



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

**Junior Foreperson
Parks Department**

Cork City Council

Closing Date: 4pm, Monday 28th July 2025

**To be read in conjunction with
[Our Candidate Information Booklet](#)**

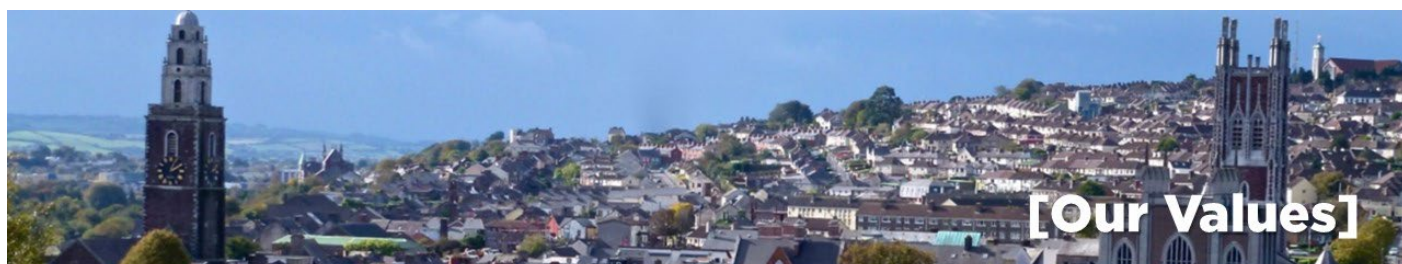
BACKGROUND

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.



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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 Junior Foreperson Parks Department, 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 Junior Foreperson Parks Department may be filled.

THE ROLE

Junior Foreperson Parks Department

Cork City Council invites applications from suitably qualified employees of Cork City Council for inclusion on a panel from which temporary and permanent appointments may be made to the position of Junior Foreperson Parks Department.

Cork City Council reserves the right to assign employees to any depot in use by the Parks Department, now or in the future subject to reasonable notice.

Role

Reporting to the Assistant General Foreperson, General Foreperson or Executive and/or Senior Parks and Landscape Officer and/or appropriate officer the post holder is responsible for carrying out parks department operations and supervision of allocated staff in the designated area.

Responsibilities/Duties

To act, under the direction and supervision of the Assistant General Foreperson, General Foreperson or Executive Parks & Landscape Officer and/ or Senior Parks and Landscape Officer and/or appropriate Officer in their absence as required, in a working supervisory capacity for work in connection with the provision and maintenance of the Parks Department and such other relevant duties as may be required including:

- To develop, co-ordinate and implement the parks, open/green space planting, maintenance and development programme,
- Maintain high levels of presentation in public parks, gardens and open spaces,
- Management of all aspects of staff performance including discipline, competence, timekeeping and compliance with safety policies and procedures;
- Provision of written (including typed) and verbal reports as required;
- Carry out Toolbox Talks and Safety Inspections;

- The use of computer-based systems and other technologies to assist in the operation and maintenance of the Parks Department;
- To assist in the physical work activities carried out by the department on a daily basis as required;
- Maintaining accurate records of materials, operations and Health & Safety documentation in connection with the Parks Department day to day activities;
- Be responsible for the safe and efficient usage of all tools, machinery and equipment under his/her control and ensuring that all such items are not misused, damaged or lost during working hours;
- Management of all aspects of staff performance including discipline, competence, timekeeping and compliance with safety policies and procedures;
- Undertake any training courses organised by the City Council which he/she is designated to attend;
- Ensure that all works being carried out comply with the relevant Safety, Health and Welfare at Work Acts and Regulations, including the completion of Risk Assessments / Safe System of Work Plan and Accident/Incident forms;
- Deal with queries and complaints from members of the public in a courteous, prompt and efficient manner and to keep their line manager or other designated officer informed of such dealings;
- To act as Assistant General Foreperson as required;
- Any other duties which may be assigned as required.

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) Hold a recognised qualification (Level 6 on the National Framework of Qualifications), or equivalent qualification in Horticulture; or have not less than 5 years' experience in planning,
Junior Foreperson Parks Department

planting and maintaining parks / green spaces, and have a demonstrable aptitude for this type of work

- ii) Have a good education and the ability to provide written reports;
- iii) Be able to demonstrate satisfactorily a suitable knowledge and/or experience in the management of staff;
- iv) Have a satisfactory knowledge of the management and maintenance of all park's operations including grass cutting, tree management, seasonal floral planting, biodiversity etc.,
- v) Have a satisfactory understanding and awareness of Health & Safety in the workplace;
- vi) Must be able to demonstrate satisfactorily a suitable knowledge and/or experience in interacting effectively with the public and other sections of the Council;
- vii) Have a capability or aptitude for computer-based systems (e.g. email, word processing, spreadsheets and other systems) and other new technologies or, if not to be willing to undertake any necessary training or up-skilling required;
- viii) Experience in the use and care of tools, machines and appliances used in maintenance of parks and open spaces;
- ix) Have a good understanding of Cork City Council's Grievance and Disciplinary Procedures.

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:

- Ability to supervise staff effectively.
- Safe Pass
- The job holder shall have good communication skills in the following areas:
 - One to one communications with staff, members of the public and others.
 - Good written and verbal communication skills.

- The job holder shall be able to demonstrate flexibility and the ability to react quickly and effectively in response to emergencies, labour problems, service requirements etc.
- Candidates should also be able to demonstrate a strong ability in the following areas:
 - Identifying Problems and Contributing to Solutions.
 - Delivering Quality Work and Services.
 - Safety, Health and Welfare at Work.

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.

Identifying Problems and Contributing to Solutions

Employees, through their supervisor, must be alert to any opportunities that arise to do their job in either a better or a more efficient manner.

- Identifies problems or issues at an early point and alerts his or her supervisor.
- Knows the limits of his or her decision-making authority and knows when to refer issues to higher authority for consultation or decision.
- Shows good judgement and balanced decision-making when dealing with risk.
- Participates in regular discussions with other team members to come up with solutions to operational problems.

Delivering Quality Work and Services

Implements high standards of service delivery.

- Demonstrates a strong customer service ethos and is an example to both internal and external customers.
- Takes pride in the quality of service delivered and constantly seeks to improve it.
- Immediately reports to his or her supervisor where there is a problem with service quality.
- Undertakes training as required to continuously improve quality work output.

Safety, Health and Welfare at Work

Co-operates fully in the implementing safe systems of work in accordance with the Corporate Safety Statement and Ancillary Safety Statement for their area of work.

- Assists in the enhancement of a safety culture within their area in compliance with Health and Safety legislation.
- Always adhere to safe systems of work and appropriate Health and Safety processes in their area of work.
- Complies with all statutory, legal and quasi statutory rules, regulations and guidelines covering Safety, Health and Welfare at Work issues and fully discharges their role responsibilities in this area.
- Reports immediately to their supervisor, any breaches of rules and regulations as well as any dangerous or potentially dangerous activities or practices they become aware of. This includes any dangerous or potentially dangerous place, installation, building equipment or location which could pose a threat to the safety of the public or fellow employees including contractors.

Salary

The salary scale for the post is:

€48,011 - €48,497 - €48,732 - €48,991 - €49,236 - €49,364 - €49,485 - €49,613 - €49,740 - €49,939 – €50,094 - €50,468 (Max)

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 39 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.

Garda Vetting

This post will 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 28th July 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.