



Executive Planner

Information for Candidates

August, 2025



About Fingal County Council

Fingal is a highly attractive place to live, work, visit and do business. It comprises a geographical area of 450 sq.km stretching from Balbriggan in the north, to Blanchardstown in the west and to Howth in the east. The area is defined by the diversity of its landscape and settlement patterns with rural, urban and suburban locations all rolled into one county. There is 88kms of coastline, three large protected estuaries and salt marsh habitats and 13 major beaches.

Fingal County Council is one of the county's major local employers and currently employs approximately 1,600 staff. The Council is mandated to deliver a diverse range of functions and services which can be broadly described under the headings of the provision of physical and social infrastructure, housing, economic and tourism development, community development, recreation and amenity services and the management of the planning and environmental regulatory framework. The role of the County Council as provided for in law is to represent, lead and serve the communities of Fingal.

The purpose of this recruitment campaign is to form a panel for Fingal County Council from which permanent and temporary posts may be filled at Assistant Planner Grade as vacancies arise.

1. The Role

This position is within the Planning Department reporting to the Senior Executive Planner, Senior Planner and/or other employee nominated by the Chief Executive. The Executive Planner is responsible for managing elements of the Planning Department and providing a multiplicity of services to Local Authorities. Reporting to the appropriate line manager, the Executive Planner will be responsible for the efficient management of their prescribed work area within the planning or related function. The Executive Planner will be required to work closely with service departments to deliver the full range of services and implement local policy decisions.

Executive Planner positions are multifaceted and may include some, or all, of the following key service areas:

- Development Management
- Enforcement
- Forward Planning Development
- Public Realm/Strategic Projects

2. Duties

The Executive Planner role and responsibilities include but are not limited to the following:

- Assessment of planning applications and pre-application proposals against the Council's policies and provide recommendations and policy responses as required;
 - Assisting in the preparation, implementation and monitoring of Development Plan/Local Area Plan/ Public Realm Projects and Schemes and in the preparation of reports on these matters for the Chief Executive and the Council;
 - Assisting in monitoring and reporting on implementation progress, including gathering/analysis of development and market activity;
 - Mentoring of other staff;
 - Liaising and working with relevant statutory bodies on various aspects of planning;
 - Assisting in the procurement and management of consultants;
 - Any other associated duties as may be assigned from time to time.
- These duties are indicative rather than complete and are carried out under general guidance.

3. Qualifications and Requirements of the Post

CHARACTER

Each candidate must 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.

Candidates must on the latest date of receipt of completed application forms have:

- (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 work;
- (c) possess a high standard of technical training and expertise; and
- (d) possess a high standard of administrative experience.

Desirable Qualifications:

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

- Have a track record of delivery results;
- 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;
- Have excellent interpersonal, communication and influencing skills;
- Have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace;
- Possess a full clean driving licence.

4. Particulars of Employment

The employment is wholetime, permanent and pensionable. Persons who become pensionable employees 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 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 dependent or qualified children).

Persons who become pensionable employees 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 employees 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.

PROBATION

- (a) there shall be a period after such employment takes effect during which such persons shall hold such employment on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold employment 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

€59,658 – €61,829 – €64,000 – €66,175 – €68,349 – €70,521 – €72,696 – €74,857 – €77,043 – €79,209 €81,706 (LSI1) – €82,929 (LSI2) per annum.

Persons who are not serving local authority employees will be based on the minimum of the scale.

Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their post or in respect of any services which they are required by or under any enactment to perform.

HEALTH

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, before they are employed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Local Authority.

RETIREMENT AGE

The retirement age is 70 years.

RECRUITMENT

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time, having regard to the likely number of vacancies to be filled.

Selection will be by means of an interview conducted by or on behalf of the local authority. Candidates will be required to pay any expenses incurred by them in attending the interview.

Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualification declared for the post and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise.

The local authority shall require a person to whom employment is offered to take up such employment within a period of not more than 6 weeks and if he or she fails to take up the employment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not employ the person.