COMHAIRLE CHONTAE LIATROMA
LEITRIM COUNTY COUNCIL

Candidate Information Booklet
(Please read carefully)

Post of:

Healthy Ireland County Co-ordinator
(Fixed Term Contract to 30\textsuperscript{th} June 2021)

Closing Date: 4.00pm Thursday 29\textsuperscript{th} August 2019

Completed Application Forms (4 copies with 1 copy of supporting documentation) should be submitted to:
Human Resources Department
Leitrim County Council
Aras an Chontae
Carrick on Shannon
Co. Leitrim.
LEITRIM COUNTY COUNCIL

Healthy Ireland County Co-ordinator
(Fixed Term Contract to 30th June 2021)

The Background
Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025 is the national framework for action to improve the health and wellbeing of Ireland over the coming generation. Pobal administers this fund on behalf of the Department of Health.

Healthy Ireland is a Government-led initiative which aims to create an Irish society where everyone can enjoy physical and mental health, and where wellbeing is valued and supported at every level of society. The primary aim of the fund is to support innovative, cross-sectoral, evidence-based projects and initiatives that support the implementation of key national policies in areas such as obesity, smoking, alcohol, physical activity and sexual health.

Leitrim County Council provides a management role for the coordination, development and delivery of Healthy Leitrim key actions for the collective benefit of the people and communities of Leitrim. Leitrim County Council is responsible for the delivery of the full range of local government services.

We are now recruiting a Healthy Ireland County Co-ordinator for the delivery of the Healthy Ireland Fund Programme in Leitrim. The successful candidate will be based in Leitrim County Council Offices in Carrick on Shannon and the programme will be delivered through Leitrim Local Community Development Committee (LCDC) in partnership with Pobal, Healthy Ireland and Department of Health.

The Role
The Healthy Ireland County Co-ordinator will work with the Leitrim Local Community Development Committee (LCDC) to develop and implement a strategic plan to promote healthy communities in Leitrim, in line with both the County Leitrim Local Economic Community Plan (LECP) and also the Vision and Goals of Healthy Leitrim Strategy 2019-2022.

The key duties and responsibilities of the post include:-

• Leading the implementation of Healthy Leitrim Strategy;

• Developing and implementing key actions approved by the LCDC in line with Leitrim Local and Economic Plan and Healthy Leitrim Strategy 2019-2022;

• Taking both a population wide and targeted approach, drawing together existing local plans in Leitrim such as the Local Economic Community Plan (LECP), Leitrim Sports Partnership Strategy, Age Friendly Strategy and Connecting for Life – Leitrim, developing a road-map for delivering these plans in a co-ordinated and strategic integrated way;

• Working with the LCDC to coordinate the Healthy Leitrim Steering Group to oversee the delivery of actions identified and confirmed and providing regular progress reports to LCDC and Steering Committee;
• Facilitating and supporting lead organisations in planning, development and implementation of actions set out in the Healthy Leitrim Strategy;

• Co-ordinating and having oversight of the approved Programme of Work for Round 3 in the catchment area, including co-ordination, liaison with action partners;

• Promoting and raising the profile of the Healthy Leitrim;

• Supporting and empowering the community in Leitrim to engage in the goals and objectives of Healthy Ireland and the delivery of the projects identified. Encouraging meaningful community engagement and participation in Healthy Leitrim giving consideration to existing structures e.g Public Participation Network (PPN);

• Working with community, business and statutory providers to initiate health and wellbeing programmes;

• Engaging with internal local authority and external stakeholders to ensure that the Healthy Ireland agenda is taken into consideration in the planning, design and implementation of local programmes/initiatives;

• Supporting overall financial/non-financial monitoring and reporting to Pobal in a timely manner;

• Engaging with partners and ensuring they are aware of their reporting requirements;

• Liaison with the relevant CYPSC Co-ordinator to ensure overall coherence of all HIF funded actions in the county.

• Working in collaboration with the Community / Voluntary sector to implement Tobacco Free Ireland; A Healthy Weight for Ireland 2016-2025; Get Ireland Active National Physical Activity Plan and National Sexual Health Strategy;

• Creating networking opportunities for statutory bodies and the Community Voluntary Sector to foster the sharing of learning, and implementation of Healthy Ireland goals and objectives;

• Identifying models of good practice in other areas and adapting same for use in Leitrim as required / as appropriate;

• Representing Healthy Leitrim at the National Healthy Cities and Counties Network in Ireland;

• Ensuring appropriate monitoring, evaluation and review of the work undertaken and compiling programme progress reports delivered through the tranche of Healthy Ireland funding 2019;

• Identifying and developing proposals to secure additional funding, through funding initiatives as they become available;

• Identifying and developing collaborative partnerships and programmes in response to identified needs and presenting recommendations in a Final Report to the LCDC;

• Such other duties as deemed appropriate and as may be assigned from time to time.
**The Qualifications**

**Character**
Candidates shall be of good character.

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

**Education, Skills and Experience**
Candidates shall on the latest date for receipt of completed application forms:

(a) Hold a relevant qualification at degree level **in Community Development / Health Promotion / Public Health or similar relevant field;**

(b) Have at least 3 years relevant experience of working in a community development / health promotion / public health or similar environment;

(c) Hold a full current clean Class B driving licence and have access to his/her own vehicle.

**Please ensure that confirmation of level of qualification from your awarding body and / or Quality & Qualifications Ireland (QQI), together with confirmation of subjects/options taken in the final examination as appropriate is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document.**

**The Ideal Candidate Shall have:**
- Experience of strategic planning and project promotion;
- Excellent project management and organisational skills;
- A good understanding of project monitoring and evaluation;
- Excellent interpersonal, networking and leadership skills including the ability to communicate clearly and confidently, both in person and in writing, with a broad range of people at all levels;
- Knowledge of community development and health promotion and the importance of health and wellbeing in the community;
- Experience of working to and servicing Project Steering Groups/Boards and being part of a multi-disciplinary team;
- The ability to participate in the design, organisation and implementation of projects/events identified by the LCDC as key to the strategic development of health and wellbeing in Leitrim;
- The ability to work on own initiative, to plan and prioritise work effectively, to work under pressure to tight deadlines, and be available to work outside normal office hours as required.
- Excellent ICT and administration skills including experience of MS Word, Excel and PowerPoint.

**The Principal Terms & Conditions**

1. The Office is wholetime, temporary and pensionable and the appointment will be on the basis of a Fixed Term Contract to 30th June 2021.
2. **Salary**
   The salary for the post shall be €27,567 per annum (aligned to Local Authority Grade IV/Assistant Staff Officer Pay Scale), rising to €29,451 after one year’s satisfactory service and performance.

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

   The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

3. **Superannuation**
   All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

   All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

   Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens’ Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

   Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

4. **Retirement Age**
   The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age set initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory Retirement Age will be 70.

   There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

   Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the
Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

5. **Duties**
The key duties will be as set out under ‘The Role’ above.

6. **Working Hours**
The core working week will be 37 hours per week. Evening and weekend work will arise in order to effectively deliver this programme and a system of ‘Time in Lieu’ will be in operation to reflect this. Overtime will not be paid.

7. **Probation**
A three month probationary period will be served, commencing on the first day of service, during which there will be an ongoing review of performance. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month’s notice on either side, or, in the event of misconduct or negligence, without notice.

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council.

8. **Garda Vetting**
The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

9. **Residence**
Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority’s Offices, or wherever assigned by the Local Authority.

10. **Travel**
Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

11. **Data Protection**
Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.
SELECTION PROCESS

Recruitment

(i) Selection shall be by means of a competition based on an interview conducted by or on behalf of Leitrim County Council.

(ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.

(iii) Leitrim County Council will not be responsible for any expenses incurred by candidates in attending for interview.

(iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.

(v) Leitrim County Council shall require a 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 the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form. Application Forms are available to download on Leitrim County Council’s website www.leitrimcoco.ie or alternatively, contact the Human Resources Department, Leitrim County Council, Aras an Chontae, Carrick-on-Shannon, Co. Leitrim – Email: jobs@leitrimcoco.ie or Telephone: 071 9620005 ext 155.

Completed Application Form (4 copies) together with supporting documentation (1 copy) will be accepted in hard copy format only. Applications submitted by e-mail or fax will not be accepted.

CLOSING DATE
Completed Application Forms must be submitted by 4.00pm on Thursday 29th August 2019 to-

HUMAN RESOURCES DEPARTMENT
LEITRIM COUNTY COUNCIL
ARAS AN CHONTAE
CARRICK-ON-SHANNON
COUNTY LEITRIM

Any claim in relation to the late receipt of Application Forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

NOTE:
Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.
Funding for this position has been secured under the Healthy Ireland Fund.