



Role Specification, Qualifications & Particulars

PPN Resource Worker (3 Year Contract) Competition No: 21-017

Closing Date: 4 p.m. on Friday 26th February 2021

Cork County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for **PPN Resource Worker** filled.

The information in this document is specific to the role and should be read in conjunction with Cork County Council's Candidate Information Booklet ([link](#))

SECTION 1: THE ROLE

Cork County Council on behalf of Cork County PPN now wishes to recruit a Public Participation Network Resource Worker to support the work of the secretariat to develop the PPN in Cork County as an effective structure to promote public engagement and participation via the environmental, social inclusion and community & voluntary sectors in accordance with the relevant guidelines.

The Resource Worker will be a strongly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of the PPN.

Background

The establishment of the PPNs was a requirement under the reforms introduced through the Local Government Reform Act 2014. The purpose of the PPNs is to facilitate the engagement of the community and voluntary sector within the Council's decision-making structures. The PPN is the main link through which the local authority connects with the Community & Voluntary, Social Inclusion and Environmental groups in the local authority area.

Members of the local community interact with local government at different levels. The PPN facilitates input by the public into local government and other local structures that ensures the public participation and representation on decision-making.

Key Objectives of the PPN:

- Facilitates the participation and representation of communities in a fair, equitable and transparent manner through the community & voluntary, social inclusion and environmental sectors on decision making bodies, such as Local Community Development Committees, Strategic Policy Committees and the Joint Policing Committee.
- Strengthens the capacity of communities and of the community & voluntary, social inclusion and environmental groups to contribute positively to the community in which they reside/participate.
- Provides information relevant to the community & voluntary, social inclusion and the environmental sector and acts as a conduit for information flows to and from the community and local authority.

The Public Participation Network consist of the PPN member groups. The key decision-making body of the PPN is its Plenary, which is made up of representatives of all registered groups of the PPN. The PPN member groups elect an administrative committee called a Secretariat.

The PPN Resource Worker will operate under the direction of the Secretariat. The PPN Resource Worker shall also report to the Senior Executive Officer, Administrative Officer and/or Director of Service of the Community Development section or any other person as designated.

The role

The role of the Resource Worker is to work on behalf of the Plenary to support the development of plans and actions on behalf of the PPN and to put them in place.

The Resource Worker will organise meetings and events for Members, Secretariats and other stakeholders, promote the PPN and encourage membership, organise community consultations and identify and organise training to meet the needs of the PPN Member Groups to build their capacity to engage fully in participation.

The day to day activities of the Resource Worker in delivering the PPN objectives are facilitated and enabled by the Secretariat on behalf of the Plenary within the structures set out in (the PPN) Handbook, in respect of their work on behalf of the PPN. They work independently of the Local Authority and are answerable only to the PPN Secretariat in carrying out their PPN work.

PPN Handbook, (Department of Rural and Community Development, 2020)

SECTION 2: DUTIES

The duties require specific qualifications, skills, experience, and expertise in Community Development. It also requires administrative and project management skills.

- Support the Secretariat to develop an integrated workplan to meet specific objectives.
- Support the Secretariat by organising, facilitating and attending meetings, providing reports and any other reasonable tasks as directed.
- Administration of meetings including inter alia, the taking of and circulation of minutes, preparation and circulation of agenda and responding to actions arising from meetings.
- Networking and collaborating with the Local Authority and other statutory bodies to develop the PPN as the reference point for the environmental, community & voluntary and social inclusion colleges in the county and to further the aims of the PPN.

- Co-ordinate the nomination and election process for representative on to Boards and Committees, including liaison with the requesting body.
- Support elected PPN representatives in their work, and in particular facilitating effective feedback between them and their linkage group and the wider PPN.
- Manage the PPN database as an active and accurate register of all member groups.
- Assist with the induction, training and management of a PPN Support Worker.
- Provide administrative support to the Secretariat of the PPN .
- Provide developmental support to the PPN, including
 - Advising the Secretariat on appropriate responses to calls for their participation in various consultations, committees etc
 - Devising materials to be used in responding as directed by the Secretariat, including online consultations, public meetings, workshops, surveys etc
- Collating information of relevance to the PPN and disseminating it to the Public Participation Network member groups
- Facilitate the development of the 'PPN Community Well-being Vision for this and future generations.'
- Designing training interventions
- Identify, source and manage the resources necessary (human, financial and material) to implement the workplan.
- Complete all relevant funding and recoupment applications and reports as required for Cork County Council, including financial accounts
- Organise consultation events and facilitating workshops at same. This will include the PPN Plenary held at least once a year.
- Promote the PPN by maintaining website, social media and issuing newsletter
- Facilitate linkages between the PPN and other organisations which support the community and voluntary sector
- Manage the PPN's budget in order to maximise the effectiveness of the PPN in decision-making.
- To participate in the National Resource Worker network
- Any other duties which may be assigned from time to time

SECTION 3: ELIGIBILITY CRITERIA / QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. 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.

3. Experience

Each candidate must, on the latest date for receipt of completed Application Forms have the following;

- If a serving employee, must have satisfactory experience at a level not lower than that of Assistant Staff Officer or at least two years satisfactory experience in a post of Clerical Officer or in an analogous post.
- A good understanding of the Public Participation Network and its purpose.
- Knowledge and understanding of public participation and in particular, the barriers to participation of socially excluded groups.
- Knowledge and experience of the community and voluntary, environmental, and social inclusion colleges.
- Knowledge and understanding of public policy development and relevant structures at local authority level.
- Possess good inter-personal, communication and organisational skills and the ability to develop good working relationships with staff and local communities.
- Strong analytic, report writing, strategic, organisational, governance, financial skills.
- Have the ability to work in direct contact with a diverse range of agencies/bodies.
- Have a high level of self-motivation, ability to work on own initiative and as part of a team where necessary.
- Excellent facilitation skills.
- Leadership and people management skills in a paid or voluntary capacity.
- The ability to make decisions and solve problems.
- The ability to plan and prioritise work.
- Openness to change and the desire and ability to ensure that best practice standards are pursued and maintained.
- Excellent IT skills, MS Word, Excel, and PowerPoint.
- Experience in use of social media and website maintenance.
- Hold a full driving licence for class B vehicles and should have access to the use of a car.

Desirable Criteria:

- A Relevant 3rd level qualification in Community Development or similar/equivalent.
- A minimum 3 years' community development experience, or experience working with the 'not for profit' sector.
- A knowledge of CRM software/Salesforce (training will be provided for this).
- Project management experience and the ability to manage multiple projects simultaneously.

The ideal candidate shall be:

- Highly self-motivated.
- An excellent communicator.
- Able to work with and bring together the varied interests of the community and voluntary sector, elected representatives and Council officials.

SECTION 4: COMPETENCIES

This is a competency based competition and the interviews will be competency based. The competencies listed are the competencies for this post. Candidates will be expected to demonstrate **sufficient evidence within their application form** of competence under each competency. **Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form.**

A candidate must possess the following competencies:-

Leadership Potential	<ul style="list-style-type: none">• Is flexible and willing to adapt, positively contributing to the implementation of change• Contributes to the development of policies in own area and the broader Department/Organisation• Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way• Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others• Formulates a perspective on issues considered important and actively contributes across a range of settings
-----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Analysis & Decision Making	<ul style="list-style-type: none"> • Is skilled at policy analysis and development, challenging the established wisdom and adopting an open-minded approach • Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/date (written and oral) • Uses numerical data skilfully to understand and evaluate business issues • Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions • Sees the logical implications of taking a particular position on an issue • Is resourceful and creative, generating original approaches when solving problems and making decision
Interpersonal & Communication Skills	<ul style="list-style-type: none"> • Communicates in a fluent, logical, clear and convincing manner verbally and in writing • Is able to listen effectively and develop a two-way dialogue quickly • Maintains a strong focus on meeting the needs of internal and external customers • Effectively influences others to take action • Works to establish mutual understanding to allow for collaborative working • Works effectively

SECTION 5: TENURE

The position is Temporary and Full-time. The contract duration is three years.

A panel may be formed to fill this position. Appointment to Cork County Council is governed by the Public Service Management (Recruitment and Appointments) Act 2004.

The local authority shall require person to whom an appointment is 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, the local authority shall not appoint them.

SECTION 6: SALARY

The Salary scale for the post is: Grade 5 Staff Officer €43,633 -€52,401 per year

€43,633 – €45,020 – €46,409 – €47,798– €49,185 - (Maximum); €50,794 (1st LSI) (after 3 years satisfactory service on the Maximum); €52,401 (2nd LSI) (after 3 years satisfactory service on the 1st LSI)

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office 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 office or in respect of any services which they are required by or under any enactment to perform. The contract may be terminated at any time subject to normal legal requirements.

SECTION 7: LOCATION OF POST

The positions will be based initially in the Business Growth Hub, County Hall Campus. Changes in location of employment will not result in payment of disturbance money or compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

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

SECTION 8: WORKING HOURS

The working hours at present provide for a five day, thirty seven hour working week. The office is wholetime/fulltime only. Some evening & weekend work will be required for this role for which time-in-lieu will be allowed on an hour for hour basis.

SECTION 9: ANNUAL LEAVE

The current annual leave entitlement is 30 days per annum. Cork County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977(as amended).