

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Chomhairle Contae Dhún Laoghaire-Rath an Dúin

TEMPORARY SENIOR EXECUTIVE QUANTITY SURVEYOR
OPEN COMPETITION (I.D. 007688)
(Three year Fixed Term Specific Purpose Contract)

Temporary vacancies currently exist for the position of Senior Executive Quantity Surveyor. Such persons will be required to work as part of a team under the supervision and direction of the County Architect and/or the Director of Service or other designated officer(s). He / she will also be required at times to work independently under his / her initiative as circumstances demand. The Senior Executive Quantity Surveyor will manage all aspects of the delivery of a professional, high quality and timely Quantity Surveying service internally and externally from Consultant Quantity Surveying firms.

The duties allocated will reflect The Society of Chartered Surveyors Ireland APC (Assessment of Professional Competence) Programme approach and the Senior Executive Quantity Surveyor will also have the opportunity to gain a practical insight into the workings of a large local authority.

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. For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3.Education, Experience, etc.:

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

- (a) hold a professional qualification in Quantity Surveying that is prescribed under the Building Control Act 2007, or a qualification in Quantity Surveying that is equivalent to a qualification so prescribed;
- (b) be eligible for registration as a Quantity Surveyor under the Building Control Act 2007 without requiring further assessment. Any appointment will be subject to registration under the Act;
- (c) have at least seven years satisfactory relevant experience in quantity surveying;
- (d) possess a high standard of technical training and expertise;
- (e) possess a high standard of administrative and management experience; and
- (f) have satisfactory knowledge of public service organisation.

The ideal candidate shall have a proven track record in the following areas:

- Effective leadership, management, interpersonal and strong communication skills;
- Management of infrastructural projects;
- Proven influencing, negotiation and issue/conflict resolution skills;
- Programme and project management;
- Financial management, budgeting and resource allocation skills;
- Analytical, creative thinking and problem solving
- Be commercially aware;
- Excellent knowledge and awareness of health and safety legislation and regulations.

The ideal candidate shall also:

- demonstrate the necessary vision, leadership and ability to lead staff and consultant quantity surveying firms in the delivery of the full range of quantity surveying services;
- demonstrate the management skills necessary to optimise the contribution to the achievement of organisational goals and objectives;
- have an understanding of the role and duties of managers and an ability to work through the structure to achieve management objectives in the workplace;
- have an ability to manage quantity surveying teams on various projects undertaken by the Division;
- have strong interpersonal and communication skills;
- have a strong, outward looking perspective and possess an awareness of developments within the construction sector;
- have the ability to manage financial resources within a budgetary control framework
- demonstrate an excellent working knowledge of European and National procurement rules and processes, the establishment of Frameworks, the Capital Works Management Framework, Public Works Contracts, Minor Building and Refurbishment Works Frameworks.
- demonstrate the ability to Project Manage the delivery of all aspects of various construction projects from feasibility through to completion;
- display an ability to manage, advise and partake in adjudication, conciliation, arbitration and dispute resolution on construction projects;
- have the ability to negotiate Part V agreements. This involves the interrogation of costs presented by developers in the first instance , engaging with developers and the agreement of total project costs , prior to submission to the Department of Housing , Planning and Local Government for funding;
- have a satisfactory knowledge of the construction of buildings and structures;
- have a good working professional knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the Council operates and adhere to corporate policies, protocols and procedures;
- have a satisfactory knowledge of public administration in Ireland and experience of administration at a high level;

- have a good working knowledge of Health and Safety Legislation and Regulations, and their application in the workplace in accordance with the Council's approach to managing safety in the workplace;
- possess a good working knowledge of BIM (Building Information Modelling) and its implications and potential for project delivery;
- possess strong organisational and IT skills;
- satisfy the local authority that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the office for which he/she is a candidate

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

Duties:

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

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, 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 officer as the Chief Executive may from time to time determine, such appropriate technical, management, executive, supervisory, advisory and ancillary services 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 servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level

The duties may also include:

- Provision of professional advice on cost monitoring of projects to include advice and managing of reports prepared by outside consultants to ensure cost control and value for money is obtained for the Council.
- Working as part of a team in relation to the achievement of the Council's objectives under the Housing Strategy and the Capital Programme by the provision of the full range of pre and post contract quantity surveying services.
- Advising on European and National procurement rules and processes and establishment and usage of Frameworks.
- Managing, overseeing and directing projects undertaken by both in-house quantity surveying staff and consultant quantity surveyors if applicable.
- Providing the full range of quantity surveying services from Project Inception to Final Completion on allocated projects in accordance with the requirements of the Public Works Forms of Contract and the Capital Works Management Framework, including preparation of tender and contract documentation, assessing and reporting upon contractor suitability, analysing and reporting on tenders, monitoring progress on site relative to construction programmes, adjudicating on contractual claims, reporting and advising on final accounts.
- Liaising with Government Departments and agencies on matters relating to projects including providing verbal and written reports as necessary on project progress and information on any issues arising to support Housing Department returns to the relevant Government Departments.

Correspondence with and attendance, if necessary, at meetings with the relevant Government Department.

- Providing quantity surveying services in respect of applications received for the provision of accommodation by Approved Housing Bodies (Voluntary and Co-Operative Housing).
- Acting as a senior member within the relevant Department: deputising for management where required; managing and motivating staff by fostering good employee/management relations; and participating in inter-departmental groups as required.
- Working within the Part V team in the delivery of social housing stock through the Part V provision of the Planning and Development Act.
- Partaking in adjudications, conciliations, arbitrations and dispute resolution in regards to construction projects;
- Ensuring that the Section/Department carries out its functions and duties in an effective and efficient manner;
- Undertaking any tasks or duties assigned by management.
- Managing Departmental budgets.

KEY COMPETENCIES:

A new Competency model has been developed for the role of Senior Executive Quantity Surveyor. Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Strategic Management and Change

Strategic Ability

Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing

Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

Bringing about Change

Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change.

Demonstrates flexibility and an openness to change.

Delivering Results

Problem Solving and Decision Making

Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.

Operational Planning

Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.

Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.

Performance through People

Leading and Motivating

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.

Managing Performance

Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

Communicating Effectively

Has highly effective verbal and written communication skills.
Presents ideas effectively to individuals and groups.

Personal Effectiveness**Resilience and Personal Well Being**

Demonstrates appropriate and positive self confidence. Operates effectively in an environment with significant complexity and pace.

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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JOB SPECIFICATION

1. The post is temporary and whole-time. The successful candidate will be employed, subject to satisfactory service, for a period of three years.

SUPERANNUATION CONTRIBUTIONS:

Persons who become pensionable officers 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 officers 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 officers of a Local Authority will be required in respect of the 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.

2. **SALARY**

The salary scale for the position of Senior Executive Quantity Surveyor is:-

€63,909; €65,871; €66,808; €68,717; €70,633; €72,540;
€74,463 **Max pt**; €76,877 **1st LSI**; €79,286 **2nd LSI**;

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to Dun Laoghaire Rathdown County Council 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 service which they are required by or under any enactment to perform.

3. **HOURS OF WORK:**

The successful candidate will be required to work a **37** hour week on a flexible basis, including evenings and weekends if necessary and will operate from the offices in Harbour Square or County Hall or as assigned.

4. **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

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

- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) 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.

5. **ANNUAL LEAVE:**

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

6. **HEALTH:**

For the purpose of satisfying the requirement 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.

7. **RETIREMENT AGES:**

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.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

8. **RESIDENCE**

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

9. RECRUITMENT

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

- (i) Selection of candidates for appointment shall be means of a competition based on an interview conducted by or on 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 of their suitability for appointment, general knowledge and intelligence with extra credit for education qualifications and experience of value, if any.
- (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 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) 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.
- (v) Appointment will also be subject to satisfactory Garda Vetting being sought in accordance with the National Vetting Bureau Act, 2012 – 2016.

Completed applications, **4 in total**, on the official form, should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4.00pm on Thursday 10th May 2018**. Applications received after this date will not be considered.

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 certified of evidence of postage from the appropriate postal authority.

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 your qualifications / experience on the application form.

***Dun Laoghaire-Rathdown County Council is an
Equal Opportunities Employer and welcomes applications from people with disabilities.***

Note Re: Canvassing

Any attempt by a candidate himself/herself, 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.