

An
Bord
Pleanála

INFORMATION BOOKLET

Competition for Position of Assistant Director of Planning

An Bord Pleanála

AN BORD PLEANÁLA IS AN EQUAL OPPORTUNITIES EMPLOYER

March 2020

Title of Post:	Assistant Director of Planning
Nature of Post	Permanent, full time, office-based position
Location:	The Offices of An Bord Pleanála, 64 Marlborough Street, Dublin 1.

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, professional 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.

Current Challenges

- An anticipated increase in economic activity and a resulting increase in caseload in An Bord Pleanála
- A number of significant major infrastructural developments in energy, transport, water, waste and other sectors proposed over the next number of years
- Significant volumes of cases and complex issues arising from new case types such as Strategic Housing Developments
- An increasingly complex planning regulatory environment with an emphasis on environmental protection, including protection of habitats and biodiversity, with an

increase in the number of challenges arising out of legal cases taken against Board decisions

- Implementation of the Board's Strategic Plan 2018 – 2023
- A significant, ongoing ICT Transformation project in An Bord Pleanála aimed at providing a greatly enhanced on-line service to the public, a new case management system for the organisation and GIS capabilities.
- Imperatives for change/reform initiatives to drive improved outcomes in public sector.

Further details on the role and work of An Bord Pleanála can be found at

www.pleanala.ie.

Organisational Structure

There are currently 10 full time Board Members: A Chairperson, Deputy Chairperson and 8 ordinary Board Members. There are 171 full-time equivalent (FTE) staff members, with 58 staff in the Professional Planning area and 107 staff in the Administrative area. Please see organogram attached at Appendix B.

Role Profile of Assistant Director of Planning

The ADP is a senior management role in An Bord Pleanála and is a member of the Management Committee. Reporting to the Director of Planning, the ADP is part of the senior management team of Planning Operations, responsible for leading a diverse professional team to provide an efficient and effective planning service to the public and to support the achievement and overall objectives and requirements of An Bord Pleanála.

The role will also involve interaction with the Chairperson, Deputy Chairperson, Board Members, the Chief Officer, Senior Management and staff across the organisation in day-to-day work or as part of committees/working groups. An ADP may also be required to build relationships with external stakeholders and relevant departments/local authorities

Role and Responsibilities

The ADP:

- provides expert technical support/professional advice in relation to specific cases and issues, implementation of legislation, general planning matters and policy/developmental and related issues affecting operations;
- keeps up to date, and ensures that staff and Board Members are up to date, with developments in planning matters, including legislation at national and EU levels;
- inputs to the development of legislation, regulations and guidelines, where required;
- leads, manages and develops a team of inspectors and is responsible and accountable for the quality of work and the delivery of results by the inspectorate;
- seeks to ensure that a well-motivated Inspectorate makes the optimal contribution to ABP's overall goals and objectives in line with organisational strategy, annual delivery plans, customer plans, policies and procedures etc;
- has overall responsibility for the distribution of case files in respect of their particular area of responsibility, and monitors the discharge of all files, having regard to the quality of report writing and the statutory objective period (s);
- is responsible for monitoring and reviewing performance of staff, providing on-going feedback, coaching and development as required in line with PMDS;
- assists in the development and delivery of training workshops and other learning initiatives both internally and externally;
- is required to promote efficiency and effectiveness in achievement of overall organisational objectives;
- develops and maximises teamwork, enhanced support structures and communications across Planning Operations Division and the wider organisation;
- contributes to the development and implementation of the strategic direction of ABP;
- contributes to the development and implementation of priority projects/ /new functions/ change initiatives, where appropriate, such as;
 - on-going ICT strategy and new case management system (Plean-IT),

- the Organisational Review of An Bord Pleanála,
- operation of the Strategic Housing Division,
- Implementation of the Strategic Plan 2018- 2023, and
- other initiatives to support public sector reform and continuous improvement;
- represents ABP in relation to planning matters with the DHPLG and other Government Departments, State Agencies and other stakeholders, as required;
- will implement and promote all policies of ABP particularly the Dignity in the Workplace Charter; and
- will take on additional duties as may be assigned by the Director of Planning and/or the Chief Officer.

Person Specification

- Have strong interpersonal skills, ability to communicate effectively with senior management, internal and external customers and peers.
- Be reliable, flexible and adaptable to change
- Be confident and self-aware
- Have good analytical and problem analysis skills
- Demonstrate significant knowledge and experience of a wide variety of planning matters and the planning and environmental legislative framework
- Self-motivated, with a proven ability to get things done and work to deadlines
- Experience in the delivery of key projects and services is desirable
- Demonstrate strong leadership and initiative

Qualifications and Experience

Essential Requirements:

Candidates, must on or before: 30 March 2020

- Hold a professional qualification in planning recognised by the Irish Planning Institute or the Royal Town Planning Institute as a qualification enabling the person to seek full membership of the relevant Institute;
- Have, since qualifying, at least 7 years suitable planning experience;
- Have expert knowledge and experience of planning, its nature, objective and place in public policy in Ireland and in the international context;
- Have a sound knowledge of planning and environmental issues and relevant legislation both at national and European levels.
- Have experience of dealing with infrastructural projects, for example, transport, energy infrastructure, water and waste projects;
- Have the ability to assess and analyse complex case work and possess or display good judgement skills in making recommendations to support proper planning and sustainable development, resulting in reports that are clear and concise and are presented to a high standard;
- Possess strong leadership qualities, s/he will be experienced in leading multi-disciplinary teams and working to tight deadlines
- Possess a high standard of relevant management experience and have proven track record in the management of people and workflows;
- Have a proven ability to build productive working relationships with internal and external stakeholders
- Have effective communication skills both written and oral in relation to guidance notes, reports etc.
- Have the ability to manage, plan and organise workload in an efficient and effective way which supports the achievement of overall organisational objectives.
- Have a clear understanding of the role of An Bord Pleanála, its development needs and of the opportunities and challenges it faces in the planning environment and in delivering on public sector reform

- Have knowledge of and experience of using MS Office and computer systems.

Desirable requirements:

Ideally, the candidate may also have:

- Experience and knowledge of the role of technology in improving organisational performance and the resultant benefits to improved customer service.
- Additional qualification(s) in the area(s) of:
 - Business-related management
 - Urban Design
 - Architecture
 - Civil Engineering
 - Environmental Assessment
 - Environmental Science
 - Ecology
 - Hydrology/hydrogeology

Key Competencies for effective performance (Appendix 1)

- Leadership
- Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication skills
- Drive and Commitment
- Specialist Planning Knowledge, Expertise and Self Development

Selection Process

The Selection Process may include some or all of the following:

- A shortlisting of candidates, on the basis of the information contained in their application

- a competitive interview which may include a presentation

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 to the next stage of the process.

In this respect, a short-listing 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.

If candidates are required to attend interview(s), it is at their own expense. It is not possible to alter the allocated 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.

How to Apply

The **Assistant Director of Planning** 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 “Assistant Director of Planning - 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 Edel Ennis – e.ennis@pleanala.ie

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

Closing Date:

Thursday 2nd April 2020 at 3.00pm

Please Note

We endeavour to give as much notice as possible for testing/interview dates etc. It is, however, estimated that any preliminary exercise and interviews would take place at the **end of April**. 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 temporary or permanent 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 do 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 preliminary 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 the Director of Planning 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:

The salary scale for this position is as follows: **(with effect from 1st September 2019)**
€71,155 €73,306 €75,465 €77,619 €79,770 €82,329 €85,242 ¹ €88,158² **(PPC scale)**

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

Long Service Increment 2 (LSI2) after 6 years satisfactory service at the maximum.

The salary for the post will be the above salary scale plus an ADP allowance of €9,437.41. An IPC allowance of €4738 is also payable. The allowances are permanent and pensionable.

Candidates should note that commencement will be at the minimum of the scale. 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 43 hours 15 minutes gross per week – 37 hours net of lunch breaks. The position holder will be required to work a five-day week. The hours of attendance are normally Monday to Thursday 9.00am to 5.45 pm and 9.00am to 5.30pm on Friday. However, where extra attendance is required to carry out designated duties or assignments, no overtime or additional remuneration is payable.

7. Annual Leave:

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

8. Health:

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

9. Absence due to illness:

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

Appointees, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to An 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. 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 (66 years initially, rising to 67 in 2021 and 68 in 2028). 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.

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.

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 Assistant Director of Planning is required to comply with the provisions of Sections 113 and 114 of the Planning and Development Acts 2000 to 2010 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 the Code of Conduct and all policies and procedures in place and as may be laid down/amended 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
- 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
HR	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 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.

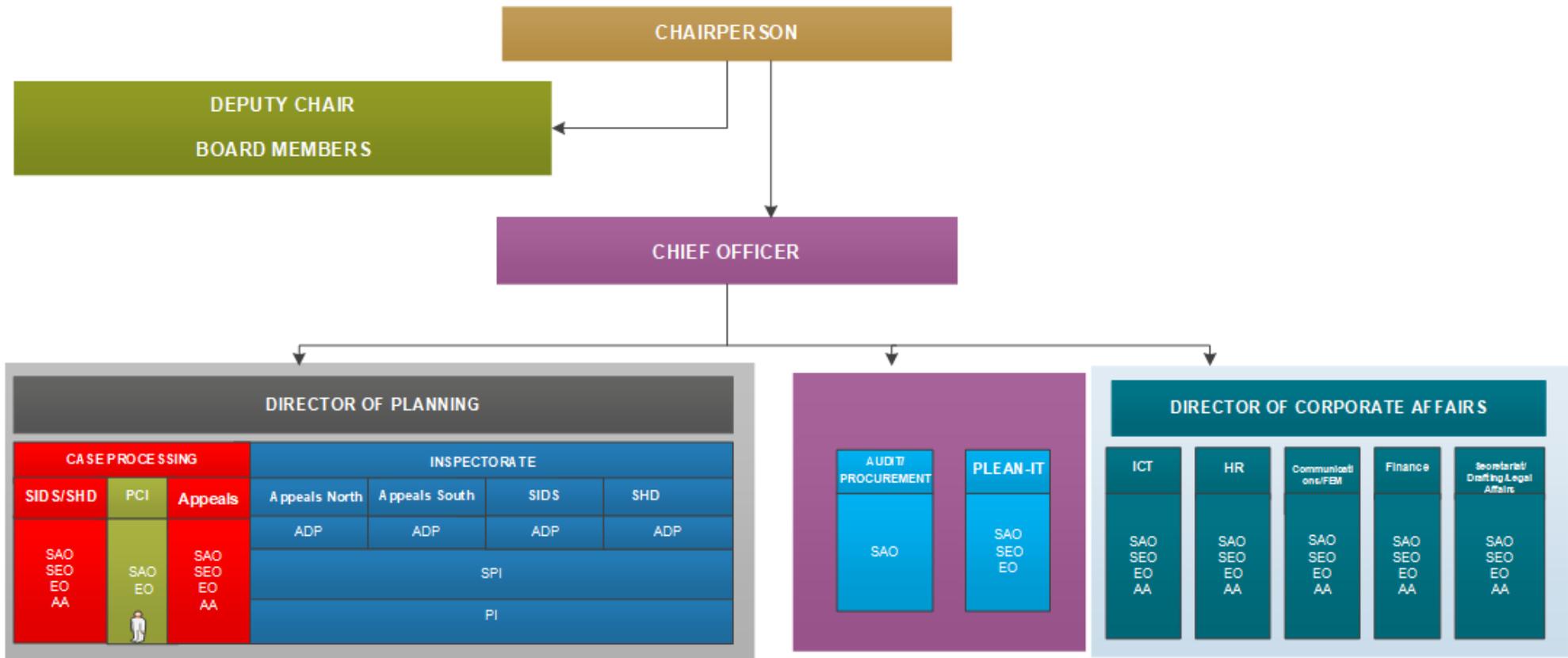
Your GDPR Rights in Relation to this Process:

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/transferable 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.

Appendix 1: Assistant Director of Planning Competencies

ASSISTANT DIRECTOR OF PLANNING
<p>Leadership</p> <ul style="list-style-type: none"> • Actively contributes to the development of the strategies and policies of the An Bord Pleanála • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise • Leads and maximises the contribution of the team as a whole • Clearly defines objectives and goals and delegates effectively, encouraging ownership and responsibility for tasks • Develops the capability of others through feedback, coaching and creating opportunities for skills development • Identifies and takes opportunities to exploit new and innovative service delivery channels • Promotes respect and dignity in the workplace and if necessary actively intervenes to ensure that this approach is fully appreciated in the section/division/organisation.
<p>Analysis & Decision Making</p> <ul style="list-style-type: none"> • Researches issues thoroughly, consulting appropriately to gather all information needed on an issue • Understands complex issues quickly, accurately absorbing and evaluating data • Integrates diverse strands of information, identifying inter-relationships and linkages • Makes clear, timely and well-grounded decisions on important issues • Considers the wider implications of decisions on a range of stakeholders • Takes a firm position on issues s/he considers important
<p>Management & Delivery of Results</p> <ul style="list-style-type: none"> • Takes responsibility for challenging tasks and delivers on time and to a high standard • Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances • Ensures quality and efficient customer service is central to the work of the division • Looks critically at issues to see how things can be done better • Ensures controls and performance measures are in place to deliver efficient and high value services • Effectively manages multiple projects
<p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> • Presents information in a confident, logical and convincing manner • Encourages open and constructive discussions around work issues • Promotes teamwork within the section, but also works effectively on projects across the organisation. • Maintains poise and control when working to influence others • Instils a strong focus on Customer Service in his/her area • Develops and maintains a network of contacts to facilitate problem solving or information sharing • Engages effectively with a range of stakeholders.
<p>Drive and Commitment</p> <ul style="list-style-type: none"> • Is self-motivated and shows a desire to continuously perform at a high level • Is personally honest and trustworthy and can be relied upon • Ensures that quality customer service is at the heart of all services provided • Through leading by example, fosters the highest standards of ethics and integrity
<p>Specialist Planning Knowledge, Expertise and Self Development</p> <ul style="list-style-type: none"> • Develops and maintains skills and expertise across a number of areas that are relevant to the planning and environmental field • Keeps up to date with developments in planning and environmental matters including legislation at national and EU levels • Maintains a strong focus on self-development, seeking feedback and opportunities for growth

Appendix 2: 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