



Competition for Professional and Technical Appointments to Planning Division DHPLG

Title of Position:	Planning Adviser (Marine)
Department;	Housing, Planning and Local Government
Division:	Planning, Housing Policy and Land Management
Location:	Custom House, Dublin 1

Overview of New Planning-Related Professional Opportunities

The Department has significantly expanded its staffing resources in the planning and related areas in recent years in response to the resurgence in the Irish economy and an increased requirement for an effective regulatory and policy framework in planning and to meet the developmental requirements of wider society and the economy.

The Department now wishes to further strengthen its team of experts in the planning and related fields and is seeking to appoint persons at the grade of Planning Adviser (Marine).

Planning Adviser (Marine)

The Department of Housing, Planning and Local Government, through a new Marine Spatial Planning Section is leading the preparation of Ireland's first marine spatial plan, the National Marine Planning Framework (NMPF).

The NMPF will sit at the top of the hierarchy of plans and sectoral policies for the marine area, will link across to the National Planning Framework (NPF) as the terrestrial strategic spatial plan and will become a decision making tool for regulatory authorities and policy makers into the future in a number of ways including, decisions on individual consent applications which will have to have regard to the provisions of the plan in the same way that terrestrial plans form part of the decision making tool-kit in the on-land planning process.

The NMPF will cover Ireland's maritime area, including internal waters (sea area), territorial seas, exclusive economic zone (EEZ) and continental shelf. The maritime area comprises approx. 490,000 km² and extends from mean high water mark at the coast seaward to in excess of 200 nautical miles in parts. It is proposed that a single plan will be prepared for the entire area with the possibility of more detailed regional plans being made at a later date.

The Planning Advisor (Marine) will contribute to the development and delivery of the NMPF, overseeing and directing associated work streams.

In particular the duties will include inter alia:

- Leading the collation and analysis of evidence to support the development, monitoring and reporting of the NMPF working closely with colleagues within and outside of the Department of Housing, Planning and Local Government.
- Engaging with a wide range of stakeholders including the Marine Institute, marine users and sectors, and members of the public, ensuring that their contributions are considered in an inclusive and appropriate manner.
- Leading the SEA and AA processes associated with the preparation of the NMPF.
- Ensuring effective policy co-ordination between the NPF and the NMPF.

The successful candidate, working under the overall professional direction of the Chief Planner, but reporting to the Principal Officer (Marine Spatial Planning Section), will be required to:

- Undertake research and data gathering and stakeholder engagement within demanding timeframes;
- Manage and direct supporting research and analysis by stakeholders;
- Represent the Department at meetings, conferences and other fora both at home and abroad; and
- Carry out such other duties as may be assigned by the Principal Officer (Marine Spatial Planning Section) from time to time.

Ultimately, the successful candidate will play a key role in ensuring coherence between relevant terrestrial plans and marine spatial plans, becoming involved in the assessment of local authority statutory forward plans from a marine perspective.

There is therefore significant developmental potential in the role as the Planning Advisor (Marine) will ultimately be required to provide a leadership role nationally for marine planners, helping to shape the future of our seas.

Requirements and Qualifications for Post

The successful candidate must demonstrate a high level of proficiency in research and analytical capability but also the ability to perform as a highly effective communicator and

manager of complex processes, bringing a proven track record of interpreting evidence covering a range of topics or sectors, combined with excellent IT skills, and ideally knowledge of GIS and making compelling arguments for decision and policy makers at senior management and political levels.

The successful candidate must also have:

- A capacity to communicate complex issues clearly;
- Demonstrated ability to show leadership and be highly responsive in an evolving role;
- The ability to work well as part of a team and take ownership of projects, in accordance with best practice;
- An in-depth understanding of the relevant issues;
- An Honours Degree (level 8 on the National Framework of Qualifications) in planning (with a qualification in civil engineering or marine science or marine biology or a related discipline being a desirable, but not essential additional background) and / or a minimum of five years experience, post any of the qualifications above, in marine development, marine planning or marine regulatory issues as a key day-to-day responsibility; and
- A full and current driving licence that enables the holder to drive in Ireland.

Special Personal Attributes required for performance on-the-job

The successful candidate must be able to demonstrate in overall terms:

- The ability to work under pressure to tight deadlines and to take a strategic approach in the delivery of key policy objectives;
- The capacity to conduct formal and informal inquiries effectively, to collect all the necessary information to report impartially and accurately, to draw conclusions and make recommendations;
- The capacity to foster a positive working relationship with colleagues and external stakeholders and to lead and work in multi-disciplinary teams; and
- A strong career track record built on professional integrity, vision and leadership, the ability to take initiative, commitment to securing results, effective organizational, management and interpersonal skills in demanding work settings and the ability to secure organisational/ business objectives.

Competency Framework

These positions will be at the level of Assistant Principal Officer and candidates must be able to demonstrate that they possess the key competencies for the roles which are:

- Leadership
- Analysis and decision-making
- Management and delivery of results

- Interpersonal and communication skills
- Drive and commitment to public service values
- Specialist knowledge, expertise and self-development

ELIGIBILITY TO APPLY AND CERTAIN RESTRICTIONS ON ELIGIBILITY

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. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

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 not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

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. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P)

06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

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.

Maximum Recruitment Age:

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Pay (with effect from 1 January 2018)

The Personal Pension Contribution (PPC) salary rate for the position is::

€69,239, €71,332, €73,433, €75,529, €77,622, €80,112

€82,947 (LSI 1)

€85,784 (LSI 2)

Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale.

This rate will apply to new entrants who are members of the Single Scheme and will also apply where the appointee is a civil or public servant appointed on or after 6th April 1995 and is making a personal pension contribution.

A different rate may apply where the appointee is an existing civil or public servant appointed on or before 6 April 1995 and is not required to make a personal pension contribution.

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 a BIC code and IBAN number and bank sort code has been supplied to the Personnel Section of the relevant Department or Office. Statutory deductions from salary will be made as appropriate by the Department/Office.

An officer will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and probation

The appointment for each post is to an established post in the Civil Service. Each appointee will be required to serve a 12 month probationary period.

During the period of the probation, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department/Office. A copy of Department of Public Expenditure and Reform guidelines on probation will also be made available to the officer.

Where an officer is an existing civil servant and is not considered as suitable to the position having been assessed against stated criteria, the officer will be notified in writing of the action to be taken prior to the expiry of the probationary contract and any extensions thereof.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

Unfair Dismissals Act 1977 - 2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The position is full time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Headquarters

The officer's headquarters will be such as may be designated from time to time by the Minister. The post will be located in Dublin. When absent from home and headquarters on

duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations and the guidelines of Department of Housing, Planning & Local Government.

Hours of attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 37 hours net of lunch breaks. Flexibility will be required with regard to extra attendance, which may be required from time to time. The rate of remuneration payable covers any exceptional extra attendance liability that may arise and no additional payment will be made for extra attendance (over and above 43 hours and 15 minutes gross or 37 hours net per week).

Annual Leave

Annual leave will be 30 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.

The Organisation of Working Time Act

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

Sick Leave

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 sick leave circulars as amended from time to time.

Officers, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Housing, Planning and Local Government. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Secrecy, confidentiality and standards of behaviours

Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Prior approval of publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Secretary General of the Department.

Political activity:

During the term of employment the officer will be subject to the rules governing civil servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following website www.circulars.gov.ie

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement

under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

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.

Competition Process

The Department of Housing, Planning & Local Government is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA's Code of Practice.

How to Apply

Applicants should submit a completed application form to recruitment@housing.gov.ie specifying which post they wish to apply for. Applicants who meet the requirements and qualifications for more than one of the three advertised posts may apply for more than one post, using the relevant application form for each post.

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted on the official application form will be considered. The application form is available on the Department's website at the following link www.housing.gov.ie/recruitment

Closing Date

The closing date for receipt of applications is **3pm on 21st December 2018**

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying please email recruitment@housing.gov.ie.

Essential Requirements and Personal Attributes

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview.

Health

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Selection Process

The selection process may include the shortlisting of candidates on the basis of the application form and will include an interview.

Shortlisting

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.

Interview

Candidates who are shortlisted will be called for interview by an expert panel. The interview will focus how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date.

Note: It is expected that interviews will be held in early January 2019. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

Panel

A panel may be established from which appointments may be made which will expire on 31 December 2020 or when it has been exhausted, whichever is sooner. Candidates will be advised of the outcome of the competition as soon as possible after the interview process.

Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the Department requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback

Feedback will be provided on written request.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the codes of practice published by the published by the Commission for Public Service Appointments. The Codes can be accessed at www.cpsa-online.ie.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and the provisions of the EU General Data Protection Regulation.

Candidates should note canvassing will disqualify.