

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

EXECUTIVE QUANTITY SURVEYOR
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 26th May 2022

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

Contact:
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JOB DESCRIPTION

THE JOB: EXECUTIVE QUANTITY SURVEYOR

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.

RESPONSIBILITIES/DUTIES:

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;
- 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;
- 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

THE IDEAL 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.

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 Quantity Surveyor 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 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.

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

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <https://kildarecoco.ie/AllServices/Recruitment/>

Closing date is Thursday 26th 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 will also be assessed under the following key competencies.

Management and Change	<ul style="list-style-type: none">• Demonstrates flexibility and an openness to change.• Challenges the status quo to see how systems, processes and practices may be improved.• Recognises that people react differently to change and manages this accordingly.• Can work with multiple stakeholders to implement change
Delivering Results	<ul style="list-style-type: none">• Translate the business/team plan objectives into clear priorities and actions for their area of operation.• Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.• Establishes high quality service and customer care standards.
Performance through People	<ul style="list-style-type: none">• Demonstrates the ability to build effective teams and motivate and engage staff and stakeholders to achieve quality results.• Can manage the role, performance, and contribution of each staff member for which they are responsible.• Has excellent interpersonal, presentation and communications skills.

	<ul style="list-style-type: none"> • Demonstrates the ability to develop and maintain positive and beneficial relationships with a wide range of stakeholders including citizens, elected members and staff.
Personal Effectiveness	<ul style="list-style-type: none"> • Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. • Manages their time effectively, focusing on essential tasks and responsibilities. • Is positive and enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Takes initiative and seeks opportunities to exceed goals in service delivery.

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.