



Comhairle Cathrach Chorcaí  
Cork City Council

**Job Specification**

**EXECUTIVE PLANNER**

**Cork City Council**

**Closing Date: 4.00pm, Monday 9<sup>th</sup>**

**February 2026**

**To be read in conjunction with the**  
**Candidate Information Booklet**

## BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the National Planning Framework (NPF). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as a place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



### Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



### Trust & Integrity

We act honestly, openly and fairly in all our dealings.



### Respect

We treat all people equally with due regard for their needs and rights.



### People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



### Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



### Innovation

We continually seek progressive and creative approaches in the services we deliver.

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Executive Planner, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Executive Planner may be filled.

## **THE ROLE**

---

The role of Executive Planner may involve working in some or all of the following key service areas:

- Development Management
- Planning Enforcement
- Forward Planning and Strategic Development

Working under the supervision of a Senior Executive Planner, or other supervisor as identified, the successful candidate must demonstrate knowledge, skills and competencies that can be applied to any of the following areas that they may be assigned to:

- Undertake site inspections related to planning applications, condition compliance, planning enforcement, development contributions, derelict sites, vacant sites etc as required;
- Provide reports on planning applications, condition compliance, planning enforcement cases, development contributions, derelict sites, and vacant sites, etc as required;
- Lead inter-disciplinary teams dealing with planning enforcement, development contributions, estates taking in charge, derelict sites etc;
- An ability to engage a wide and varied planning application caseload of both urban and rural developments, including Large Scale Residential Developments, as required;
- Assess and make recommendations on planning applications in line with all relevant national, regional and local plans and policies and in accordance with appropriate legislation and guidelines;
- Conduct pre-application consultations and provide planning advice to members of the public, internal departments and elected members;
- When required in enforcement cases, attend court and give evidence;

- Prepare Development Plans and other plans and frameworks, other planning policy reports and studies;
- Analyse spatial and demographic information to discern trends in population, land-use employment etc . to inform policy development;
- Prepare Development Contribution Scheme(s) as required;
- Develop and implement measures to promote regeneration of the city;
- Input to inter-disciplinary projects dealing with land-use, transport, environment, climate change, biodiversity, heritage, community, etc;
- Represent the Council at meetings with staff, elected members, community/general interest groups, businesses and residents, as required;
- Attendance at Local Area Committees, Strategic Policy Committees or other meetings as required;
- Build and maintain cooperative working relationships and supervision of staff as required;
- Acting or deputising for senior personnel in their absence when required;
- Any other associated duties as may be assigned from time to time.

*The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*

---

## QUALIFICATIONS FOR THE POST

---

### 1. Character

Each candidate must be of good character.

### 2. 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.

### 3. Education, Training, Experience, etc.

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

- i) Candidates shall hold a qualification in Planning (at least level 8 on the National Framework of Qualifications);
- ii) Have at least five years' satisfactory relevant experience of planning work;
- iii) Possess a high standard of technical training and expertise;
- iv) Possess a high degree of administrative experience.

### 4. Driving Licence

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

### **Desirable Skills:**

- An ability to work in a multi-disciplinary team;
- Good planning, operation and project management skills;
- Good communication and interpersonal skills;
- Good knowledge, or the ability to quickly acquire some of local government functions, services and activities particularly in relation to planning and development;
- Good working knowledge of planning legislation and the principles, practices and techniques of planning;
- Good knowledge of Strategic Environmental Assessment, Environmental Impact Assessment and Appropriate Assessment;

- Good knowledge & awareness of Health & Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace;
- An ability to work under pressure and maintain a solution-oriented mindset in dealing with a wide range of issues;
- Good report writing and IT skills (GIS skills desirable);
- An ability to achieve delivery of competing demands within prescribed timeframes and deadlines.
- Membership of the Irish Planning Institute or Royal Town Planning Institute is desirable.
- An ability to demonstrate competence in the following areas –
  - Delivering Quality Outcomes and Ensuring Compliance.
  - Communicating Effectively.
  - Personal Effectiveness.

## Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview (should they be invited) that they possess these competencies through the experience and skills they have gained to date.

### **Delivering Quality Outcomes and Ensuring Compliance**

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes and processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies.
- Refers to relevant professional documents as required.

## **Communicating Effectively**

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

## **Personal Effectiveness**

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.

- Demonstrates knowledge of the role of Executive Planner.
- Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.
- Keeps up to date with current development, trend and best practice in area of expertise and responsibility, keeps up to date with the qualifications and knowledge necessary for the role.
- Takes initiative and is open to taking on new challenges or responsibilities.
- Is enthusiastic about the role, maintains a positive and constructive attitude and is motivated in the face of challenges.
- Identifies areas for improvement and develops them further.

## **Salary**

The salary scale for the post is:

€59,658 - €61,829 - €64,000 - €66,175 - €68,349 - €70,521 - €72,696 - €74,857 - €77,043 - €79,209 – €81,706 (LSI 1) - €82,929 (LSI 2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale at the minimum point.

## **Hours of Duty**

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

## **Garda Vetting**

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

*Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.*

**The deadline for receipt of applications is 4pm on Monday, 9<sup>th</sup> February 2026.**

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

*We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*