;
- The ability to present material in a clear, concise, comprehensive and convincing manner;
- Certification in relevant Microsoft technologies

3. Person Specification

The ideal candidate should be:

- capable of planning and organising people and resources to meet goals, targets and objectives;
- reliable and have excellent time management skills;
- able to work well with others and independently;
- understanding and sensitive when dealing with others and persuasive and clear when communicating;
- diligent and interested in making sure all tasks are completed to a high standard;

- willing to share ideas and information with people, with the purposes of achieving results;
- capable of presenting written material in a clear, concise, comprehensive and convincing manner;
- capable of working with Excel, PowerPoint, Word and Outlook and experience in using in-house databases;
- self-motivated, with a proven ability to get things done and work to deadlines;
- motivated, experienced and demonstrate an ability to work as part of a team;
- flexible and adaptable and open to change;
- interested in public affairs and committed to the concept of public service.

4. Selection Process

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 Bord Pleanála may decide that only a certain number may be called for interview.

In this respect, a short-listing process will be employed to select a group for interview who, based on an examination of the application forms and the essential and desirable requirements for the posts, 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.

The selection process **may** comprise of some of the following:

- A shortlisting of candidates based on the information contained in their application
- An online exam
- A competitive interview

- If Candidates are required to attend testing and/or interview(s), it 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/or interview(s) etc., when and where 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.

5. Application Process

The 'Executive Officer Application Form' must be 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

"Executive Officer - your name.docx".

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 e.keane@pleanala.ie

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

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Reasonable Accommodation:

Candidates with special needs, for example, any person whose mobility, hearing or sight is impaired or those with neurodiverse conditions, should specify on your application form so any necessary accommodations can be put in place if called for interview. Please contact e.keane@pleanala.ie if you have any queries regarding accommodations.

References

Please start considering names of people who you feel would be suitable referees that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should come under consideration after 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. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by a Senior Executive Officer/Line Manager to determine whether the appointee:

- (i) has performed in a satisfactory manner;
- (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 Bord Pleanála's guidelines on probation.

2. Salary:

All new entrants to the public service will be required to commence employment at the minimum point of the scale. **Personal Pension Contribution** PPC (Personal Pension Contribution) salary for this position, with effect from 1 March 2023, is as follows

€33,812	€35,714	€36,788	€38,884	€40,763	€42,580	€44,391
€46,164	€47,955	€49,696	€51,492	€52,692	€54,403	€56,127
				MAX	LSI ¹	LSI ²

This rate will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who **is not required** to make a Personal Pension Contribution. Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the

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 Board 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 hours of attendance are normally Monday to Friday 9.15 am to 5.30 pm. Flexitime and blended working are available to staff subject to the requirements of the role and section you are assigned to.

7. Annual Leave:

23 days rising to 24 days after 5 years' service, 25 days after 10 years' service, 26 days after 12 years' service and 27 after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on 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 Bord Pleanála's Absent 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 Bord 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 Bord 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 Bord 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 1 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 (currently 66 years, but will change going forward in line with the state 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>.

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 28 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 Bord 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:

An Executive Officer is required to comply with the provisions of Sections 113 and 114 of the Planning and Development Act 2000 (as amended) 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 Board, 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 Board'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 policies and procedures in place and as may be laid down by the Board from time to time.

16. Outside Employment:

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

17. Eligibility to Compete:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

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 Bord 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

Terms of Employment (Information) Acts 1994 - 2014

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

Recipient	Reason
HR	Storing application, acknowledging responses and corresponding with applicants
TestReach	Enterprise for managing and delivering secure assessment of exam
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.
An Bord Pleanála's Medical Advisor	We may use your personal details to refer you to our medical advisor 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 EU

No data is processed outside the EU.

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.

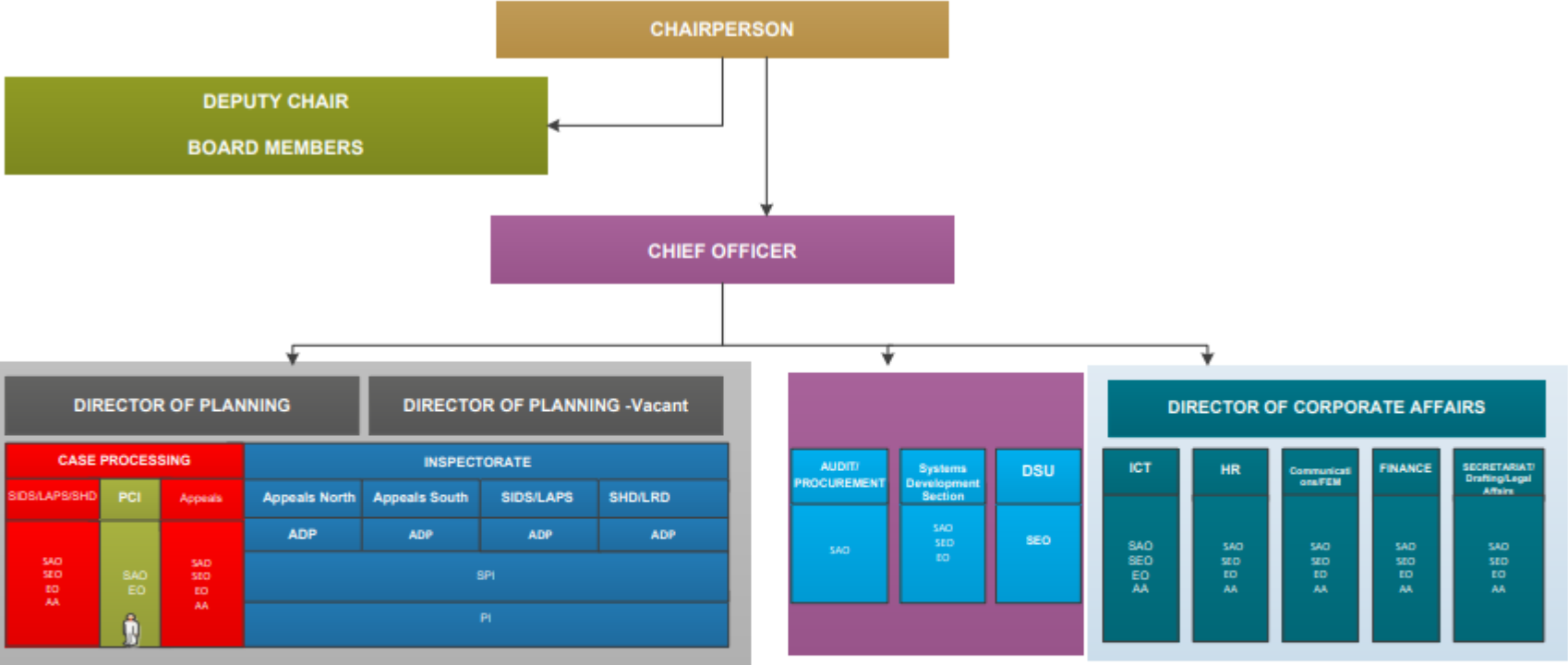
Your GDPR Rights in Relation to this Process

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: Email: dataprotection@pleanala.ie

Appendix 1 – Current An Bord Pleanála organogram



Legend:
 ADP = Assist Director Planning
 SPI = Senior Planning Inspector
 PI = Planning Inspector
 SAO = Senior Administrative Officer
 SEO = Senior Executive Officer
 EO = Executive Officer
 AA = Administrative Assistant
 Made up of existing staff

Appendix 2 - Key Competencies for effective performance

EXECUTIVE OFFICER LEVEL
Drive and Delivery of Results
<ul style="list-style-type: none"> • Is committed to the role, consistently striving to perform at a high level • Demonstrates flexibility and openness to change • Is resilient and perseveres to achieve objectives despite obstacles or setbacks • Ensures that customer service is at the heart of own/teamwork • Takes ownership of tasks and is determined to see them through to a satisfactory conclusion • Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available • Constructively challenges existing approaches to improve efficient customer service delivery • Accurately estimates time parameters for project, making contingencies to overcome obstacles
People Management
<ul style="list-style-type: none"> • Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues • Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise • Values and supports the development of others and the team • Encourages and supports new and more effective ways of working • Deals with tensions within the team in a constructive fashion • Encourages, listens to and acts on feedback from the team to make improvements • Actively shares information, knowledge and expertise to help the team to meet its objectives • Promotes respect and dignity and EDI in the workplace
Specialist Knowledge, Analysis and Decision Making
<ul style="list-style-type: none"> • Displays high levels of skills/ expertise in own area and provides guidance to colleagues • Has a clear understanding of the role, objectives and targets and how they support the service delivered by the organisation and can communicate this to the team • Effectively deals with a wide range of information sources • Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc • Identifies and understands key issues and trends
Interpersonal Effectiveness and Communication
<ul style="list-style-type: none"> • Modifies communication approach to suit the needs of a situation/ audience • Actively listens to the views of others • Negotiates, where necessary, in order to reach a satisfactory outcome • Maintains a focus on dealing with customers in an effective, efficient and respectful manner • Is assertive and professional when dealing with challenging issues • Expresses self in a clear and articulate manner when speaking and in writing