



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

CANDIDATE INFORMATION BOOKLET

**RESIDENT QUANTITY SURVEYOR – 3 YEAR SPECIFIC PURPOSE CONTRACT (COMP 010552) GLENAMUCK DISTRICT
ROAD SCHEME**

**SUIRBHÉIR CAINNÍOCHTA CÓNAITHEACH -CONRADH SAINCHUSPÓIREACH 3 BHLIAIN
(U.A. AN CHOMÓRTAIS 010552) SCÉIM BÓITHRE CEANTAR GHLEANN NA MUC**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 9th NOVEMBER 2023**

GLENAMUCK DISTRICT ROADS SCHEME

Dun Laoghaire-Rathdown County Council invites applications from suitably qualified persons who wish to be considered for the position of Resident Quantity Surveyor (temporary) for the construction and supervision of the Glenamuck District Road Scheme as determined and shall perform duties as allocated.

DESCRIPTION OF SCHEME

The Glenamuck District Roads Scheme comprises of the following elements:

- The Glenamuck District Distributor Road (GDDR); approximately 890 metres of four lane dual carriageway and 660 metres of two-lane single carriageway road which will connect the existing R117 Enniskerry Road with the Glenamuck Road / Golf Lane Roundabout
- The Glenamuck Link Distributor Road (GLDR); approximately 1800 m of two-lane single carriageway road which will connect the new Glenamuck District Distributor Road with the existing Glenamuck Road, Ballycorus Road, Barnaslingan Lane and Enniskerry Road
- Upgrades to the Glenamuck Road between its interface with the proposed GLDR and the existing 'Golden Ball' junction
- Construction / upgrade of eight signalised junction
- Surface water drainage including a new collection and conveyance surface water network, interception drainage, culverts, a 12m span beam bridge and a number of significant attenuation ponds and associated flow controls
- Installation of Irish Water Foul sewer (up to 525mm) and Watermain infrastructure (up to 355mm Outside Diameter) and modifications to existing Irish Water assets
- Accommodation works for various landowners including boundaries, service provision and service diversions, demolition of temporary structures, provision of parking and landscaped areas
- Installation of HV ducting (110KV and 220KV) to Eirgrid specifications to facilitate future undergrounding/future HV services
- Associated earthworks, public lighting, boundary treatments, traffic signal civil works, retaining walls, landscaping, signs, road markings, provision of new utilities and diversion/protection of existing utilities and other miscellaneous works

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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.

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before they are appointed, to undergo at their 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, TRAINING, 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 five years satisfactory experience of Quantity Surveying work;
- (d) possess a high standard of technical training and experience; and
- (e) possess a high standard of administrative experience

Each candidate shall also:

- Be capable of writing clear and concise reports
- Have satisfactory knowledge of public service organisation
- Hold a current unendorsed full driving licence (Category B) for the duration of the contract as they will drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority. Their motor insurance policy must indemnify the Council
- Be a holder of a current SAFEPASS card.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract.

4. EXPERIENCE

- have a good working knowledge of the Capital Works Management Framework and the Public Works Contracts.
- possess strong organisational and IT skills.
- have strong interpersonal and communication skills.
- be able to work within multi-disciplined teams as required and also to work independently.
- 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.
- display an ability to advise and partake in adjudication, conciliation, arbitration and dispute resolution.
- 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
- have a 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.
- Have a good working knowledge of European and National procurement rules and processes.

KEY COMPETENCIES / RESIDENT QUANTITY SURVEYOR

At interview, candidates will be assessed under the following competencies using some / all the indicators listed:

COMPETENCY	BEHAVIOURS
Delivering Quality Outcomes and Ensuring Compliance	<ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties; • Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively; • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks; • Critically evaluates outcomes and processes used to achieve them; • Is aware of and understands relevant legislation, regulations and policies; • Refers to relevant professional documents as required.
Communicating Effectively	<ul style="list-style-type: none"> • Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills; • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience; • Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication; • Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance; • Is effective in communicating a complex or technical message, using language appropriate to the audience.
Managing Resources	<ul style="list-style-type: none"> • Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste; • Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives; • Ensures best value and efficiency in service delivery; • Intervenes in a timely manner if work activities go over budget; • Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively; • Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.
Knowledge and Understanding of Local Government	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of local government; • Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.

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PARTICULARS OF THE POSITION

1. The office is temporary, whole-time and pensionable.

A panel may be formed from which temporary vacancies may be filled.

2. **SALARY:**

Salary range from €70,582 to €79,202 as determined by the Council.

A taxable allowance in the range of €3,900 - €7,800 per annum as determined by the Council will also be payable to cover day to day travel and subsistence arising in the course of the employment.

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

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

3. **SUPERANNUATION CONTRIBUTION:**

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 dependent 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.

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.

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.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work site hours but minimum 35 hours per week. Candidates will be expected to work site/contractors hours.

The duties of the Office will involve activities outside normal working hours, including evenings or weekends as required.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority within the public service in Ireland 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; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at their 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;

6. ANNUAL LEAVE

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

7. DUTIES

The Resident Quantity Surveyor will be part of site-based team responsible for supervision of the construction stage of the Glenamuck District Road Scheme contract and shall perform duties allocated as follows:

- Providing the full range of quantity surveying services from construction start to final completion in accordance with the requirements of the Public Works Forms of Contract and the Capital Works Management Framework
- Preparation of reports to ensure cost control and value for money is obtained for the Council
- Contract administration generally including preparation of interim recommendations for payment and final accounts; assessment of ordered variation and claims for compensation, cost reports.
- Reporting to the Senior Resident Engineer / Project Resident Engineer
- Liaison with the Contractor regarding assessment of variations and claims
- Attendance at site meetings and attendance on site for other duties;
- Partaking in adjudications, conciliations, arbitrations and dispute resolution
- Other such duties as may be assigned to them
- may include some or all of the areas, as set out in Section 4 Experience

The above list is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

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 to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, 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 and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

8. 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. Dún 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) 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 on behalf of the Local Authority. Please note that the interview may be online or in person. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Resident Quantity Surveyor as outlined above.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed 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.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. 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.
- iv. 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.
- v. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting.'

- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g., through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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 lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their 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 they are seeking.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 9th November 2023**. Applications received after the closing time and date will not be accepted.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act