



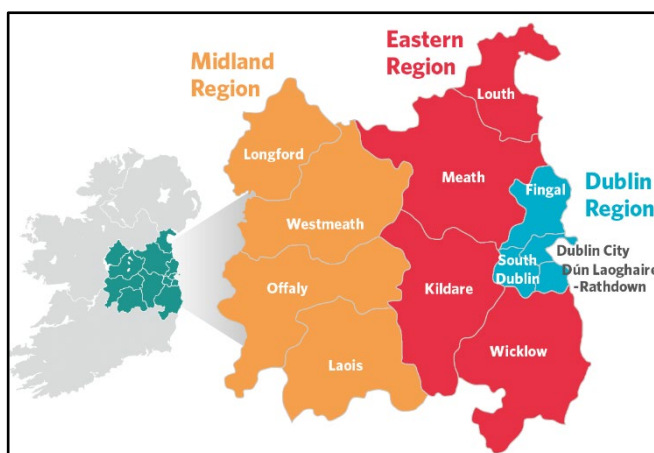
**Tionól Réigiúnach an
Oirthir agus Lár Tíre
Eastern and Midland
Regional Assembly**

Information Booklet Executive Planner

Employer :	Eastern & Midland Regional Assembly
Post Title :	Executive Planner - Local Authority Grade
Office Location :	Ballymun, Dublin 9
Closing date:	5pm on the 1st of July 2025
Duration:	Permanent contract

Who we are:

The Eastern and Midland Regional Assembly was established under the Local Government Reform Act 2014 and has a statutory role in the regional government structure for the 12 Eastern and Midland local authorities. These are the local authorities of Dublin City, South Dublin, Dún-Laoghaire Rathdown, Fingal, Wicklow, Kildare, Meath, Louth, Westmeath, Laois, Longford and Offaly.



The main roles of the Assembly are to:

- Prepare, adopt and implement the Regional Spatial and Economic Strategies (RSES)
- Participate in the design and delivery of EU funding programmes, notably the EU Just Transition Fund
- Identify, participate and co-ordinate EU projects
- Support the national delegation to the Committee of the Regions (CoR)
- Oversee and support the Irish Regions European Office (IREO) in Brussels
- Support the work of the National Oversight and Audit Commission

The RSES was adopted in June 2019 and is a strategic plan and investment framework to shape future growth throughout the Region. A primary statutory objective of the RSES is to support the implementation of the National Planning Framework (NPF), aligning with the investment priorities of the National Development Plan 2021-2030 (and thus Project Ireland 2040), by coupling new development with the requisite investment in services and infrastructure. The RSES is of critical importance for the delivery of Project Ireland 2040, given that it is the succeeding tier of policy delivery in Ireland. Subject to the enactment of planning legislation, 2025 will see the commencement of the review process of the RSES.

The Competition:

The Eastern and Midland Regional Assembly is currently inviting applications from suitably qualified persons for the post of **Executive Planner**. The Eastern and Midland Regional Assembly will, following the interview process, form a panel for the post of Executive Planner from which future permanent and temporary vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. Suitably qualified persons are invited to apply for inclusion on this panel.

The Role:

The Executive Planner will be responsible for implementing programmes of work in the Planning Section and for providing a multiplicity of planning and related services. The Executive Planner will be required to work closely with the Senior Planner and/or Senior Executive Planner to deliver a full range of services and implement policy decisions.

The **Executive Planner** will be a key member of the Planning team, tasked with assisting in the development and delivery of the Regional, Spatial and Economic Strategy (RSES). The Executive Planner will contribute to the development of core work areas including:

- The development and delivery of the review of the RSES in line with statutory timeframes.

- The implementation of the RSES including across the following thematic areas, or as identified under the review of the RSES:
 - Healthy Placemaking
 - Economic Opportunities
 - Climate Action
- Support the functions of the members of the Regional Assembly.
- Liaise, as necessary, with staff colleagues, with the other Assemblies and with the Department of Housing, Local Government and Heritage, Department of Enterprise, Tourism and Employment and other relevant Government Departments, local authorities, key agencies, professions, industry and other stakeholders.
- Develop and implement the RSES Economic Strategy including liaison with Regional Enterprise Plans (REPs).
- Development of Regional Monitoring role including engagement with the other Regional Assemblies.
- Represent the Assembly at meetings and conferences as required.
- Support the discharge of the Regional Assembly's statutory role in the preparation, implementation and variation of local authority development plans and Local Economic & Community Plans (LECPs).
- Such other duties as may be assigned by the Assistant Director/Senior Planner from time to time.

Essential Requirements

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, Training, Experience, etc.

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

- (a) Hold a qualification in Planning (at least level 8 on the National Framework of Qualifications);
- (b) Have at least five years satisfactory relevant experience of planning;
- (c) Possess a high standard of technical training and expertise; and
- (d) Possess a high standard of administrative experience.

Please supply copies of any certificates, diplomas, or degrees you may have with the application form.

And

Possess a full clean Class B driving licence and have access to his/her own vehicle.

Desirable requirements

It is desirable that candidates demonstrate through their application form and at interview stage that they have:

- Knowledge of current local and regional government issues, priorities and concerns and the strategic direction of regional government
- Understand national, regional, and local structures in Ireland, particularly as they relate to the planning function
- Knowledge of planning and related issues relevant to the EMRA
- Excellent interpersonal, communication and influencing skills
- An ability to work positively in a multi-disciplinary team environment with the confidence to participate and contribute
- Strong written and verbal communication skills with excellent report writing, presentation, editing and analytical skills
- Strong IT skills including knowledge of relevant applications such as GIS; Powerpoint, Word and Excel
- Data gathering and analysis skills
- Experience in compiling, preparing and presenting reports, presentations, correspondence, etc. This includes an ability to prepare and make presentations at Assembly Meetings
- Experience of analysing and considering new and emerging national and/or regulatory legislation, policies and guidelines in a planning context with a view to assessing the implications of such developments and responding to same
- Knowledge of all planning legislation, guidelines, practices, and key relevant European Directives
- Planning, operational and project management skills
- Time Management and organisational skills - an ability to achieve delivery of competing demands within prescribed timelines and deadlines
- An ability to work under pressure and maintain a solution-oriented mindset in dealing with a wide range of issues
- Evidence of planning and organising skills
- Evidence of self-sufficiency, being capable of evaluating proposals and identifying improvements on a proactive basis and adapting readily to change
- An ability to work on their own initiative
- An ability to manage deadlines and effectively handle multiple tasks
- A capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups
- A proven ability of Analysis and Decision Making, and Delivery of Results

Key Competencies

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

Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Planning Policy & Practice	Experience and detailed knowledge of the practical application of: <ul style="list-style-type: none">• Irish Planning legislation and key relevant European Directives, including associated procedures• Planning issues relevant to the Regional Assembly• Historical, emerging, and topical planning trends and issues in Ireland• Report writing and communication of a reasoned assessment or Recommendation• Health and Safety legislation
Delivering Results	Problem solving and decision making, particularly in situations of conflicting demands Organising work programmes and implementing solutions, working to deadlines Managing resources and achieving efficiency Taking responsibility for challenging tasks and delivery of same Delivering quality outcomes
Performance through People	Ability to establish positive relationships with the team and internal and external stakeholders Motivation and positivity as part of a team Leading and managing teams or projects Managing performance Communicating effectively Strong ability to negotiate and influence others Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
Personal Effectiveness	Knowledge of the role of Executive planner Resilience and personal well-being Integrity and public service values Personal motivation and initiative Managing time and workload effectively Understanding the structures and environment within which the local government sector operates Political awareness

Terms and Conditions

1. The Post

The post is whole-time and permanent.

2. Probation

There will be a 6-month probation period which may be extended to a year at the discretion of the Director.

3. Superannuation

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 65.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

Persons who become pensionable officers of a regional assembly who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 65.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration. The minimum age at which you may retire is allied with the State Contributory Pension age. The maximum retirement age is 70.

4. Salary

Salary shall be at Local Government rate for Executive Planner, the salary is currently €59,067 - €82,108 inclusive of long service increments.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage.

Persons who are not serving local authority employees on or after 1st January, 2011 will be based on the minimum of the scale.

5. Hours of work

35 hours per week. The successful applicant may on occasion be requested to work outside of normal office hours if necessary without additional remuneration. Flexi Leave arrangements may apply. The Assembly reserves the right to alter your hours of work from time to time.

6. Annual leave

Annual leave entitlement for the position will 30 days per year pro-rata.

7. Retirement

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

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

8. Residence

Post holders shall reside within a reasonable commutable distance of Ballymun, Co. Dublin. Applicants should note that there are blended working arrangements in place that may be discussed upon appointment. The Director of the Eastern & Midland Regional Assembly reserves the right to assign the post holder to any premises, now or in the future subject to reasonable notice.

9. Driving Licence

Holders of the post shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify the Assembly.

10. Start date

The Eastern and Midland Regional Assembly shall require a person to whom an appointment is offered to take up such appointment 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 Assembly in its absolute discretion may determine, the Assembly shall not appoint them.

IMPORTANT NOTICE

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 to be agreed with the successful candidate.

11. How to apply

Application forms are available for download on www.emra.ie. Only applications received by email and on the official application form will be accepted. Emails should be addressed to recruitment@emra.ie only and must be received no later than **5pm on the 1st of July 2025**. Application forms received after the closing date will not be accepted.

Selection will be by means of a competition based on a competency based interview conducted by the Assembly. The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of essential requirements and level of experience. Shortlisting will be on the basis of information supplied on the application form.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Assembly that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise.

Applicants should hold themselves in readiness for interview provisionally in July/August 2025.

12. Special Needs

Candidates who indicate on their application that they have special needs will be required to submit a psychologists/medical report to the Assembly. A determination, if any, will be made by the Assembly on appropriate accommodations to be made for individual candidates, during the selection process.

13. Data Protection

BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

The basis for processing your personal data is to progress your application for the position you have applied for with the Eastern and Midland Regional Assembly under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

SHARING OF INFORMATION

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your personal HR file.

STORAGE PERIOD

The Eastern and Midland Regional Assembly is committed to protecting the personal data of all applicants. In accordance with the sectoral records retention recommendation set by the Local Government Management Agency, we retain recruitment records for a period of 18 months. This retention period is necessary to comply with legal obligations and to defend against any potential claims that may arise. All personal data is securely held during this period and will be disposed of in accordance with our data protection policy once the retention period has elapsed. We ensure that all data processing activities are conducted in compliance with GDPR and the Data Protection Act 2018. Should you be successful at interview and take up a post within EMRA your application will form part of your employee file and will be retained for the duration of your employment and the retention period of 7 YEARS following departure from the organisation.

If you do not furnish the personal data requested, the Eastern and Midland Regional Assembly will not be able to progress your application form for the competition.