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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Healthy County Co Ordinator**

**ComhOrdaitheoir Contae Sláintiúil**

**(Contract Position)**

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services.

Kerry 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 Kerry, 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.

The 2021 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 and capital expenditure in the region of €150 million is proposed for 2021.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

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| **The Position** |

The Healthy Cities project is a global World Health Organisation (WHO) movement set up in 1986 and involves Local Authorities working to improve health and wellbeing through political commitment, working in partnership with local stakeholders and supporting innovative projects.

A healthy city or a healthy county works to:

* improve health and wellbeing by creating and continually improving its physical and social environments
* develop community resources that help people to support each other and achieve their potential

Accredited to the World Health Organisation, the National Healthy Cities and Counties of Ireland Network (the Network) was launched in November 2016. The aim of the National Healthy Cities and Counties of Ireland Network is to develop a structure to support Local Authorities to implement the Healthy Ireland Framework.

The National Healthy Cities and Counties of Ireland Network aims to:

* promote lifelong health and wellbeing,
* provide a means where local issues can influence national policy, and
* provide a voice for Ireland in the WHO Network of European National Healthy Cities Networks.

The Network is a key enabler of the Healthy Cities initiative both locally and nationally. All Local Authorities are either a member of the Network or are in the process of becoming a member.

Healthy Ireland is a Government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund, funded under the strategy is a key enabler of the Healthy Cities initiative and since 2017 the Department of Health has provided three rounds of funding under the Healthy Ireland Fund. The purpose of the fund is to support Local Community Development Committees (LCDCs) in delivering actions which will improve health and wellbeing, in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025.*

This Framework is the national framework for action to improve the health and wellbeing of the people of Ireland. The Framework aims to bring a concerted focus on life-long wellbeing, prevention of illness, seeks to reduce health inequalities, address the settings in which health and wellbeing is impacted, and emphasises the need to empower people and communities to better look after their own health and wellbeing.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework. Round three of the Fund will be finishing in May 2022, with round four to commence thereafter.

Reporting under the general direction of a Director of Service, the Healthy County Co Ordinator will:

* support the local health and wellbeing agenda through collaboration and coordination with relevant and complementary programmes, initiatives, and organisations
* coordinate the Healthy Cities project in the catchment area
* lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

The Healthy Kerry programme is administered through Kerry County Council. In April 2021, the [Healthy Kerry Framework (2021-2027)](https://www.healthykerry.ie/wp-content/uploads/2021/04/Healthy-Kerry-Framework-FINAL.pdf) was launched with the aim of guiding the work of the Healthy Kerry programme over the coming years. The three strategy pillars of this Framework include:

1. Building Healthy Communities
2. Wellbeing in the Workplace
3. Policy Frameworks

This Framework is designed to support the implementation of the national [Healthy Ireland Framework (2013-2025)](https://assets.gov.ie/7555/62842eef4b13413494b13340fff9077d.pdf) in Kerry. The vision for a Healthy Kerry, is in line with the national vision, that everyone in the county can enjoy physical and mental health and wellbeing to their full potential, where wellbeing is valued and supported at every level of society and is everyone’s responsibility.

**Appointments:** Subject to the availability of suitability qualified candidates a panel will be formed on the basis of this competition (including interview), from which offers of employment may be made.

The position is full-time, to be filled on a three-year fixed term contract.

**Salary:** €49,530 - €60,512 with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 37 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post.

 A flexible working hours system is in operation.

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| **The Person** |

The Healthy County co Ordinator will work as part of a multi-disciplined team and provide support across the service area.

He/She will be required to report to their appropriate line manager, assist the management team as may be required, and deal with various internal and external stakeholders including Elected Members in respect of the County.

**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.

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their own 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.

**Education/ experience, etc.:**

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

* Relevant professional experience working in a management/coordination role in community, local development or health promotion sectors.
* A background and prior work experience in community development, health promotion, social sciences or in other fields where social relationships are of utmost importance.
* A good understanding of the social determinants of health across the community, voluntary and statutory sector
* An understanding and experience of working in socially disadvantaged communities , socially excluded groups and of health and wellbeing/health promotion strategies.
* Experience of networking, representing and working collaboratively across statutory, community/voluntary and volunteer led organisations.
* Experience supporting organisations to deliver actions, outputs and outcomes.
* Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

**Desirable, though not essential:**

* A relevant third level qualification, in the area of health promotion or in a related area e.g., education, community development, public health, social care
* Strong leadership and project management skills.
* Strong understanding and experience of programme planning and service delivery.
* Excellent communication skills, including written communication and an aptitude for report writing and social media skills.
* Ability to work simultaneously at both strategic and operational level.
* Excellent collaborative, networking, representation and relationship-building skills.
* Ability to negotiate and handle difficult situations.
* Experience in reporting to Pobal.
* Financial administration and budgeting skills.
* Data management and IT skills.

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| **Duties & Responsibilities** |

The Healthy County Co-ordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Kerry County Council for the advancement of the local health and wellbeing agenda.

Such duties will include, but are not limited to, the following:-

* lead, embed and continuously advance the health and wellbeing agenda in county Kerry in line with County Development Plans, Local Economic Community Plans, and other related plans
* develop strategies and plans to ensure the implementation and evaluation of the key elements of the role (in line with Service Level Agreement (SLA)
* ensure that the development of the County Healthy Ireland Plan commences and is completed, with the findings informing key policies and other planning processes including the Local Economic Community Plan
* provide an annual plan in conjunction with the Department of Health (DoH) and Kerry County Council Line Manger, and provide for an annual review
* co-ordinate the overall planning delivery of Healthy Ireland Round 4, including development of the Programme of Work for Healthy Ireland Round 4, monitor and review progress of the Healthy Ireland Round 4 approved Programme of Work, and meeting all reporting requirements
* engage with colleagues across the local authority to ensure the functions being undertaken by the Healthy County Co-ordinator are integrated into the wider community initiatives being undertaken by Kerry County Council
* promote co-ordination between, and establish links with, community, voluntary and public sector bodies operating within the catchment area as it relates to health and wellbeing initiatives and outcomes
* promote Healthy Ireland and other relevant initiatives within the county amongst the local community, key target groups, state agencies, voluntary organisations, local businesses, and elected representatives
* collaborate with and support complementary health and wellbeing initiatives under relevant and aligned funding streams, including Sláintecare Healthy Communities Programme
* progress the county’s membership and participation in the Healthy Cities and Counties Network, and lead the implementation of Healthy Ireland County/City strategies locally
* participate in and exchange experiences with Healthy Cities Networks nationally and internationally
* promote awareness of and drive the Healthy Ireland agenda
* collaborate with and support communities to improve their health and well-being and build their capacity for undertaking actions that can both improve health and strengthen community assets
* create and maintain the health profile of the county
* use evidence, data, local health profiles, and the Healthy Ireland Outcomes Framework to inform local priorities and the Healthy Ireland Round 4 Programme of Work
* apply a social determinants of health lens to service planning and local health and well-being agenda
* liaise with the local CYPSC Coordinator to ensure overall coherence of all Healthy Ireland funded actions in catchment area
* support the LCDC/CYPSC Healthy Ireland sub-group to carry out their oversight role
* provide networking events and shared learning opportunities for all project stakeholders
* develop and implement a communications strategy to highlight activities, strategies and learning from the Fund
* identify opportunities for collaboration at local, regional, and national levels including opportunities for match funding and resourcing
* other duties as the Chief Executive may assign to the role so as to promote lifelong health and wellbeing in the community

**Reporting**

* ensure compliance with all required local authority financial, management and governance reporting requirements
* collect, maintain, and update relevant data
* work with project partners to ensure that they are aware of and fulfil their reporting requirements
* ensure overall non-financial and financial reporting to Pobal/Department of Health is complete and submitted in a timely manner
* prepare short report updates for all LCDC and CYPSC meetings

**Governance**

Ensure the Healthy Ireland Work Programme conforms with all policies and procedures of Kerry County Council and in line with the Governance Framework

In addition, appointees will be required to:

* assist in the provision of prudent financial management, budgeting, and resource allocation
* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* attend training as required
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above. If an application is deemed valid, it will be considered for interview. Depending on the number of applications received, shortlisting may apply based on information supplied on the application form. Candidates will be expected to demonstrate enough evidence within their application form of competence under each competency.

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| Management and Change |
| Strategic Ability | * Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.
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| Networking and Representing | * Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.
* Demonstrates the ability to sustain a positive image and profile of the local authority.
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| Delivering Results |
| Problem Solving and Decision Making | * Demonstrates the ability to act decisively and make timely, informed and effective decisions.
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| Operational Planning | * Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.
* Demonstrates the ability to establish high quality service and customer care standards.
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| Communicating Effectively | * Demonstrates the ability to recognise the value of and requirement to communicate effectively
* Demonstrates effective verbal and written communication skills
* Demonstrates good interpersonal skills.
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| Personal Effectiveness |
| Personal Motivation, Initiative and Achievement | * Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.
* Does more than is required or expected, anticipating situations and acting to pre-empt problems.
* Creates new opportunities.
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| Resilience and Personal Well Being | * Demonstrates appropriate and positive self-confidence.
* Operates effectively in an environment with significant complexity and pace.
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| Knowledge & Understanding of the role/of local government |
| Knowledge & Understanding of Role | * Demonstrates understanding of the role of Healthy City/County Coordinator in the context of wider local authority service delivery
* Demonstrates knowledge& understanding of the structure and functions of local government
* Demonstrates knowledge of current local government issues, future trends and strategic direction of local government
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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the key competencies outlined above and will be assessed and marked on the basis how they demonstrate their knowledge, skills, and experience at interview.

Interviews may be conducted via in-person or remote means as determined most suitable by Kerry County Council at the time.

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview.

Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue, or misleading information will result in disqualification from the competition, withdrawal of employment offered, or dismissal.

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to recruitment@kerrycoco.ie and must be received before **5.00pm on Thursday 21 April 2022.**

Please ensure that **Healthy County Co Ordinator** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**IS FOSTAITHEOIR COMHDHEISEANNA Í CHOMHAIRLE CONTAE CHIARRAÍ**