



## NAME OF POSITION: ASSISTANT PARKS & LANDSCAPE OFFICER, Culture, Recreation and Economic Services Department – DUBLIN CITY COUNCIL

POSITION No: 06/2025

CLOSING DATE: MIDNIGHT ON  
THURSDAY, 20<sup>TH</sup> FEBRUARY 2025

### INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ASSISTANT PARKS AND LANDSCAPE OFFICER MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. Dublin City Council is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Leisure and Culture Services. For further information on

### BACKGROUND

The **Parks, Biodiversity and Landscape Services** team manages a diverse range of parks (1,400 hectares) from urban pocket parks to neighbourhood parks, river valley parks and St. Anne's Park which is the largest park managed by Dublin City Council. Uniquely, Dublin City also manages a nature reserve, the North Bull Island. Some of our parks derive from the Georgian, Victorian and Edwardian eras and improvements are implemented in accordance with conservation plans which are in place for each park.

The **Parks, Biodiversity and Landscape Services** team also has an ambitious capital programme for the design and development of new parks and urban public spaces as well as 'greening' initiatives all of which contribute to creating a city which is green and sustainable to make it a more attractive space in which to live, work and visit.

### THE JOB

The **Assistant Parks & Landscape Officer** will work within the Parks, Biodiversity and Landscape Services team of the Culture, Recreation and Economic Services Department reporting to City Parks Superintendent.

The **Assistant Parks & Landscape Officer** may be assigned to work on:

- Management of Parks District operations and improvement works programmes as a core part of the Parks District Team and/or
- Delivering an ambitious programme of Capital works improvements which include the design of new parks and recreational facilities, re-development of existing parks, public realm/streetscape/urban design projects, design of green infrastructure, conservation of heritage infrastructure, etc;

The City Council is seeking enthusiastic, suitably qualified individuals with relevant experience to work in a progressive Parks Team which contributes to the cultural, environmental and climate objectives of the City and the delivery of sustainable development goals.

### **THE IDEAL CANDIDATE SHALL**

- possess good, relevant professional knowledge and experience;
- be able to work within multi-disciplinary teams;
- be capable of working on own initiative;
- possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- possess good organisation skills;
- have good IT skills.

### **QUALIFICATIONS**

#### **CHARACTER:**

Each candidate shall be of good character.

#### **HEALTH:**

Candidates shall be in a state of health to render regular and efficient service

#### **EDUCATION, EXPERIENCE, ETC.:**

Each candidate must, on the latest date for receipt of completed applications –

- (a) candidates shall hold a qualification in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science. (Level 8 or higher on the National Framework of Qualifications);
- (b) have not less than two years post graduate satisfactory experience of planning, design, development and management of one or more of the following: Parks, Heritage Landscapes and Gardens, Open Spaces, Green Infrastructure, Public Realm and Urban Design, Urban Forests, Sports Grounds, Recreation and Play facilities, Burial Grounds, Community Gardens and Allotments;
- (c) possess a high standard of professional competence and experience; and
- (d) have good communication skills, ability to work on their own initiative and as a team member.

#### **DESIRABLE:**

It is desirable for the successful candidate to possess a current unendorsed full driving licence (Category B) as they may be required to drive a motor car in the course of their duties.

## DUTIES

The duties of the post include, but are not limited to, the following: -

- managing parks in accordance with international best practice standards;
- planning, designing and directing improvements to local and flagship parks;
- tendering and procurement in relation to services and capital projects;
- conservation of built heritage in historic parks;
- working with a diverse range of interest groups;
- collaborating with other departments and disciplines of the City Council to achieve corporate objectives;
- such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

## SELECTION PROCESS

Posts of **Assistant Parks & Landscape Officer** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

- Candidates should note that the information provided by them in their application form and assessment question will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.

- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

## SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form, in conjunction with the answers given in the assessment question. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.**

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

## INTERVIEW

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by Dublin City Council. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of **Assistant Parks and Landscape Officer**.

- Delivering Results
- Performance Management
- Communicating Effectively/Interpersonal Skills
- Personal Effectiveness
- Local Authority Knowledge and Experience

**Please see page 7 of the Candidate Information Booklet for more details.**

## SALARY:

The salary scale for the position of **Assistant Parks and Landscape Officer** is: -

€45,802; €48,444; €50,384; €52,367; €54,397; €56,461; €58,544; €60,627; €62,710; €64,796; €66,894 (Maximum); €69,038 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €71,185 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**

**All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.**

## **PARTICULARS OF POSITION**

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## **CITIZENSHIP**

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

*Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements.*

## **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons, will be the subject of Garda Vetting.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to

interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

## **APPLICATION PROCESS**

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment question are completed.

For any queries please contact: [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)

## **CLOSING DATE**

**Applications must be submitted before Midnight, on Thursday 20<sup>th</sup> February 2025.**

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**SENIOR EXECUTIVE OFFICER  
HUMAN RESOURCES DEPARTMENT**

**Dated this \_\_\_\_\_ 2025**

**This document is also available in Large Print, High Contrast Print and Braille on request.**

## INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Assistant Parks and Landscape Officer**. The key competencies for the role are as follows:

Competency	Examples of Behaviours
<b>Delivering Results</b>	<p>Translates the business or team plan into clear priorities and actions for their area of responsibility.</p> <p>Plans work and other resources effectively.</p> <p>Implements high quality service and customer care standards.</p> <p>Makes decisions in a timely and well informed manner.</p>
<b>Performance Management</b>	<p>Understands the need to achieve corporate objectives.</p> <p>Effectively manages performance.</p>
<b>Communicating Effectively/Interpersonal Skills</b>	<p>Has effective written and verbal skills.</p> <p>Demonstrates good interpersonal skills.</p> <p>Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</p>
<b>Personal Effectiveness</b>	<p>Takes initiative and is open to taking on new challenges or responsibilities.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive and constructive and enthusiastic attitude to their role.</p>
<b>Local Authority Knowledge &amp; Experience</b>	<p>Knowledge of Local Government Sector particularly in relation to practical horticulture and practical arboriculture, with particular reference to the propagation and culture of plants and the planting and maintenance of parks.</p> <p>Knowledge and awareness of key topical and priority issues.</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Understands the role of the Assistant Parks and Landscape Officer.</p>