



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

CLERK OF WORKS

**Closing date for receipt of completed application forms is 4.00 p.m.
on the 13th February 2025**

***Kildare County Council is committed to a
policy of equal opportunity.***





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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

The Position & Role

The position of Clerk of Works is one which provides required oversight to ensure that all construction works are carried out in accordance with relevant legislation, regulations, construction standards, codes of practice, etc. and that all materials are provided and utilised in accordance with all manufacturers requirements and recommendations.

It may also be required to carry out regular property inspections, provide detailed technical reports and assist in the oversight and maintenance and refurbishment of housing, apartment dwellings, and both community and civic buildings.

The successful candidate may be required to supervise and oversee site development works of all infrastructure including roads and services, identification/reporting on snags and the development/implementation of site resolution plans.

The Competition

Kildare County is seeking to establish a panel of Clerks of Works to fill permanent and contract posts that arise during the life of the panel.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that they have:

- Demonstrate a detailed knowledge and understanding of Health and Safety Legislation (including an understanding of the role of managers in safety management of the workplace), the Building Regulations and
- Technical Guidance documents, Procurement regulations and Tender procedures.
- Have extensive experience of supervision and monitoring of construction including new build, maintenance and refurbishment works for the purposes of Quality Control, compliance with contract drawings and good building standards.
- Have experience in the inspection of dwellings, and buildings and civil engineering works and subsequent preparation of technical reports, remediation strategies and schedules of work to be used for tender purposes.
- Have a knowledge of modern methods of construction and advanced energy standards.
- Be computer-literate and have an ability to record and communicate through a broad range of digital operating systems and equipment.
- Have a high degree of personal judgement and technical skills with good interpersonal and communication skills and able to engage positively with onsite staff, Council work-teams, tenants and the general public.

Duties and Responsibilities

The duties of the post include the following:

- Supervising the construction and repair of dwellings, civic buildings, public realm projects and of other works;
- Certification of proper use of materials and preparation of costings of work done;
- Inspection of works of building construction, development and ancillary civil engineering works to ensure compliance with specifications, energy and accessibility standards, building regulations, building grant requirements and planning permission, etc;
- carrying out building surveys and audits to determine appropriate building energy upgrade works, as well as supervising works and carrying out energy monitoring;
- Working as part of a team, often working with consultants on behalf of the Council;
- Control and supervision of staff as required.
- inspecting and reporting on the condition of structures, specifying repairs, renewals or rebuilding considered necessary to make unfit or defective premises fit for human habitation, or put them into good repair, and the preparation of estimates of cost thereof;
- Carrying out such duties as may be necessary in connection with legal proceedings, including attendance at Court and giving evidence as required
- Carrying out inspection as directed with a view to ascertaining the existence of dangerous structures/buildings/places or those likely to become dangerous including all the required legal processes and supervision of works as necessary.

- Carrying out such other duties including duties within the area of any other local authority, as may be assigned by the County Council from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other

Qualifications

Character:

Each candidate must 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 and Experience etc.:

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

- I. (a) Hold a degree in Engineering or Architecture;

Or

- (b) Hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council;

Or

- (c) In the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the Institute of Clerk of works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;

- II. Have an adequate knowledge of civil engineering works or of building construction;
- III. Be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
- IV. Have a satisfactory knowledge of the surveying, levelling and setting out of works

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

Candidates shall also:

- Have highly developed skills in using architectural design and urban design to promote excellence in the quality of projects, to promote quality in the built environment and public places and to contribute to environmental and social sustainability;
- Have a strong, outward looking perspective and a track record of successful inter-agency collaboration and co-ordination;
- Have excellent interpersonal and communication skills;
- Possess excellent organisational and IT skills;
- Have a deep knowledge and awareness of the Building Regulations and the Building Control Act, and their application in the workplace;
- Have a good working knowledge of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- Demonstrate an understanding of the role and duties of line managers and an ability to take a structured and procedurally sound approach to achieve management objectives in the workplace.
- Be familiar with the Public Works Contracts/Contracts Works Management Framework (CWMF) and procurement document.
- Have an ability to:
 - prioritise tasks and work to demanding schedules
 - request and collect relevant information, identify potential exposures and gaps, evaluate results, summarise conclusions, and present recommendations
 - understand systems/procedures

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

Driving Licence

Applicants should at the date of application hold a full valid Irish /EU licence, for Class B vehicles. They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

Competencies for the post of Clerk of Works

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<p>Management and Change</p>	<p>Strategic Ability</p> <ul style="list-style-type: none"> • Thinks and acts strategically. Translates strategy into operational plans and outputs. • Demonstrates innovation and creativity to secure successful strategic outcomes • Demonstrates knowledge and understanding of the roles and responsibilities identified in the Safety, Health and Welfare at Work (Construction) Regulations/legislation. <p>Political Awareness</p> <ul style="list-style-type: none"> • Has a clear understanding of the political reality and context of the organisation. <p>Networking and Representing</p> <ul style="list-style-type: none"> • 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. <p>Bringing about Change</p> <ul style="list-style-type: none"> • Challenges the status quo to see how systems, processes and practices may be improved. • Demonstrates flexibility and an openness to change.
<p>Performance through People</p>	<p>Leading and Motivating</p> <ul style="list-style-type: none"> • 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. • Experience supervising staff and working with and leading multi-disciplined teams. • Ability to motivate and encourage diverse stakeholders to achieve maximum performance; • Has experience in managing design team consultants; • Has effective verbal and written communication skills.

	<p>Managing Performance</p> <ul style="list-style-type: none"> • Effectively manages performance. • Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility, and accountability. <p>Communicating Effectively</p> <ul style="list-style-type: none"> • Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.
<p>Delivering Results</p>	<p>Problem Solving and Decision Making</p> <ul style="list-style-type: none"> • 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. <p>Operational Planning</p> <ul style="list-style-type: none"> • 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. <p>Delivering Quality Outcomes</p> <ul style="list-style-type: none"> • 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.
<p>Personal Effectiveness</p>	<p>Relevant Knowledge</p> <ul style="list-style-type: none"> • Keeps up to date with current developments, trends and best practice in their area of responsibility. • Demonstrates the required specialist knowledge, understanding and training for the role. • Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. <p>Resilience and Personal Well Being</p> <ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. • Can operate effectively in an environment with significant complexity and pace. <p>Integrity</p> <ul style="list-style-type: none"> • Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. <p>Personal Motivation, Initiative and Achievement</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-

	<p>motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p> <ul style="list-style-type: none"> • Keeps up with qualifications, current developments, trends and best practice in this area. • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Manages their time effectively, focusing on essential tasks and responsibilities.
Knowledge, Experience and Skills	<p>Knowledge and understanding of the structure and functions of local government including service requirements.</p> <p>Knowledge of current local government issues.</p> <p>Understanding of the role of an Clerk of Works</p> <p>Understanding key challenges facing the local government sector and Kildare County Council.</p> <p>Knowledge and experience of operating ICT systems.</p>

Particulars of Employment

The Post

The post is wholetime (i.e., 35 hours per week) and appointment is permanent or Temporary.

Location

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

You may be required to work overtime on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

The Clerk of Works reports directly to the appropriate supervisor within a section or to any other employee of Kildare County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall 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 weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

Remuneration

€55,641 per annum to €63,447 per annum (maximum)

€65,706 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€67,977 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee’s annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication 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 being sought.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email

address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 4 and 5 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management and Change**
- 2. Delivering Results**

3. Performance through People

4. Personal Effectiveness

5. Knowledge, Experience and Skills

A list of these competencies and key indicators are included on pages 6, 7 and 8

Candidates must achieve a minimum of 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

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.