

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

EXECUTIVE ARCHITECT
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 19th May 2022

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

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
Telephone: 045 980740



JOB DESCRIPTION

THE JOB: EXECUTIVE ARCHITECT

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

RESPONSIBILITIES/DUTIES:

The initial vacancy is expected to be in the Architects Section within the Housing Directorate. The appointee will have responsibility for designing and managing construction projects and other ancillary works required for the successful development of the County in the areas of, but not limited to, Housing Regeneration, Conservation, Public Realm, Urban Renewal, Planning projects.

Opportunities may arise in other business units of the Council including the multidisciplinary Strategic Projects & Public Realm Team and/or Sustainable Transport Team.

Duties include, but are not limited to:

- Designing housing schemes, design of the adaption of existing Council housing stock, including the regeneration of existing housing estates, design of works to community facilities and Council buildings and other infrastructural improvements works;
- Project managing housing schemes and other infrastructural/capital works projects
- Managing and maintaining Council property effectively
- Providing urban design services;
- Carry out inspections on existing building and potential development sites lands and preparing reports and recommendations
- Working with and managing Design Teams;
- Managing and supervising staff as required;
- Assist in leading, motivating, mentoring and developing staff and promoting high standards of performance
- Managing all stages of the construction process from procurement to Final Account;
- Conducting feasibility studies to assess the suitability of sites for acquisition for development by the Council:
- Performing the duties of ER and administering the contract for construction stage including on-site inspection/monitoring/instructing/reporting;
- Dealing with variations, claims, disputes and performance bonds and insurances;

- Assisting in identifying and agreeing work programmes, targets and deadlines and their subsequent implementation to a high standard of design and technical quality;
- Reporting to the Department of Housing, Planning and Local Government (DHLGH) in relation to the status of housing projects and the application of the DHLGH single stage and 4-stage processes;
- 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;
- Assisting with any office management tasks which may be assigned;
- Ensuring that all appropriate records are established and maintained consistent with office procedures and policies;
- Attending training and continuing professional development as required and as necessary to maintain registration as an Architect;
- When requested fulfill the duties of Project Supervisor for the design Process (PSDP) on behalf of Kildare County Council in accordance with the Health Safety & Welfare (Construction) Regulations 2006;
- When requested fulfill the duties of Design Certifier and or Assigned Certifier as required under the Building Control (amendment) Regulations 2014;
- To be in compliance with Health and Safety and Building Regulations requirements;
- Acting in the role of Senior Executive Architect as required to cover for annual leave and other forms of leave;
- Carry out any other duties that may be assigned from time to time.

THE IDEAL CANDIDATE

- Possesses strong professional architectural knowledge and skills
- Has a record of achievement in the design and management of construction projects of a scale relevant to Kildare County Council including housing developments;
- Has the skills and ability to establish working relationships with colleagues in the Council, public representatives and other agencies;
- Has an excellent understanding of the requirements of the planning and Part 8 processes;
- Has an understanding of Part V of the Planning and Development Act (as amended);

- Has an understanding of the design standards relating to social housing from site selection through to detailed design;
- Has experience in project execution from project planning, feasibility, preliminary and detailed design, statutory consents, tender, contract administration, and site inspection through to project completion;
- Have an ability to work independently and on his/her own initiative;
- Has satisfactory experience supervising staff and be able to work within and lead multi-disciplined teams and have the ability to motivate and encourage staff to achieve maximum performance;
- Has experience in managing design team consultants;
- Has an excellent working knowledge of the Building Regulations
- Can demonstrate proven abilities in quality architectural and urban design;
- 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;
- Has a working knowledge of public procurement and in particular procurement for public works and works related consultancy services;
- Is self-motivated, decisive, has excellent problem-solving skills, strong organisational skills, good judgement, excellent communication skills, and has excellent IT skills particularly in graphic presentation and associated AutoCAD skills;
- Has a working knowledge of REVIT and the principles involved in Building Information Modelling;
- Has a working knowledge of energy performance in buildings including nZEB
- Has an excellent appreciation and understanding of quality Urban design
- Has a working knowledge of the Building Control Amendment Regulations 2014 and 2015 (BCAR process);
- Has a knowledge of and understands the roles and responsibilities identified in the Safety, Health and Welfare at Work (Construction) Regulations 2013 including undertaking the role of Designer and of the Project Supervisor for the Design Process (PSDP);
- 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.

Portfolio

Candidates may bring a portfolio to the interview for review by the interview panel to assist the candidate in demonstrating their skills and abilities. It should be noted that any material presented in a portfolio must be a genuine representation of the candidates own work. In selecting the quantity and quality of material for inclusion in a portfolio, candidates should have regard to the limited time available to the interview panel to assess each candidate.

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.

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Executive Architect are:

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/EXPERIENCE, ETC.:

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

- (a) Hold a professional qualification in Architecture that is prescribed under the Building Control Act 2007, or a qualification in Architecture, that is equivalent to a qualifications so prescribed in Section 14 of the Building Control Act 2007 and
- (b) be eligible for registration as an Architect 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 four years' satisfactory experience of architectural work
- (d) Have experience in design of buildings, the preparation of sketch plans, working drawings, details and specification;
- (e) Have a satisfactory knowledge of public service organization or the ability to acquire such knowledge

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€51,549 per annum to €68,442 per annum (maximum)

€70,600 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€71,656 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (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 one year but the Chief Executive may, at his 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) There will be assessment(s) during the probationary period;

Working Hours (37 Hour Week)

The hours of work are 9.00 a.m. to 5.24 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

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

You may be required to work overtime on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

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

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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.

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 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 the State Pension Contributory).

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 are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

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.

APPLICATION PROCESS

It is preferable that completed application forms be e-mailed to jobs@kildarecoco.ie. Postal applications (4 copies) should be addressed to Kildare County Council, Human Resources, Áras Chill Dara, Devoy Park, Naas, Co. Kildare. **Closing date is Thursday 19th May 2022 at 4.00 p.m.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates may bring a portfolio to the interview for review by the interview panel to assist the candidate in demonstrating their skills and abilities. Further information will be provided in the invitation to interview.

Candidates will also be assessed under the following key competencies.

Management and Change	<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• Challenges the status quo to see how systems, processes and practices may be improved.
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	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the roles and responsibilities identified in the Safety, Health and Welfare at Work (Construction) Regulations/legislation.
Delivering Results	<ul style="list-style-type: none"> • Understands the key deliverables and takes accountability for getting things done. • Demonstrates experience in project execution from project planning, preliminary design, statutory consents, tender, contract administration, and site inspection through to project completion. • Problem solving and decision making, particularly in situations of conflicting demands; • Organising work and implementing solutions and working to prescribed timelines and deadlines.
Performance through People	<ul style="list-style-type: none"> • 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.
Personal Effectiveness	<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. • Can operate effectively in an environment with significant complexity and pace.

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.