



Comhairle Contae Chill Mhantáin
Wicklow County Council

**CANDIDATE INFORMATION
BOOKLET**

Community Safety Coordinator

REF: 48/2024

Closing Date for receipt of application:

Thursday, 16th January 2025 at 12 noon sharp



Human Resources Department, Wicklow County Council
wccrecruitment@wicklowcoco.ie | (0404) 20159 | www.wicklow.ie



Comhairle Contae Chill Mhantáin

Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2024 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team

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Comhairle Contae Chill Mhantáin

Wicklow County Council

Community Safety Coordinator

The Position

Wicklow County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent and/or temporary vacancies for the position of Community Safety Coordinator in the Local Community Safety Partnership shall be drawn.

Community Safety Policy

The Department of Justice has developed a new Community Safety Policy based on a key principle that policing is not the responsibility of the police alone and involves other agencies of Government such as health and social services. The Community Safety Policy proposes a whole-of-government approach to community safety. At the heart of this policy is the principle that every community has the right to be and feel safe in order to thrive and flourish. This new approach will be delivered through Local Community Safety Partnerships (LCSPs), supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area, and will also have a key oversight role in ensuring those actions are followed through.

Objectives of the Local Community Safety Partnerships

The partnership approach is built on two premises:

1. Every community is different and has different problems and issues.
2. Responding to those problems and issues requires a range of inputs from across Government, local services, voluntary sector and the community itself.

The response to the issues identified above requires the following elements:

1. Community engagement in identifying what the needs of the community are;
2. Commitment and buy-in from State, local and voluntary service providers to work together to address those needs.

The LCSPs aim to foster sustained community involvement in identifying needs and co-designing solutions, and sustained commitment from services in working together to address those needs.

Structure of Local Community Safety Partnerships (LCSPs)

Membership of each LCSP will include: residents; community representatives, including representatives of youth, new communities and the voluntary sector; business and education representatives; relevant public services in the area, including HSE, Tusla, AGS, and the local authority; and local councillors. The LCSP will have a maximum of 30 members.

The Role

The Community Safety Coordinator will support the LCSP in its work to bring together a diverse group of agencies and residents to engage in joint planning and co-ordination of services for the local Wicklow community. A main focus will be the design and delivery of community safety projects in the relevant local authority area. The successful candidate will be a key driving force for the work of the LCSP. They will coordinate an office, which will act as a hub for the local community in relation to community safety.

The Community Safety Coordinator will act as a support to community members to identify local priorities and access relevant services, as well as assisting the Local Community Safety Partnership (LCSP) in drafting and delivering on a Local Community Safety Plan.

The Community Safety Coordinator will manage the work of one staff member, the Community Safety Administrator. The Community Safety Coordinator will be responsible for the day to day running of the community safety activities in Wicklow County Council.

The role is diverse and multifaceted, and the learnings from the pilots have demonstrated that the successful candidate should:

- Demonstrate the ability to engage positively with a diverse range of individuals;
- Have proven experience in developing and managing relationships with a diverse group of stakeholders;
- Demonstrate a proven ability to achieve goals and meet deadlines;
- Demonstrate the ability to work in a community setting with a wide variety of organisations, services and groups;
- Demonstrate strong leadership skills, sound judgement, self-motivation and strong interpersonal skills;
- Have confidence to work on their own initiative;
- Have excellent communication skills, both verbal and written.

The ideal candidate shall also have:

- a good understanding of community development processes and principles
- a clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors;
- the ability to work on several projects simultaneously;
- the ability to develop and implement communications plans, including use of social media;
- the ability to positively contribute to and lead change;
- be able to work independently and as part of a team;
- possess excellent planning and organisational abilities;

- the ability to administer and oversee programme funding;
- a high degree of motivation and resilience;
- a high level of discretion and professional integrity;
- the ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.

Purpose, Duties and Responsibilities

The duties of the post of the Community Safety Coordinator include, but are not limited to:

- Supporting the establishment and the work of the Local Community Safety Partnership, including through:
 - Coordinating the development of a work plan for the LCSP;
 - Supporting the development of a local community safety plan;
- Supporting engagement of community members with the LCSP;
- Acting as a focal point for community safety in the area;
- Developing and delivering local community safety projects under the leadership of the Chair of the LCSP;
- Developing and delivering a communications strategy to keep the community informed about community safety activities;
- Proactively engaging and building good relationships with other stakeholders working on community safety in the area;
- Mapping the work by statutory agencies and community organisations that work on community safety activities in the area and liaising with the Local Community Development Committee on any relevant activities;
- Ensuring the provision, collection and reporting of relevant data and information;
- Ensuring that adequate record systems are in place and adhered;
- Ensuring that detailed reports are prepared for key stakeholders;
- Preparing summary financial and administrative data for internal use;
- Taking the lead on the organisation and management of all community safety project events;
- Managing the work of the Community Safety Administrator;
- Building and maintaining good working relationships both inside and outside the partnership, including with key actors in the local authority area;
- Under the leadership of the Chair of the LCSP and management function of the relevant local authority, carrying out duties to ensure the control of expenditure within the partnership's budget;
- Ensuring that petty cash procedures are followed and that adequate records are kept;
- Undertaking all duties which may be required which are commensurate with the role of Community Safety Coordinator in consultation with the Chair of the LCSP and direction of the Central Area Manager.

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 Wicklow County Council.

Qualifications

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, Training, Experience, etc.

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**

(b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **or**
- (ii) have obtained a comparable standard in an equivalent examination, **or**
- (iii) hold a third level qualification of at least degree standard, **and**
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange

Desirable

- (a) (i) Hold a recognised NFQ Level 7 qualification in sociology, social policy, law, public health or similar; **or**
(ii) Have a minimum of three years relevant professional experience;
- (b) Have a minimum of 2 years' experience working as a project coordinator or similar role; **and**
- (c) Have a minimum of 1 years' experience in communications, outreach or similar; **and**
- (d) Have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.
- (e) Experience in one or more of the following areas would be an advantage: local community development, public health, criminal justice system, communications and demonstrated ability in programme delivery.

In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.

Principal Conditions of Employment

A panel may be formed from which future temporary positions may be filled. The position will be fulltime, temporary and pensionable.

Probation:

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be six months (permanent) /3 months (temporary), this period may be extended at the Chief Executive's discretion;
- (c) such persons shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

Salary: €58,252 - €75,728 per annum

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

Hours of Work

The person appointed will be required to work a 35 hour per week Monday to Friday which equates to a 7 hour to be accounted for with attendance hours of 9.00 a.m. to 5.00p.m. with one hour lunch between 1.00p.m. and 2.00p.m.

Travel

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

Garda Vetting

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

Health

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a

qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

Residence

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

Retirement Age

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

Superannuation

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

Application Process

Application Form

Application forms are available on our website www.wicklow.ie

Completed applications forms must be submitted to wccrecruitment@wicklowcoco.ie or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, Co. Wicklow, A67 FW96, on or before the closing date of **Thursday, 16th January 2025 at 12 noon sharp**. Late applications or any amendments to applications will not be accepted.

Competencies for the post

Key Competencies for the post of Community Safety Coordinator include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these.

Please provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. **Responses should not exceed 600 words**. Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

Key Competencies for the post of Community Safety Coordinator are set out as follows:

- **Management and Change**
- **Delivering Results**
- **Performance Through People**
- **Personal Effectiveness**

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none">• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies• Clear understanding of political reality and context of the local authority• Embeds good governance practices into day to day activities, practices and processes• Develops and maintains positive and productive professional relationships both internally and externally to the local authority• Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change
Delivering Results	<ul style="list-style-type: none">• Acts decisively and makes timely, informed and effective decisions• Pinpoints critical information and addresses issues logically• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources• Establishes high quality service and customer care standards Allocates resources effectively to deliver on operational plans• Identifies and achieves efficiencies

	<ul style="list-style-type: none"> • Ensures compliance with legislation, regulation and procedures
Performance through People	<ul style="list-style-type: none"> • Effectively manages performance of individuals and teams to achieve operational plan targets and objectives • Leads by example to motivate staff in the delivery of high quality outcomes and customer service • Develops staff potential • Manages underperformance or conflict • Understands effective communications at all levels within the organisation • Actively listen to others • Demonstrates high level of verbal and written communication skills • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally
Personal Effectiveness:	<ul style="list-style-type: none"> • Initiative and creativity • Enthusiasm and positivity about the role • Resilience and Personal Well-Being • Personal Motivation • Understands the importance of corporate governance • Commitment to integrity and good public service values • Knowledge and Understanding of Local Government

Selection Process

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

** Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.**

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

Short-Listing

Wicklow 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.

The information you supply in the application form will play a central part of the shortlisting process. Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview.

Interviews may be held in person or by online process through Microsoft Teams. The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Interview Stage

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Wicklow County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Wicklow County Council considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

Pre-Employment Checks

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

Panel

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

Terms and Conditions

Examples of some of the current Employee Benefits include:

- The Council's Blended Working Policy
- A range of Family Friendly Policies
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should know that is a condition of the Collective Agreement that persons availing of the Scheme will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. Applicants will be required to declare whether they have previously availed of either of the above schemes.

WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Frequently Asked Questions

1. *Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to wccrecruitment@wicklowcoco.ie.

2. *What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

3. *I have submitted my CV. What happens next?*

Wicklow County Council will carry out an eligibility check on all CV's to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. 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/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

4. *What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

5. *What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

6. *How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?*

Wicklow County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form 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, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing wccrecruitment@wicklowcoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



www.wicklow.ie



recruitment@wicklowcoco.ie



@wicklowcoco



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