



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification
Communications Officer
Grade VII

Closing Date: Friday 6th June 2025

To be read in conjunction with
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 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.



Comhairle Cathrach Chiorcal
Cork City Council



We are Cork.

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 Communications Officer, 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 a permanent Communications Officer post may be filled.

THE ROLE

Cork City Council is seeking to recruit a Communications Officer with significant relevant experience. This is an opportunity to become a staff member of the City Council in a role that will promote the reputation of Cork City and Cork City Council through the implementation of an effective and impactful citizen-focussed communications strategy. This leadership role will encompass a strong focus on the development and management of media relationships and the development of internal and external communications strategies and plans. The successful candidate must have a strong belief in the value of local government, empathy with the aims and ethos of Cork City Council and experience of media and communications in the public sector.

Role Specifics and Responsibilities

- To provide advice and support on communications to senior management, staff and the Lord Mayor, as appropriate, with the goal of publicising and promoting the strategic goals and objectives of Cork City Council and supporting communication of its various public-facing projects.
- To develop and maintain positive working relationships with key stakeholders
- To proactively identify press, broadcast and digital media opportunities for the effective promotion of the activities and objectives of Cork City Council in national and local media outlets
- Manage a high-performing communications team across a variety of work streams including media relations, stakeholder engagement, digital communications, internal communications, insight and evaluation and event management
- Take responsibility for managing team performance, supporting individuals to develop their personal skills and careers, with a strong focus on nurturing talent.
- Develop and support multi-platform communications campaigns necessary to meet Cork City Council's strategic objectives.
- To play a lead role in developing and implementing policies and procedures that ensure effective corporate communications in crisis and emergency situations.

- To facilitate media interviews and press briefings for the CE and senior management team including supporting speeches, slide deck presentations and briefing materials.
- Collate, analyse and ensure up to date monitoring of media coverage.
- Undertaking any other duties of a similar nature and responsibility, as may be required, or 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. Essential Requirements

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

- i. A qualification, at Level 6 or higher, in media / communications or a related discipline or a minimum of 5 years' experience in a communications or media role demonstrating a clear track record of delivering clear, coherent and consistent communications.
- ii. An appreciation and understanding of the local government sector and the key issues confronting the sector, as well as the strategic priorities for Cork City.
- iii. A minimum of 5 years' experience in a communications or media role demonstrating a clear track record of delivering clear, coherent and consistent communications.
- iv. Knowledge and understanding of the current media landscape at a national/international level, the current political, economic and social environment and a satisfactory knowledge of topical developments in and around Cork City.
- v. Proven skills in use of technologies appropriate to the position.
- vi. Demonstrate evidence of an effective network of media relationships.
- vii. Proven ability in the areas of Networking & Representing, Personal Motivation, Initiative & Achievement and Communicating Effectively.

4. **Desirable Skills**

The ideal candidate should have:

- Excellent communication and interpersonal skills.
- Proven ability to network and develop strategic partners.
- A high degree of resilience and personal integrity.
- Proven skills in use of technology appropriate to the position.
- Highly developed presentation skills.
- Knowledge and understanding of the current/emerging media environment at a national/international level, the current political socio-economic environment and a satisfactory knowledge of topical developments in the Cork region.
- Clear leadership skills and experience of managing a team including collaborating and working cross functionally with other teams and stakeholders.
- Holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a clean driving licence (Class B) for the relevant vehicle class they are driving. This licence must be free from convictions and medical limitations that do not permit them or prevent them driving their own vehicle or a vehicle provided by Cork City Council.

Competency Framework

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

Strategic Management and Change

Strategic Ability

Displays the ability to think and act strategically. Thinks long term. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing

Develops and maintains positive and mutually beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

Bringing about Change

Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.

Performance Through People

Leading and Motivating

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility, and a strong customer service ethos.

Managing Performance

Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.

Communicating Effectively

Recognises the value of communicating effectively with all employees.

Actively listens to others. Has highly effective verbal and written communication skills.

Presents ideas effectively to individuals and groups.

Personal Effectiveness

Relevant Knowledge

Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

Resilience and Personal Well Being

Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.

Integrity

Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.

Personal Motivation, Initiative and Achievement

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.

Salary

The salary scale for the position is:

€59,417, €60,871, €62,568, €64,271, €65,974, €67,495, €69,054, €70,563, €72,069, €74,649, €77,243

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 for the position at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role will involve flexible working hours and will include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities.

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 June 2025.

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.