Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Junior Foreperson (Parks)

Cork City Council

Closing Date:

4pm, Friday 27th 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

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.

Cork City Council reserves the right to assign the post holder to any depot operated by the Parks Department, either currently or in the future, subject to reasonable notice.

Reporting to the Assistant General Foreperson, General Foreperson, Executive Horticulturist, Senior Parks and Landscape Officer or other appropriate officer, the post holder will be responsible for carrying out Parks Department operations and supervising allocated staff within their designated area.

The post holder will work in a supervisory capacity, assisting in the effective delivery, management and maintenance of parks, gardens and open spaces, while also participating in operational activities as required.

DUTIES

Under the direction and supervision of the Assistant General Foreperson, General Foreperson, Executive Parks and Landscape Officer, Senior Parks and Landscape Officer or other appropriate officer, the post holder will undertake a working supervisory role in the provision, management and maintenance of Parks Department services. Duties will include, but are not limited to:

- Assisting in the development, coordination and implementation of planting, maintenance and development programmes for parks, open spaces and green areas.
- Supervising and coordinating allocated staff and work activities to ensure the effective and efficient delivery of parks maintenance services.
- Maintaining high standards of presentation and maintenance across public parks, gardens and open spaces.
- Monitoring staff performance, including competence, timekeeping and compliance with Health and Safety policies and procedures, and bringing any performance or disciplinary matters to the attention of the appropriate officer as required.
- Preparing and providing written reports, including typed reports, and verbal updates on operational activities and other matters as required.
- Carrying out Toolbox Talks and Health and Safety inspections to promote safe working practices.
- Using computer-based systems, technology and other relevant resources to assist in the effective operation and maintenance of Parks Department activities.
- Participating in physical and operational work activities undertaken by the Parks Department on a day-to-day basis, as required.
- 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.

- Ensuring the safe and efficient use, care and maintenance of all tools, machinery and equipment under their control, and taking appropriate measures to prevent misuse, damage or loss.
- Undertaking training courses organised or designated by Cork City Council, as required.
- Ensuring that work activities under their supervision are carried out in accordance with relevant Health and Safety legislation, regulations and Council procedures, including the completion of Risk Assessments, Safe Systems of Work Plans and Accident/Incident Reports, as appropriate.
- Dealing with queries and complaints from members of the public in a courteous, prompt and efficient manner, keeping their line manager or other designated officer informed of such matters.
- Undertaking the duties of an Assistant General Foreperson, as required.
- Carrying out 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 shall on the latest date for receipt of completed application forms for the post:

- Hold a recognised qualification in Horticulture at Level 6 on the National Framework of Qualifications (NFQ), or an equivalent qualification; OR have at least five years' relevant experience in the planning, planting and maintenance of parks and green spaces, together with a demonstrable aptitude for this type of work.
- Have a good general education and the ability to prepare written reports and maintain records as required.
- Have suitable knowledge and/or experience of staff management and supervision.
- Have a satisfactory knowledge of the management and maintenance of parks operations, including grass cutting, tree management, seasonal floral planting, biodiversity and the maintenance of parks and open spaces.
- Have a satisfactory understanding of Health and Safety requirements in the workplace and the importance of implementing safe working practices.

- Have suitable knowledge and/or experience of 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 other relevant 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 used in the maintenance of parks and open spaces.
- Have an understanding of the principles of fair and consistent application of grievance and disciplinary procedures and be willing to familiarise themselves with Cork City Council's relevant policies and procedures.

Driving License

Holders of the post may be required to drive a vehicle in the course of their duties and must therefore hold a current full Category B driving licence, free from disqualification.

Safe Pass

Candidates must hold a current Safe Pass card.

Desirable Skills

Candidates should be able to demonstrate the following desirable skills and competencies:

- **Supervision and Leadership:** The ability to supervise, organise and motivate staff effectively and coordinate work activities.
- **Safe Pass:** Hold a current Safe Pass card.
- **Communication and Interpersonal Skills:** Good written and verbal communication skills, with the ability to communicate effectively on a one-to-one basis with staff, members of the public and other relevant stakeholders.
- **Flexibility and Adaptability:** The ability to demonstrate flexibility and respond promptly and effectively to changing circumstances, including emergencies, staffing issues and operational service requirements.
- **Identifying Problems and Contributing to Solutions:** The ability to identify operational problems, exercise sound judgement and contribute to practical and effective solutions.
- **Delivering Quality Work and Services:** The ability to organise and oversee work to ensure services are delivered efficiently, effectively and to a high standard.
- **Safety, Health and Welfare at Work:** A strong understanding of workplace health and safety requirements and a commitment to promoting and maintaining safe working practices.

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.

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:

€49,480 – €49,976 – €50,216 – €50,480 – €50,731 – €50,861 – €50,984 – €51,116 – €51,246 – €51,452 – €51,612 (LSI 1) – €51,997 (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 **39 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 27th November 2026.**