



Comhairle Cathrach Chorcaí  
Cork City Council

## **Job Specification Booklet**

**Executive Parks & Landscape Officer**

**Cork City Council**

**Closing Date:**

**4pm, Friday 20<sup>th</sup> February 2025**

To be read in conjunction with

[Our Candidate Information Booklet](#)

## BACKGROUND

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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 €325 million for 2025 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 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 ROLE

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The Executive Parks and Landscape Officer will work as part of a team that plans, designs, develops and manages the public parks, open spaces and public realm of Cork City Council. The Executive Parks and Landscape Officer will contribute to the development and implementation of strategies, policies and standards around the provision and management of the public realm. The Parks & Recreation team contributes to the management and protection of biodiversity, climate change, planning and the overall appearance and presentation of Cork City, and the successful candidate may be involved with these activities.

The Executive Parks and Landscape Officer will report directly to the Senior Parks & Landscape Officer, or such person as may be assigned from time to time by Cork City Council.

### **The Ideal Candidate will demonstrate through their application form and at interview:**

- Satisfactory professional knowledge and experience of public realm, landscape and urban design.
- Knowledge of the legislation, policies, procedures, and regulations guiding the design, operation and management of the public realm.
- Have a good understanding of Planning Laws, Policies and Procedures and familiarity with Planning Applications, Large Scale Residential Developments, Local Area Plans and the Development Plan.
- Knowledge of current recreational needs, interests, trends, and facilities.
- Knowledge of the methods, techniques, and requirements for the upkeep of buildings, facilities, playgrounds, grounds, and equipment.
- Knowledge of the principles and practices in the management of natural resources within parks and open spaces.
- Excellent interpersonal and communication skills and demonstrates the ability to engage with a wide range of stakeholders including Elected Members, Communities, Sporting Clubs and Organisations, other public bodies and internal City Council Departments.
- Experience in managing staff and coordinating multi-disciplinary teams.
- Knowledge of public procurement processes.
- Knowledge and practical experience of Health and Safety Legislation and Regulations and their application in the workplace.
- Knowledge of the methods and techniques of construction activities, including construction methods, equipment, specifications and contracts and experience in contract delivery.
- Competency and experience in the area of information technology; with well-developed

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skills including Microsoft Word, Excel or similar and Computer Aided graphic design.

- Knowledge of the principles and practices in the management, protection and enhancement of green infrastructure assets.
- Knowledge of the principles and practice in the incorporation of natural based sustainable drainage systems into landscapes.
- Ability to organise, evaluate and present information effectively both orally, graphically and in writing.
- Excellent project management skills.
- A willingness to take ownership of problem-solving and lead where necessary.
- Capacity to work on their own initiative.
- An understanding of Local Authority services and structures or have the ability to quickly acquire same.
- Be able to demonstrate a strong ability in the following areas – Delivering Quality Outcomes & Ensuring Compliance, Performance through People and Managing Resources.

### **DUTIES**

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- Planning, designing, and directing improvements to local, regional parks, green spaces and the public realm and increase the amenity value of these spaces for recreation and biodiversity.
- Tendering and procurement in relation to supplies, services and capital projects.
- Preparation, contract management and co-ordination of tenders/contracts; including budgetary control.
- Managing grant aided projects including application and reporting requirements.
- Management and support of the Parks and Recreation outdoor staff in their duties.
- Assist in the planning, managing, monitoring and reporting of work programmes when required.
- Advise on the management and control of invasive species.
- Correspondence administration including ensuring that responses issue in accordance with customer standards.
- Providing advice to 3<sup>rd</sup> parties, including Cork City Council departments on the protection, maintenance and enhancement of green infrastructure and the design and management of open spaces.

Executive Parks & Landscape Officer

- Dealing efficiently, effectively and professionally at all times with stakeholders including elected members, community groups, businesses and residents.
- Liaising with and responding to other local authorities, government departments and statutory agencies where required.
- Collaborating with other departments and disciplines of the Council to achieve corporate objectives.
- Provision of reports to the Council, Council committees, (including Local Area Committees & Strategic Policy Committees) and attendance at such meetings as may be required.
- Research and development of policy proposals.
- Implementation of relevant actions under the Council's Climate Action Plan.
- Advising on larger private planning applications.
- To work with a diverse range of interest groups in the interest of fulfilling their duties as Executive Parks & Landscape Officer.
- Deputising for the Senior Parks & Landscape Officer as required.
- Carrying out other duties as required from time to time.

***The above duties are not intended to be a comprehensive list of all responsibilities involved. Accordingly, the post holder may be required to perform other duties appropriate to the post, as may be assigned from time to time, and to contribute to the ongoing development and evolution of the role while in office.***

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## QUALIFICATIONS FOR THE POST

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### **1. Character**

Candidates shall be of good character.

### **2. Health**

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

### **3. Education**

Candidates shall on the latest date for receipt of completed application forms for the post:

- a) Hold a qualification in Horticulture, Landscape Architecture, Arboriculture, Natural or Environmental Science (level 8 or higher on the National Framework of Qualifications).

#### **4. Experience**

Candidates shall also:

- a) Have not less than five years post graduate satisfactory experience of planning, design, development and management of one or more of the following: Parks, Heritage Landscapes and Gardens, Open Spaces, Green Infrastructure, Public Realm and Urban Design, Urban Forests, Sports Grounds, Recreation and Play facilities, Burial Grounds, Community Gardens and Allotments.
- b) Possess a high standard of professional competence and experience,
- c) Have the ability to work on their own initiative and as a team member and to manage and motivate staff to achieve corporate objectives,
- d) Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives,
- e) Have proven ability to manage the delivery of projects on time and within budget, including dealing with procurement, contractors, professional consultants,
- f) Have the ability to develop policies, strategies, best practice guidance and the preparation of technical reports as required; and
- g) Have a good working knowledge of the legal and regulatory standards that apply to local authorities, including Health and Safety.

#### **5. Driving Licence**

Candidates must hold a current clean driving licence (Class B) for the relevant vehicle class they are driving, 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. Should you be disqualified from driving you may be subject to an appropriate sanction which may include demotion/suspension or other disciplinary action.

## 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.

### **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.

### **PERFORMANCE THROUGH PEOPLE**

**Has effective leadership and motivation skills. Is adept at managing the performance of an individual and/or team. Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.**

- 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.
- Effectively manages performance including underperformance or conflict.
- Empowers and encourages people to deliver their part of the operational plan.
- Has highly effective verbal and written communication skills.
- Maintains accurate records.
- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.

### **MANAGING RESOURCES**

**Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.**

- Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.
- Ensures best value and efficiency in service delivery.
- Intervenes in a timely manner if work activities go over budget.
- Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled, and that work is delivered effectively.
- Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.



**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 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 Friday, 20<sup>th</sup> February 2025**.