



Comhairle Contae Chill Dara  
Kildare County Council

## Candidate Information Booklet

PLEASE READ CAREFULLY

# Executive Quantity Surveyor

Closing date for receipt of completed application forms is 4.00 p.m.  
on the 12<sup>th</sup> September 2024.

***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

This is an opportunity to gain employment in the role of Executive Quantity Surveyor with Kildare County Council.

## **The Position & Role**

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

The office is whole time and pensionable.

## **The Competition**

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at Executive Quantity Surveyor Grade as vacancies arise.

## **The Candidate**

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Be able to demonstrate a strong ability in the following areas: - delivering quality outcomes and ensuring compliance, communicating effectively and managing resources.
- Have a strong, outward looking perspective and possess an awareness of developments within the construction sector.
- Experience in adjudication, conciliation, arbitration and dispute resolution on construction projects
- Possess excellent professional/technical knowledge and skills
- Excellent communication and interpersonal skills
- Excellent team leadership skills
- Ability to work independently or within multi-disciplined teams
- Problem solving skills
- Planning and organisational skills
- Possess strong ICT and presentation skills
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.
- Is familiar with the use of the public works and works related services contracts, has a working knowledge of the Capital Works Management Framework and experience in the preparation of tender documentation using the various forms of public works contracts.
- Have a working knowledge of public procurement in particular procurement of public works contracts and works related professional services.
- Has a good working knowledge or demonstrates an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the County Council operates and adhere to corporate policies, protocols and procedures.
- Is commercially aware and understands the construction industry and the challenges facing the construction industry in the delivery of public works contracts.
- Have a good working knowledge of Building Information Management (BIM).

### **Duties and Responsibilities**

The successful candidate will be employed within the Housing Directorate with responsibility for construction projects and other ancillary works required for the successful development of the County in the areas of, but not limited to, Housing, Regeneration, Public Realm, Urban Renewal, Planning projects.

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office;

- Core Quantity Surveying skills are critical particularly in relation to the delivery of small to medium sized residential projects;
- Administer Quantity Surveying Services from project inception to the final completion stage of projects;
- Assisting internal design team resources in the delivery of Capital projects:

- Draw up Pricing documents, preparing bill of quantities, cost plans, cost estimates and organising project preliminaries using Cubit (or equivalent) and ARM (Agreed Rules of Measurement);
- Procurement, administration and management of contract notices for works and works related services through e-tenders;
- Assist in the implementation and management of Green Procurement and the implementation of the organisation's Local Authority Climate Action Plan (LACAP).
- Analyzing and evaluating on the Contractors Suitability for public works contracts of various sizes and types;
- Assessing and agreeing contractual claims including negotiating claims with contractors;
- Preparing final accounts;
- Analyzing and reporting on tenders;
- Preparing Cost Plans/ Cost Estimates;
- Managing externally procured consultant design teams;
- Preparing submissions made to the Department for approval and completing relevant cost forms;
- Ensuring the correct insurances are in place;
- Drawing up a Risk Analysis for each project;
- Preparing and monitoring all formal contract documentation for signing;
- Monitoring project progress and duration, cost controls and contractual matters at team meetings;
- Evaluation, negotiation and agreement of costs submitted by third parties and preparing formal responses to same e.g. Part V submissions, Affordable Housing proposals, Turnkey submissions, Competitive Dialogue process etc;
- Partaking in adjudications, conciliations, arbitrations and dispute resolution with regards to construction projects;
- Working as a team member;
- Participating in ongoing personal and professional development;
- Managing and developing staff;
- Representing the Council at a variety of meetings;
- Working effectively with the Elected Members and Council staff towards the successful and speedy implementation of designated projects;
- Preparing reports and presentations for the Council, committees of the Council, Central Government and other stakeholders;
- Communicating effectively with client Departments, public representatives and/or the public as may be required;
- Assisting in the preparation and managing of budgets including conducting value for money exercises;
- Assist in the implementation of Building Information Management (BIM) within the organisation.
- 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 County Council

## 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.:**

Essential Requirements:

- (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 in Section 29 of the Building Control Act 2007 and
- (b) be eligible for registration as a Quantity Surveyor under the Building Control Act 2007 without requiring further assessment. Any appointment by the employing local authority will be subject to registration under the Act;
- (c) Have at least 5 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

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

## Driving Licence

Applicants should at the latest date for receipt of applications hold a full unendorsed driving licence for **Class B** vehicles, 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.

## Competencies for the post of Executive Quantity Surveyor

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><b>Management and Change</b></p>	<p><b>Strategic Ability</b> Demonstrates flexibility and an openness to change. Challenges the status quo to see how systems, processes and practices may be improved.</p> <p><b>Networking and Representing</b> Can work with multiple stakeholders to implement change</p> <p><b>Bringing about Change</b> Recognises that people react differently to change and manages this accordingly</p>
<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b> Demonstrates the ability to build effective teams and motivate and engage staff and stakeholders to achieve quality results.</p> <p>Demonstrates the ability to develop and maintain positive and beneficial relationships with a wide range of stakeholders including citizens, elected members and staff.</p> <p><b>Managing Performance</b> Can manage the role, performance, and contribution of each staff member for which they are responsible.</p> <p>Effectively manages performance including underperformance or conflict.</p> <p>Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating Effectively</b> Recognises the value of communicating effectively with all employees.</p> <p>Actively listens to others.</p> <p>Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>

	Has excellent interpersonal, presentation and communications skills.
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b> Can pinpoint critical information and address issues logically.</p> <p>Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</p> <p><b>Operational Planning</b> Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations.</p> <p>Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Translate the business/team plan objectives into clear priorities and actions for their area of operation.</p> <p><b>Managing Resources</b> Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</p> <p>Drives and promotes reduction in cost and minimisation of waste</p>
<b>Personal Effectiveness</b>	<p><b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard.</p> <p>Evaluates the outcomes achieved, identifies learning and implements improvements required. Establishes high quality service and customer care standards.</p> <p>Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</p>



	<p><b>Relevant Knowledge</b> Keeps up to date with current developments, trends and best practice in their area of responsibility.</p> <p>Demonstrates the required specialist knowledge, understanding and training for the role.</p> <p>Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p><b>Resilience and Personal Well Being</b> Demonstrates appropriate and positive self- confidence.</p> <p>Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation, Initiative and Achievement</b> Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</p> <p>Is self-motivated and persistent when faced with difficulties.</p> <p>Engages in regular critical reflection in order to identify how own performance can be improved.</p>
<p><b>Knowledge, Experience and Skills</b></p>	<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 Executive Quantity Surveyor</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 may be permanent or temporary.

## **Location**

Kildare County Council reserves the right to assign the successful candidates 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.

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**

Executive Quantity Surveyor Officers report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the 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

€57,336 per annum to €76,126 per annum (maximum)

€78,526 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€79,701 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 1<sup>st</sup> January to 31<sup>st</sup> 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](mailto: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 Page 7 and 8 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.

Kildare County Council 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.

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. Performance through People**
- 3. Delivering Results**
- 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 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