

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Property Management Officer (five-year fixed term contract)

Qualifications

Character

Each candidate will be of good character.

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.

Education, training, experience

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

1. Hold a Level Eight (or higher) Quality and Qualifications Ireland major academic award in Surveying, Estate / Property Management or Property Valuation.

OR

2. Hold a relevant accredited qualification in property related Law and / or property valuation or have demonstrable relevant experience in dealing with such transactions.

3. Hold a full driving license, Category B, free from endorsement. The post holder 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,

4. Will have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

The role

The **Property Management Officer** is a specialist role at a management level position within South Dublin County Council and is assigned specific responsibility for the administration and management of property and related management matters. The role sits within the Economic, Enterprise and Tourism Development department but will be expected to provide services to all departments. They will be expected to contribute to the development and implementation of forward-thinking strategies in this area and to work as necessary with elected Councillors and senior management in delivering services to the highest standard. The Property Management Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making. The postholder may represent the local authority on committees and at meetings and may be asked to report on progress in their respective sections at Area Committee meetings, Strategic Policy Committee meetings, and so on.

The ideal candidate will have:

- Minimum five years' experience in a property / real estate role.
- Ability to work within, and where necessary lead, multi-disciplined teams and the ability to motivate, empower and encourage employees to achieve maximum performance.
- Extensive knowledge and understanding of various forms of property ownership and title within the state with the ability to read and understand title issues associated with registered and unregistered land, and to research other title issues.
- Demonstrated relevant land and wayleave experience supporting a large, complex and varied portfolio.
- Property valuation experience.
- Have a working knowledge of property law and associated documentation.
- Be proficient in the use of GIS, survey and mapping software, whilst it would be advantageous to hold an academic qualification in Geomatics, GIS or similar.
- Have significant knowledge of surveying instruments including survey grade GPS, total stations.

- Have good knowledge and awareness of Health and Safety legislation and regulations, their 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.
- Be able to deputise at a senior level.
- Experience of implementing change initiated in the work environment.
- It would be advantageous to be a member of the Society of Chartered Surveyors Ireland or the institute of Auctioneers and Valuers of Ireland or be working towards same.

Key competencies

- Management and change
- Delivering results
- Performance through People
- Personal effectiveness
- Local government knowledge and understanding

Particulars

The position is a five-year fixed term contract.

Salary

€55,022 - €56,368 - €57,941 - €59,517 - €61,095 - €62,503 - €63,947 - €65,344 - €66,738
(Maximum) – €69,127 – (1st LSI) - €71,529 – (2nd LSI).

Entry point to this scale will be determined in accordance with Departmental Circulars.

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 position 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 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 subparagraph (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 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 will include but are not limited to:

- Providing high level administrative support based on a thorough understanding of the overall workings and policy of a section.
- Management of staff.
- Making decisions in relation to service delivery on a daily basis.
- Preparation of reports for Council and other stakeholders.
- Representing the Council at a variety of meetings.
- Budget preparation and management of same.
- Attending inter-departmental meetings on behalf of the section to which you are assigned.
- Establishing and maintaining effective working relationships with external agencies as appropriate to the activities of the section.

- Continuously monitoring existing procedures to ensure they comply with best practice and the development of new / improved procedures where appropriate.
- Policy formation.
- Attending court as a witness for the Council as required.
- Working on inter-departmental teams concerned with introducing organisational change.
- To undertake any other duties of a similar level and responsibilities as may be required from time to time.

The specific duties attaching to this role are set out hereunder:

Land and property transactions

- Facilitate and manage the acquisition, disposal, licencing, and resolution land title, and its associated issues by overseeing and taking responsibility for all mapping, title research and reports, site inspections, counterparty liaison to enable specific lands to be registered in support of the Organisation's land use and corporate development strategy.
- Liaise with landowners and relevant counterparties to negotiate commercial terms required in property transactions, in conjunction with externally appointed valuers, agronomists and other professional service providers; to manage property and land title issues; oversee the preparation of relevant surveys, maps (including PRAI compliant maps), and associated documentation to facilitate the drafting and execution of all related legal agreements, contracts and PRAI registration documentation.
- Manage the land wayleave, easement, and consents processes to support both internal and third party asset delivery.
- Administer and process individual all land and property transactions, including ensuring that required legal and internal sign-offs are processed.
- Produce draft property heads of terms and reach agreement on final terms with land transactions.

- Oversee and manage all property transactions; work closely with the conveyancing team to implement land and property transactions, including the preparation of clear written instructions, providing all necessary input to facilitate the preparation of contracts, liaise with counterparts to expedite the conclusion of all such transactions.
- Co-ordinate and refine the Signing and Sealing process for property legal documents.
- Oversee payment of compensation, professional fees and other associated costs associated with land and wayleave transactions.

Perfection of title to corporate estate

- Develop a schedule of un-registered properties where title is to be perfected and implement a programme in conjunction with senior management for registration of the properties in the Council's name.
- Engage with the Property Registration Authority (PRA) in conjunction with legal advisors as required to perfect property title folios and land registry records.

Compulsory Purchase Orders (CPO)

- Manage the CPO Process on receipt of instructions and in conjunction with internal Departments.

Property management

- Support the property management function in the resolution of property and title issues and disputes including trespass, adverse possession, unauthorised rights of way, and other unauthorised uses.
- Work with the Property Management section to develop and implement a strategy for the disposal of non-strategic assets and the letting and licencing of suitable strategic assets in the short to medium term pending future strategic development.
- Take a lead role in managing the roll out and implementation of the organisational property register.

Professional advice:

- Provide expert property management and advisory services to relevant project teams advising on areas of responsibility in relation to corporate development strategy.

The combined duties generally are indicative rather than exhaustive and are carried out under general guidance.

Persons employed will be required to work in any location within the South Dublin administrative area.

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.

Rates and thresholds 2023

Local Government Superannuation Scheme members

➤ €0.00 to €34,500	0%
➤ €34,500 to €60,000	10%
➤ Over €60,000	10.5%

Single Public Sector Pension Scheme members

➤ €0.00 to €34,500	0%
➤ €34,500 to €60,000	3.33%
➤ Over €60,000	3.5%

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.

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.

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.

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 candidates' 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 Property Management Officer is 30 days in accordance with Government Circulars.

Probation

For the purpose of fixed-term contracts, successful candidates will be required to serve an ongoing probationary period from commencement of employment during which your contract may be terminated by two weeks' notice by South Dublin County Council if service proves less than satisfactory to the 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 from responsible persons know to but not related to the candidate. A responsible person should be a person under whom the candidate has serviced in employment, or in the case of relevant voluntary work a person who has held a supervisory position. At least one of references must be from a current employer.

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, 15 June 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.**