Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Cork City Council

General Foreperson

(Parks & Recreation)

Closing Date:

4pm, Thursday 19th November 2026

To be read in conjunction with

Our 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 boundary extension, 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 1,675 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 of approximately €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, Legal Affairs, and Corporate Affairs.

Our 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.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: Cork City Council Corporate Plan 2024–2029

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 continous 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 ROLE

Reporting to the Executive Horticulturist and/or Senior Parks and Landscape Officer, the post holder will be responsible for the management and supervision of Parks Department operations and supervisory staff within their designated area, ensuring the effective and efficient delivery of parks maintenance and related services.

DUTIES

Under the direction and supervision of the Executive Horticulturist and/or Senior Parks and Landscape Officer, or other appropriate officer, the post holder will undertake a supervisory role in the management, operation and maintenance of the Parks Department.

Duties will include, but are not limited to:

- Organising, allocating and supervising work to ensure the effective and efficient management and maintenance of parks, open spaces and associated facilities within the designated area.
- Maintaining accurate records of materials, work activities, operational matters and Health and Safety documentation relating to the day-to-day activities of the Parks Department.
- Managing and monitoring all aspects of staff performance, including discipline, competence, timekeeping, attendance and compliance with Health and Safety policies and procedures.
- Preparing and providing written reports, including typed reports, and verbal updates on operational activities and other matters as required.
- Conducting Toolbox Talks and carrying out regular Health and Safety inspections to promote safe working practices and ensure compliance with relevant policies and procedures.
- Using computer-based systems, technology and other relevant resources to support the effective operation, monitoring and management of Parks Department activities.
- Liaising and consulting with community groups, local organisations and other relevant interest groups in relation to parks and open spaces.
- 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.
- Arranging and overseeing the procurement of goods and services required for the effective operation and maintenance of the Parks Department, in accordance with relevant Council procedures.
- Participating in the Council's call-out and Coordinator system, as required.
- Undertaking any other duties appropriate to the post as may be assigned from time to time.

The above duties are not intended to be a comprehensive list of all responsibilities associated with the post. Accordingly, the post holder may be required to undertake other duties appropriate to the role, as assigned from time to time, and to contribute to the ongoing development and evolution of the position.

QUALIFICATIONS FOR THE POST

Character

Candidates shall be of good character.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Experience, etc.,

Candidates must, on the latest date for receipt of completed application forms, meet the following requirements:

- Hold at a minimum, an Advanced Certificate in Horticulture (QQI Level 6), or equivalent qualification in Horticulture/Arboriculture, and/or a minimum of 5 years' experience in parks, landscape, horticultural, or grounds maintenance operations.
- Have a good general education and the ability to prepare written reports, maintain records and complete returns as required.
- Have suitable knowledge and experience of staff management and supervision, including the organisation, allocation and coordination of work.
- Have a satisfactory knowledge of the management and maintenance of parks operations, including grass cutting, tree management, seasonal floral planting and other associated horticultural activities.
- Have a satisfactory understanding of Health and Safety requirements in the workplace and the ability to implement and promote safe working practices.
- Have experience of communicating and interacting effectively with members of the public and other sections of the Council.
- Have the ability and aptitude to use computer-based systems and other technologies, including email, word processing, spreadsheets and relevant operational systems, or be willing to undertake any necessary training or upskilling.
- Have experience in the safe use, operation and care of tools, machinery and equipment relevant to parks maintenance and horticultural operations.

Driving License
Candidates must hold a current full Category B driving licence, free from disqualification and medical restrictions that would prevent them from safely undertaking the duties of the post.

Any subsequent disqualification from driving must be notified to the Council and may result in appropriate action, which may include suspension, demotion or other disciplinary measures, in accordance with the Council's policies and procedures.

Safe Pass
Candidates must hold a current Safe Pass card.

Desirable Skills and Competencies
Candidates should be able to demonstrate the following skills and competencies:

- **Supervision and Leadership:** The ability to effectively supervise, organise and motivate staff, allocate workloads and ensure the efficient delivery of operational activities.
- **Communication and Interpersonal Skills:** Strong written and verbal communication skills, with the ability to communicate effectively on a one-to-one basis with staff, members of the public, community groups and other relevant stakeholders.
- **Flexibility and Problem-Solving:** The ability to demonstrate flexibility, exercise sound judgement and respond promptly and effectively to changing circumstances, including emergencies, staffing issues and operational service requirements.
- **Managing Conflict:** The ability to address and manage conflict constructively, resolve workplace issues and maintain positive working relationships.
- **Delivering Quality Work and Services:** The ability to organise and oversee work to ensure services are delivered efficiently, effectively and to a high standard.
- **Health, Safety and Welfare at Work:** A strong understanding of, and commitment to, safe working practices and the promotion of a positive health and safety culture.

COMPETENCY FRAMEWORK

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

LEADING & MOTIVATING AND MANAGING CONFLICT

Leads, motivates and engages other to achieve quality results. Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction.

- Leads by example in terms of commitment, flexibility and a strong customer service ethos.
- Motivates others in individua and team situations,
- Relates well to others and maintains positive working relationships.
- Demonstrates appropriate and effective behaviour when in conflict situations.
- Is proactive in provide help or support to others.
- Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.

DELIVERING QUALITY WORKS AND SERVICES

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharges of the duties of General Foreperson.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.
- Identifies and implements improvements in core work processes and outcomes.
- Takes initiative when you see the opportunity to make a contribution.
- Takes pride in the quality of service delivered and constantly seeks to improve it.
- Undertakes training as required to continuously improve quality work output.
- Contributes ideas and suggestions as to how service activities can be improved.
- Discusses quality improvements and performance measures.

SAFETY, HEALTH AND WELFARE AT WORK

Fully implements safe systems of work in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement of their area of work.

- Leads in the enchantment of a safety culture within the organisation, in compliance with Health and Safety legislation.
- Implements and always adheres to safe systems of work and appropriate Health & Safety processes (including monitoring and compliance) in their area of work and ensures their staff do likewise.
- 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.
- Responds immediately to any breaches of rules and regulations as well as any dangerous or potentially dangerous activities or practices.
- Fully complies with all requirements relative to the wearing of Personal Protective Equipment (PPE) and ensure that their staff do likewise.

Salary

The salary scale for the post is:
€54,497 – €55,081 – €55,365 – €55,681 – €55,981 – €56,138 – €56,288 – €56,444 – €56,602 – €56,846 – €57,038 – €57,499 (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 is **35 hours per week**. The role may, on occasion, require evening or weekend work.
- Holders of the post may be required to attend for duty at any time, in accordance with arrangements made by the local authority. 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 (Regulations) Act, 2001**.

Garda Vetting

This post may come within the scope of the **Local Authorities Garda Vetting Scheme**. Further information is available in our **Candidate Information Booklet**, which provides details on vetting requirements, the format of the competition, the principal conditions of service, and data protection under the **General Data Protection Regulation (GDPR)**.

Equality, Diversity & Inclusion

Cork City Council is an **equal opportunities employer**. We welcome and encourage applications from suitably qualified candidates, regardless of gender, age, civil or family status, sexual orientation, gender identity, disability, race, ethnic origin, membership of the Traveller community, religion, or belief.

Closing Date

The deadline for receipt of applications is **4:00pm on Thursday 19th November 2026**.