



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of: **Biodiversity Officer**

Closing Date: 4.00pm Thursday 16th July 2026

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Biodiversity Officer Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the Northwest of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

The Biodiversity Officer will promote, manage and co-ordinate biodiversity related activities in the county. The Biodiversity Officer will play a pivotal role in the preparation, the ongoing review and implementation of the Leitrim Biodiversity Action Plan. The role involves activation of local communities, businesses, schools, and all interested stakeholders and raising awareness of biodiversity in County Leitrim and requires an ability to engage with the public as part of a team within Leitrim County Council. The Biodiversity Officer will be responsible for drafting and implementing any future plans in relation to biodiversity and will also be responsible for making funding applications and project delivery in relation to biodiversity.

The 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. Citizenship

Candidates must, by the date of any job offer, be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway;

or

(b) A citizen of the United Kingdom (UK);

or

(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons;

or

(d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa;

or

(e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa

or

(f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. Education and Experience

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

- (a) Hold a recognised degree (at least level 8 in the National Framework of Qualifications) in a subject relevant to biodiversity including but not limited to environmental science, ecology, earth/natural sciences, zoology, botany or natural resources management**;
- (b) After attaining the qualification, have at least five years' relevant satisfactory experience of scientific work in biodiversity, sustainable development goals, biodiversity, energy and climate action;
- (c) Possess a high standard of technical training relevant to the areas of natural sciences and natural resource management; and
- (d) Have a satisfactory knowledge of public service organization or the ability to acquire such knowledge.

**** Please ensure that confirmation of your recognised degree qualification (at least Level 8 in the National Framework of Qualifications) in a subject relevant to biodiversity from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence, and have access to their own motor vehicle, and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall Have:

- Career record that demonstrates satisfactory scientific experience relevant to the Biodiversity Officer role.
- Experience of habitat management, surveying and mapping, data management and analysis methods using a variety of software including Geographic Information Systems (GIS).
- Ability to work within multi-disciplinary teams and also capable of working on his/her own initiative.
- Excellent interpersonal and communication skills and the ability to engage with stakeholders.
- Ability to build networks and successfully influence key internal and external stakeholders.
- Strong organisation and ICT skills.
- Good knowledge and awareness of health and safety legislation and safety regulations and guidelines.
- Ability to manage deadlines and effectively handle multiple tasks.
- Track record of delivering results.
- An understanding of Local Authority services and structures in Ireland, or the ability to quickly acquire same.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** 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:

Management & Change:	<ul style="list-style-type: none"> • Can translate strategy into operational plans and outputs. • Displays the ability to think and act strategically. • Demonstrates innovation and creativity to secure successful outcomes. • Has a clear understanding of the political reality and context of the organisation. • Develops and maintains positive, productive and beneficial working relationships with a range of stakeholders. • Builds networks of technical and professional contacts. • Fully implements safe systems of working in line with Safety Management System. • Effectively manages the introduction of change and overcomes resistance to change.
Delivering Results:	<ul style="list-style-type: none"> • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. • Plans and prioritises work and resources effectively. • Is aware of and understands relevant legislation, regulations, and policies. • Can pinpoint critical information and can address issues logically. • Understands the context and impact of decisions made. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Promotes the achievement of quality outcomes in delivering services. • Evaluates outcomes, identifies learning and implements improvements required.
Performance Through People:	<ul style="list-style-type: none"> • Leads, motivates and engages others, individually and in teams, to achieve quality results. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Empowers and encourages people to deliver their part of the operational plan. • Recognises the value of communicating effectively and actively listens to others. • Has highly effective verbal and written communication skills. • Presents ideas clearly and effectively to individuals and groups. • Establishes positive relationships with their team, internal and external stakeholders. • Strong ability to negotiate and influence others.
Personal Effectiveness:	<ul style="list-style-type: none"> • Demonstrates an understanding of the role of Biodiversity Officer in the local authority context. • Demonstrates the range and depth of experience, specialist knowledge and training relevant to the role. • Keeps up to date with current developments, trends and best practice in their area of expertise and responsibility. • Maintains a positive, constructive and enthusiastic attitude to their role. • Takes initiative and seeks opportunities to exceed goals. • Is self-motivated and persistent when faced with difficulties and obstacles. • Manages time and workload effectively. • Has a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

Principal Terms and Conditions:

The Office is **wholetime, permanent and pensionable**. A panel will be formed from which permanent Biodiversity Officer vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties:

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

Under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of a technical, administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The local authority sector recognises that in order to support our communities, local enterprises and the wider public sector to deliver on climate policy ambitions, there needs to be a consistent focus on building internal capacity and enabling organisational culture change.

The Biodiversity Officer will report to the Climate Action Coordinator or such other officer as designated by the Chief Executive. The Biodiversity Officer will drive organisational change initiatives, enabling effective delivery, while building capacity across the partnerships local authorities work with.

The principal duties of the post may include, but will not be limited to the following:

- Prepare, manage and implement a Local Authority Biodiversity Action Plan in parallel with the County Leitrim Heritage Plan and with cross-referencing to the Local Authority Climate Action Plan.
- Establish a County Biodiversity Working Group
- Facilitate the implementation of government initiatives in relation to biodiversity and national plans and programmes that are developed to support the implementation of the National Biodiversity Action Plan, such as the All-Ireland Pollinator Plan
- Advise Leitrim County Council on biodiversity related issues, and the Local Authority's obligations in relation to protecting and enhancing biodiversity, as appropriate
- Work with Leitrim County Council staff in advancing the protection and enhancement of biodiversity and support ecosystem services within the Local Authority Area
- Assist Leitrim County Council departments in integrating biodiversity protection and enhancement into their actions and policies, for example through training, supporting information dissemination etc
- Promote new biodiversity initiatives based on best conservation practice
- Work with Leitrim County Council led projects and provide advice to colleagues on the management of ecological resources such as urban woodlands, wetlands, parks, verges, wild flora grasslands and open areas in a biodiversity-friendly manner
- Raise awareness of biodiversity, natural capital and ecosystems services and issues affecting biodiversity with a broad range of groups

- Commission biodiversity related research, audits and surveys and provide data obtained to the NBDC and NPWS in a suitable format for reporting purposes
- Apply for and deliver biodiversity projects under the Heritage Council funding and National Biodiversity Action Plan and other available sources of funding
- Work closely with the County Heritage Officer and Climate Action Unit on a programme of public engagement for biodiversity through Field Clubs, Environmental Groups/NGOs, National Heritage Week, Climate Action Week, Summer Schools and other public events
- Support the Irish Environment Network and Community Groups in Leitrim to hold events in the county for National Biodiversity Week
- Be an active participant/member in the County Heritage Forum, and whole-of-Council Climate Action Committee
- Assist Leitrim County Council in fulfilling its remit with regard to Appropriate Assessment, including providing in house advice to Council departments, engaging consultants, etc.
- Facilitate and co-ordinate the implementation of the All-Ireland Pollinator Plan, taking consideration of the EU Biodiversity Strategy 2030
- Undertake any other duties and responsibilities appropriate to the post other than those listed above as may be required and as may be designated from time to time
- Take instructions from and report to an appropriate Officer as may be assigned from time to time by Leitrim County Council.

These duties are indicative rather than exhaustive and outline the main functions and responsibilities of the post of the Biodiversity Officer and may be subject to change in the future. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Leitrim County Council.

2. Salary:

The Salary scale for the post of Biodiversity Officer, analogous to Executive Engineer, (Scale effective from 1st June 2026) is within the range:

**€60,858, €63,071, €65,286, €67,505, €69,722, €71,938, €74,157, €76,362,
€78,591, €80,801, €83,348 (LSI1), €84,596 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Rate of remuneration may be adjusted from time to time in line with Government Policy.

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 services which they are required by or under any enactment to perform.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Health

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to a permanent position, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

7. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. The role will involve flexible working hours and may include evening and weekend work.

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

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

8. Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of

superannuation to contribute to the local authority at the rate of 1.5% of 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 dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

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 Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and 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 Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

13. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than 12 months from the date of formation of the panel.
- (v) The local authority 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (**Email: jobs@leitrimcoco.ie**)

Completed Application Forms (inclusive of all required documentation) must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by **4:00 p.m. on Thursday 16th July 2026** via email only to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote **'Biodiversity Officer Application'** followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.