

DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire-Rath an Dúin

EXECUTIVE ARCHITECT - OPEN (007368)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

3. EDUCATION, EXPERIENCE, ETC.

Candidates shall:

- (a) Hold a professional qualification in Architecture that is prescribed under the Building Control Act 2007, or a qualification in Architecture that is equivalent to a qualification so prescribed;
- (b) Be eligible for registration as an Architect under the Building Control Act 2007 without requiring further assessment. Any appointment will be subject to registration under the Act;
- (c) Have at least four years' satisfactory experience of architectural work;
- (d) Have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specification; and
- (e) Have a satisfactory knowledge of public service organisation.

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Comhairle Contae Dhún Laoghaire-Rath an Dúin

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JOB DESCRIPTION

THE JOB:

The Executive Architect will work as part of a team within the Architects' Department. Reporting to a Senior Executive Architect or a Senior Architect, or such designated person(s) as may be assigned from time to time, he/she will assist in the delivery of a programme of architectural work.

THE IDEAL CANDIDATE SHALL:

- possess strong professional knowledge and skills;
- have experience in the design of housing;
- have experience in urban design;
- have an ability to work independently;
- have an ability to work on his/her own initiative;
- have satisfactory experience supervising staff and be able to work within and lead, multi-disciplined teams and have the ability to motivate and encourage personnel under his/her control to achieve maximum performance;
- have strong interpersonal and communication skills;
- possess strong organisation skills;
- possess strong IT and presentation skills;
- have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the County Council operates and adhere to corporate policies, protocols and procedures;
- have good knowledge and awareness of the Building Regulations and the Building Control Act, and their application in the workplace;
- have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have the ability to manage financial resources within a budgetary control framework;
- have a satisfactory knowledge of public administration in Ireland and experience of Administration.

On the date of appointment the successful candidate must possess a current unendorsed full driving licence (Category A1, A and/or B) as he/she may be required to drive in the course of his/her duties.

JOB SPECIFICATION

The office is wholetime and pensionable. A panel may be formed from which permanent and temporary vacancies may be filled.

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 dependant 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.

SALARY:

€47,732; €49,467; €51,204; €52,944; €54,684; €56,422; €58,162; €59,893; €61,639; €63,372; €65,371 (1st LSI); €65,675 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning and Local Government

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011 will enter the scale for the position at the minimum point.

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

HOURS OF WORK:

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

ANNUAL LEAVE:

Annual leave entitlement for the position of Executive Architect is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say:

There shall be a period after such appointment takes effect during which such person shall hold office on probation;

Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;

Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

The period above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;

There will be assessment(s) during the probationary period;

DUTIES:

The duties of the office are to give the Local Authority and

- a) Such other Local Authorities or bodies for which the Chief Executive, for the purposes of the City and County Management 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 direction and supervision of the appropriate professional officer, such architectural or ancillary services of an advisory, supervisory or executive nature as may be required by any Local Authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the County Architect, or other appropriate supervisory and/or professional officer, in the supervision of the architectural or ancillary services of any of the foregoing Local Authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

The duties of the **Executive Architect** shall include:-

- working as part of a team to deliver a programme of new build and refurbishment projects and providing architectural services for the on-going development and management of the Dún Laoghaire-Rathdown County Council's building stock;
- managing your work, and the work of those reporting to you, to achieve agreed objectives to a high standard of design and technical quality and professional practice, to agreed timeframes;
- ensuring that all work is carried out in compliance with all relevant professional practice and industry standards and relevant public and Council policies;
- undertaking the role of Design and/or Assigned and/or Ancillary Certifier;
- ensuring that all appropriate records are established and maintained consistent with office procedures;
- managing your time appropriately so that the resource applied to projects is efficient and proportionate to the task;

- communicating effectively with client Departments, public representatives and/or the public as may be required;
- assisting with any office management tasks which may be assigned to you;
- acting in the role of Senior Executive Architect as required;
- carrying out such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the County Council.

PARTICULARS OF POSITION:

The holder of the post will be assigned to the Architects' Department. However, Dún Laoghaire-Rathdown County Council reserves the right to, at any time, assign an employee to any Department now or in the future.

LOCATION & RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council *will not* be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.

Dún Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate, which may include shortlisting on the basis of qualifications and experience. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of you qualifications / experience on the application form.
- ii. 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 are otherwise suitable for appointment may within the life of the panel be appointed as appropriate permanent and temporary vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- iv. For the purpose of satisfying the requirement as to health it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.
- v. Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from an employer. Said employer must not be related to the applicant.
- vi. Garda Vetting will be sought in accordance with the National Vetting Bureau Act, 2012 – 2014.

Applications on the official form only should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Monday, 9th October 2017.**

An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of postage from the appropriate postal authority.

Note Re: Canvassing

Any attempt by a candidate or by any person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

Dún Laoghaire Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities