

**Cavan County Council**

# Comhairle Contae an Chabháin

Candidate Information Booklet

**Biodiversity Officer**

**3 Year Specific Purpose Contract**

**Closing Time and Date: 5.00 pm Friday 8th November, 2024**

Cavan County Council is committed to a policy of equal opportunity.

**Cavan County Council**

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building, roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours’ drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

# The Competition

The purpose of this recruitment campaign is to form a panel for the post of Biodiversity Officer for Cavan County Council from which 3 year fixed-term specific purpose contract posts may be filled.

# Qualifications For The Post

## Character:

## Candidates must be of good character.

## Citizenship:

Candidates must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
5. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

## Health:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council’s Occupational Medical advisor prior to appointment.

## Education, Training, Experience, etc.

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

1. Hold a recognised degree, Level 8 in the National Framework of Qualifications in a subject relevant to biodiversity e.g., ecology, earth/natural sciences, zoology, botany, natural resources management, environmental science.
2. Have at least five years satisfactory experience of scientific work in biodiversity, sustainable development goals, energy and climate action
3. Possess a high standard of technical training relevant to the areas of natural sciences and natural resources management.
4. Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge

**Duties & Responsibilities**

The Biodiversity Officer will be required to:

* Prepare, manage and implement a Cavan County Council Biodiversity Action Plan in parallel with the Cavan County Council Heritage Plan and with cross referencing to the Cavan County Council Climate Action Plan.
* Regularly update the Cavan Climate Action Unit on the implementation of Biodiversity actions and measures in the Cavan County Council Climate Action Plan
* Establish a County Biodiversity forum.
* Facilitate the implementation of government initiatives in relation to biodiversity and national plans and programmes that are developed to support the implementation of the National Biodiversity Plan, such as the All-Ireland Pollinator Plan;
* Advise Cavan County Council on biodiversity related issues and the Cavan County Council’s obligations in relation to protecting biodiversity (conducting Appropriate Assessments is beyond the scope of this role) including attending and advising at relevant Strategic Policy Committee meetings ;
* Work with Cavan County Council staff to assist in advancing the restoration of biodiversity and ecosystems and support ecosystem services in within the Cavan County Council Area;
* Assist Cavan County Council departments in integrating biodiversity into their actions and policies, for example through training, supporting information dissemination;
* Promote new biodiversity initiatives based on best conservation practice; Work with Cavan County Council’s led projects and provide advice to colleagues on the management of ecological resources such as urban woodlands, wetlands, parks, verges, wild flora grasslands and open areas in a biodiversity friendly manner;
* Raise awareness of biodiversity, natural capital and ecosystems services and issues affecting biodiversity in Cavan County Council, including climate change with a broad range of groups;
* Commission biodiversity related research, audits and surveys and provide data obtained to the NBDC and NPWS in a suitable format for reporting purposes.
* Apply for and deliver biodiversity projects under the Heritage Council funding and National Biodiversity Action Plan and other sources available sources of funding.
* Work closely with the Cavan County Council Heritage Office and the Cavan Climate action unit on a programme of public engagement for biodiversity through Field Clubs, Farming organisations, Environmental Groups/NGOs, National Heritage Week, Summer Schools and other public events.
* Be an active participant/member in Cavan County Council Heritage Forum, Creative Ireland team and Council climate action group.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

## Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

## Salary

Remuneration will be at the Executive Scientist Scale of the national wage scales. The present minimum scale is €57,909 increasing to €80,498 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

## Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

## Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

## Pension:

The Local Government Superannuation Scheme applies.

## Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

# COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

## Stage 1: Closing Date for Submission of Application Form

* Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than 5pm on Friday 8th November, 2024.
* Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
* Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
* If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

## Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

## Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

## Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Biodiversity Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

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| **Requirements:** |  |
| **Knowledge, Experience and Skills** | * Knowledge and understanding of the structure and functions of local government. * Knowledge of current local government issues, priorities and concerns and the strategic direction of local government. * Experience of scientific work in biodiversity, sustainable development goals, energy and climate action * Understanding of the role of a Biodiversity Officer. * Possess a high standard of technical training relevant to the areas of natural sciences and natural resources management. * Understanding of Health & Safety Legislation & Regulations. * Demonstrate knowledge & experience in relation to public procurement. * Experience of compiling, preparing and presenting reports, presentations, correspondence etc. * Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation. * Effective budget and financial and resource management skills * Knowledge and experience of operating ICT systems. |
| **Competencies:** |  |
| **Strategic Management and Change** | * Think and act strategically * Develops and maintains positive, productive and beneficial working relationships * Effectively manages the introduction of change, demonstrates flexibility and openness to change. |

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| **Delivering Results and Communicating Effectively** | * Contributes to the development of operational plans and leads the development of team plans. * Plans and prioritises work and resources effectively. * Establish high quality service and customer care standards. * Makes timely, informed and effective decisions and shows good judgement and balance in making decision or recommendations. * Have effective verbal and written communication skills. * Compile, prepare and present reports, presentations, correspondence, etc |
| **Leading and Motivating and Managing Performance** | * Lead, motivate and engage employees to achieve quality results and Corporate Objectives. * Effectively manage performance |
| **Personal Effectiveness** | * Take initiative and seek opportunities to exceed goals * Manages time and workload effectively and operates in an environment with significant complexity and pace * Maintain a positive, constructive and enthusiastic attitude to their role. |

## ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

* + An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
  + Information provided by a candidate in their application form will be used for the purpose of the Biodiversity Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

## General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate’s favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.