

South Dublin County Council
(Comhairle Contae Átha Cliath Theas)



Executive Quantity Surveyor

Qualifications

Character

Each candidate must be of good character.

Health

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

Education, training, experience

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.

It is desirable that the ideal candidate shall:

- possess a current unendorsed full driving licence (category A1, A and/or B) as may be required to drive in the course of their duties.

- 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 on allocated projects.
- 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 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 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 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.
- Have a good working knowledge of European and National procurement rules and processes.

Key competencies / skills

- Strategic Management and Change
- Delivering Results
- Performance through People
- Personal Effectiveness

Particulars

The office is wholetime, permanent and pensionable.

Salary

€53,626, €55,578, €57,529, €59,483, €61,438, €63,390, €65,345, €67,289, €69,253,
€71,200 (Maximum), €73,445 (LS1) €74,544 (LS2),

Entry point to this scale will be determined in accordance with Circulars issued by the Department of 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.

The salary will be fully inclusive and will be determined from time to time. Holders of the office will pay to South Dublin 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.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

Duties

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 architectural, 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.

- 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;
- 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;
- Provision of professional services on cost monitoring of projects to include preparation of reports to ensure cost control and value for money is obtained for the Council;
- Preparing documentation for submission to the Department of Housing, Local Government and Heritage and/or other Government Departments;
- Preparing tender documentation for consultant and contractor appointment;
- Preparing documentation for formation of Frameworks including managing and administering Frameworks liaising with other Local Authorities in relation to Framework formation and administration;
- Contract administration generally including preparation of interim recommendations for payment and final accounts; cost reports;

- Attendance at site meetings and attendance on site for other duties;
 - Partaking in adjudications, conciliations, arbitrations and dispute resolution in regards to construction projects;
 - Other quantity surveying duties that may arise;
 - Other such duties as may be assigned to them.
- 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 Council.

Superannuation

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

plus

3.5% of net pensionable remuneration

(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 who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's / Widows and Orphans Contributory Pension) Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

Residence

Holders of the office will live in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by South Dublin County Council.

Retirement age

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 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of 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.

Working hours

The successful candidate's normal hours of work will be 35 hours per week.

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

Annual leave

Annual leave entitlement for the position of Executive Quantity Surveyor is 30 days.

Probation

Where a person is permanently appointed to South Dublin County Council, the following provisions will apply:

- (a)** There will be a period after appointment takes effect, during which such a person will hold the position on probation;
- (b)** Such period will be one year but the Chief Executive may, at his discretion, extend such period;
- (c)** Such a person will 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)** The period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;
- (e)** There will be assessments during the probationary period;
- (f)** Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with South Dublin County Council.

Recruitment

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

Interview may be face to face or conducted through Microsoft Teams and will be at the discretion of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include desktop shortlisting and / or preliminary interviews.

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 and experience on the application form, and to fully complete the competency questions where applicable.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and 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 be for a period of one year from the date of its formation.

The Council will not be responsible for any expenses a candidate may incur in attending for interview.

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.

Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from a current employer. The employer must not be related to the applicant.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. If they fail to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council will not appoint them.

Garda Vetting will be sought prior to appointment in accordance with the National Vetting Bureau Act 2012 - 2016.

A candidate 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 or dismissal.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 26 January 2023**.

Applicants should hold themselves in readiness for interview any time after the closing date.

Interview results will be available on www.sdcc.ie

**South Dublin County Council is an equal opportunities employer.
Canvassing will automatically disqualify.**