



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

ASSISTANT PLANNER

Cork City Council

Closing Date: 4.00pm Friday 6th November 2026

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

BACKGROUND

Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 extension of the city's boundary, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with over 1,600 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget in excess of €362 million for 2026 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, and Corporate Affairs.

The Council's work is guided by the Corporate Plan 2024–2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook. The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#).

Cork City Council is committed to delivering excellent public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition.

Vision, Mission, & Values

Our Vision

Make Cork City Better

Our Values

Public Service

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



Integrity

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



Respect

We treat all people with respect



People Centred

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



Responsible

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



Ambitious

We work to attract investment to the City



Our Mission

People – A City of Welcomes where a Public Service ethos is at the core of how we do business.

Place – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

Prosperity – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



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 Assistant 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 Assistant Planner may be filled.

THE ROLE

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

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

Working under the supervision of an Executive Planner, Senior Executive Planner or Senior Planner, or other supervisor as identified, the successful candidate must demonstrate knowledge, skills and competencies in the following areas:

- Assist in the preparation, amendments, implementation and monitoring of the development plan, area plans, urban frameworks and other planning schemes, studies and reports, and assisting in the preparation of reports on these matters for the Chief Executive and appropriate Committees of Council;
- 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;
- An ability to engage a wide and varied planning application caseload of both urban and hinterland developments;
- Conduct pre-application consultations and provide planning advice to members of the public, planning agents, internal departments and elected members;
- Assist with the Council's work on Active Land Management;
- Assist with the planning delivery of projects, including Towns and Cities Regeneration Investment Fund (previously Urban Regeneration and Development Fund) initiatives;
- Undertake site inspections related to planning applications, condition compliance planning enforcement, strategic plan development, active land management etc as required;

- Provide reports on enforcement cases, derelict sites, and vacant sites, as required;
- Assist in the analysis of spatial and demographic information to discern trends in population, land-use employment etc., to inform policy development;
- Assist in the procurement and management of consultants;
- Develop and implement measures to promote regeneration of the city;
- Input to inter-disciplinary projects dealing with land-use, transport, environment etc;
- Represent the Council at meetings with staff, Elected Members, community/general interest groups, businesses and residents, as required;
- Build and maintain cooperative working relationships as 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 two 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:**

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.

5. **Desirable Skills:**

- Good working knowledge of planning legislation and the principles, practices and techniques of planning;
- Good knowledge, or the ability to quickly acquire some of local government functions, services and activities particularly in relation to planning and development;
- An ability to demonstrate competence in the following areas – Delivering Quality Outcomes and Ensuring Compliance, Identifying Problem and Contributing to Solutions and Communicating Effectively.
- An ability to work positively as part of a multi-disciplinary team;
- Good planning, operation and project management skills;
- Good communication and interpersonal skills;
- An ability to work under pressure and maintain a solution-oriented mindset in dealing with a wide range of issues;
- Good report writing, presentation and IT skills (including GIS skills);
- 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 or be eligible for membership of either professional Institute.

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.

Identifying Problems and Contributing to Solutions

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions. Makes decisions in a timely, clear, and well-informed way.

- Analyses issues in a logical and rational manner considering all relevant information, policies, and procedures including legislation.
- Shows good judgment and balanced decision-making.
- When evaluating a complex issue, considers a range of factors beyond the immediate situation.
- Has the conviction to make and stand over decisions based on limited information, where necessary.
- Is solution focused.

Salary

The salary scale for the post is:

€48,248 - €50,942 - €52,949 - €55,032 - €57,166 - €59,335 - €61,524 - €63,714 - €65,903 – €68,095 - €70,299 (Max) - €72,552 (LSI 1) - €74,809 (LSI 2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st 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 Friday, 6th November 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.