

NEW OPPORTUNITY

Senior Executive Planning Enforcement Inspector

Temporary Five - Year Fixed Term Contract (Rolling Recruitment)

SDCC is an equal opportunities employer.
Canvassing will automatically disqualify.

Opportunity starts here

Come to SDCC to do your greatest work. We're forward-thinking and focused on diversity, inclusion and community. As an equal opportunities employer, we're opening the doors to new careers, creating flexible ways of working and putting people at the heart of everything we do.

We're the people responsible for local government in South Dublin County. Aside from the exciting range of opportunities to make a real difference in your community, SDCC is a great place to work. Working with us will give you the opportunity to gain experience at the heart of local government and to develop your career in a diverse work environment.

At SDCC we provide plenty of opportunity for career progression with structured training, personal development, coaching and mentoring. We offer flexible working including blended working arrangements and a positive work environment. Read our [*Employee Value Proposition*](#) to find out more.

Welcome to a team that's making a difference – powered by people like you.

Applications

Applications will only be accepted through SDCC's e-Recruitment system.

South Dublin County Council is utilising Rolling Recruitment to fill this critical post. The nature of Rolling Recruitment is that there is no closing date. This allows us to capture as many applicants as possible to fill these posts on an on-going basis.

Competitions which are subject to rolling recruitment will close temporarily at short notice once a sufficient number of applications have been received. Shortlisted applicants will be brought forward for interview to fill existing vacancies, and the competition will be re-opened to new applications.

It is in your best interest, therefore, to submit your application as soon as possible.

The Role

The **Senior Executive Planning Enforcement Inspector** will play a pivotal management role in the orderly development of the County. The post holder will, in the first instance, be assigned to the Planning Enforcement Section of the Planning & Transport Department. This position is a senior position within the Planning & Transport Department reporting to the Senior Planner and/or other employee nominated by the Chief Executive. The primary purpose of the role is to provide leadership and management of a team assigned to these respective duties to ensure the effective enforcement of planning legislation and the achievement of the objectives of the County Development Plan by:

- ensuring that developments are carried out in compliance with the planning permission granted (including financial contributions);
- taking appropriate enforcement action in cases where a development (including a material change of use) has been or is

being carried out without permission or in breach of permission granted;

- ensuring the completion of housing developments to a satisfactory standard with regard to, drainage, roads, footpaths, open spaces, etc. and
- licencing of and the coordination of compliance relating to outdoor events.

The Senior Executive Planning Enforcement Inspector will liaise with a range of stakeholders including property owners, developers, contractors, solicitors, elected members, event promoters, statutory agencies (including An Garda Síochána and the HSE), transport agencies and operators, and South Dublin County Council staff across a range of departments. The post holder may be required to attend court to present evidence in enforcement cases and provide instructions relating to unauthorised development and/or non-compliance with planning conditions (including financial contributions) and/or non-compliance with outdoor event licensing requirements.

The post is wholetime, temporary and pensionable. The contract is for a fixed term of five years.

A panel will be formed to fill further temporary positions.

Persons employed will be required to work in any location within the South Dublin administrative area.

Salary / Wages

€80,680 - €83,153 - €84,338 - €86,828 - €89,339 - €91,842 - €94,364 - €97,533 (LSI 1) - €100,692 (LSI 2)

Hours of Work

The successful candidates' normal hours of work will be 35 hours per week. SDCC reserves the right to alter your hours of work from time to time.

Annual Leave

Annual leave entitlement for this position is 30 days.

Qualifications

Character

Candidates will be of good character.

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.

Essential Education, Training and Experience

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

1. Hold one of the following qualifications:
 - a degree in Planning, Engineering or Architecture;
 - or**
 - a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education and Training Awards Council;
 - or**
 - be a member of the Institute of Clerks of Works in Ireland, or possess a Full Course Certificate in Building issued by the Technical Instruction Branch of the Department of Education, or a First Class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education.
2. Have at least seven years' satisfactory relevant experience in the areas of planning and/or construction including;
 - (i) at least five years of planning enforcement experience under the Planning and Development Acts and/or equivalent construction related enforcement;

3. Possess a high standard of technical training and experience;
4. Possess a high standard of administrative and management experience;
5. Have satisfactory knowledge of building construction;
6. Satisfy the local authority that they have adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office.

Desirable Education, Training and Experience

The ideal candidate should:

1. Have significant management experience in a planning enforcement, construction enforcement or planning context.
2. Have good knowledge of construction and associated compliance.
3. Have experience of analysing and considering new and emerging national and/or regulatory legislation, policies and guidelines in a construction and town planning context with a view to assessing the implications of such developments and responding to same.
4. Have experience of managing and leading multi-disciplinary and cross functional teams and the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under their control.
5. Have good experience and knowledge of enforcement legislation and the court system.
6. Have experience of maintaining sound employee relations and conflict resolution.
7. Have a track record of delivering results.
8. Have an understanding of Local Authority services and structures in Ireland, particularly as they relate to the planning function, or have the ability to quickly acquire same.
9. Be capable of working in close consultation with key stakeholders and in seeking cooperation and consensus with a whole range of bodies and representative groups.
10. Be experienced in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and

ensuring any learning from same is used to enhance the operations of the organisation.

11. Be experienced in contributing to operational and strategic processes and in the implementation of the agreed aims of same.
12. Have excellent interpersonal, communication and influencing skills.
13. Have excellent report writing and strong ICT skills.
14. Have experience of managing finance and budgets and ensuring value for money.
15. Have a focus on the customer and on service improvement including taking ownership and resolving issues arising.
16. Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and employee, and their application in the workplace.
17. Possess a current unendorsed full driving licence (Category B).

Key Competencies / Skills

- Strategic Management and Change
- Delivering Results
- Performance through People
- Personal Effectiveness
- Local government knowledge and understanding

Candidates are requested to give an example of a situation which highlights the behaviour, skills and attitude that underpin effective performance in some of these areas and which demonstrates their suitability to meet the challenges of this role. Candidates should ensure the example used clearly demonstrates their ability in this area and that the scale and scope of the example given is appropriate to the post and level of the post. Please note that all competencies will also be assessed during the interview process.

Duties

Applicants must have a good standard of written and spoken English to effectively carry out the duties of the role.

Duties will include but are not limited to:

1. Under the lead of the Senior Planner / SEO / Director, to manage the delivery of the planning enforcement service and to ensure advice, decision making and engagement is provided in accordance with statutory, national and local requirements.
2. To proactively monitor and manage priorities, processes and workflows.
3. Together with senior management, to establish agreed milestones and timescales, setting achievable targets and indicators.
4. Monitoring and reporting on implementation progress.
5. Performing the lead role for the Council on complex planning and construction related enforcement investigations and prosecutions, comprising the drafting, reviewing and preparation of reports, notices, carrying out of site inspections, recording all relevant information and the service of statutory notices.
6. Preparing evidence for proceedings and attending court to give expert evidence.
7. Monitoring and reporting on warning letters, enforcement notices, unauthorised development cases, event licences and other enforcement requirements, as applicable.
8. Oversee the work of enforcement officers, providing support and supervision, including allocating work, undertaking case reviews, decision making and ensuring consistency across planning enforcement.
9. To represent the Council where appropriate in a professional manner that safeguards the reputation of the Council, promoting a positive perception of the service and developing a culture of providing excellent customer care to all service users.
10. To consider new and emerging planning and construction legislative provisions including relevant case-law and consider

implications for existing work practices and to provide briefings on same;

11. To develop and maintain relationships with external agencies and stakeholders in accordance with policy and participate in the delivery of work programmes;
12. To work effectively with colleagues to deliver efficient services and change management, often as part of cross-sectoral teams or multi-disciplinary teams;
13. Take part in other projects and initiatives, as required.
14. Manage the workforce assigned including any associated performance management requirements in accordance with good employment practices and legislation.
15. Ensure all staff are adequately trained and promote safe work practices.
16. Ensure compliance with corporate policies and assist in their ongoing development (Health and Safety, HR, Data Protection, Child Safeguarding etc.).
17. Carry out procurement processes for goods, services and works, as required, in accordance with public procurement rules and SDCC procedures.
18. Ensure good governance and acting in the public interest at all times.
19. Any other associated duties as may be assigned from time to time.

These duties are indicative rather than exhaustive and are carried out under general guidance. The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from, and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the county council.

Why work in Local Government?