



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Healthy Ireland Coordinator

Information for Candidates

April, 2022

1. The Position

The Healthy City/County Co-ordinator is a key role in Local Authorities for the advancement of the local health and wellbeing agenda. The coordinator will be a central resource for driving the local health and wellbeing agenda through the implementation of both the local Healthy Cities and Counties initiative and the local Healthy Ireland programme.

Round 4 of Healthy Ireland will be multi-annual and outcomes focussed. The HI Coordinator will therefore be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy Coordinator 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; and lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

2. Role, Duties and Responsibilities

The Healthy Ireland 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 Donegal County Council for the advancement of the local health and wellbeing agenda

The Healthy Ireland Coordinator will report to the (Senior Executive Officer, Community Development) or any other officer as designated by the Chief Executive.

Such duties include inter alia:

- Lead, embed and continuously advance the health and wellbeing agenda in the relevant Local Authority 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.

- To provide an annual plan in conjunction with the Department of Health (DoH) and Local Authority Line Manger and provide for an annual review.
- Coordinate 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 your local authority to ensure the functions being undertaken by the Healthy County Co-ordinator are integrated into the wider community initiatives being undertaken by the local authority.
- 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 Counties Network and lead the implementation of Healthy Ireland County strategies locally.
- Participate in and exchange experiences with, Healthy Cities Networks nationally and internationally
- Promote awareness of and drive the Healthy Ireland agenda in the relevant Local Authority context.
- Collaborate with and support communities to improve their health and well-being and building 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 LCD/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.
- Such 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 the Local Authority and in line with the Governance Framework.

3. Qualifications

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Doctor prior to appointment.

(c) Education, training, 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.

(d) A Competency model has been developed at National Level for the role of **Healthy Ireland Coordinator**. Candidates are expected to be able to demonstrate in their application form that they possess these competencies through the experience and skills they have gained to date as follows:

Management and Change	
Strategic Ability	<ul style="list-style-type: none"> • Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.
Networking and Representing	<ul style="list-style-type: none"> • 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.
Delivering Results	
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Demonstrates the ability to act decisively and make timely, informed and effective decisions.
Operational Planning	<ul style="list-style-type: none"> • 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.
Communicating Effectively	<ul style="list-style-type: none"> • Demonstrates the ability to recognise the value of and requirement to communicate effectively • Demonstrates effective verbal and written communication skills • Demonstrates good interpersonal skills.
Personal Effectiveness	
Personal Motivation, Initiative and Achievement	<ul style="list-style-type: none"> • 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.
Resilience and Personal Well Being	<ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Operates effectively in an environment with significant complexity and pace.

Knowledge & Understanding of the role/of local government	
Knowledge & Understanding of Role	<ul style="list-style-type: none"> • 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

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Healthy Ireland Coordinator. A panel will be formed from which vacancies of a permanent or temporary nature will be filled.

(b) Probation

Successful candidates shall be required to be on probation for an initial period at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is €49,040 minimum to max point LSI2 €59,913 (as per Circular EL 02/2022).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New Entrants will commence on the minimum point on scale.

(d) Base

The base for the post shall be as determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Healthy Ireland Coordinator **may** involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

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

(f) Working Hours

The normal hours of work will be 37 hours per week.

The role will involve flexible working hours and will include evening and weekend work.

The Council reserves the right to alter the hours of work from time to time.

The working Hours may be subject to change at discretion of Donegal County Council.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Donegal County Council is satisfied that such a person fulfils the requirements of the position.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants)

in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **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 for, 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 Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie