

**BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS**

**EXECUTIVE ARCHITECT**

**The Position**

Limerick City & County Council is seeking applications from suitably qualified candidates with relevant experience for the position of Executive Architect.

It is proposed to form a panel of qualified candidates from which permanent and temporary vacancies, which arise, may be filled during the lifetime of the panel.

The Executive Architect may be assigned to any Department/Directorate as required at the discretion of Limerick City and County Council.

The successful candidate will join a well-established multidisciplinary team and may have responsibility for designing, delivering and managing construction projects, planning and building compliance and other ancillary works required for the successful development of the County in the areas of, but not limited to, Housing, Building Control, Regeneration, Conservation, Public Realm, Urban Renewal and Amenity projects.

The duties will include but will not be limited to

* assist with and act as project architect on a variety of capital related projects including the delivery of the current social housing programme and other infrastructural works that may arise;
* designing housing schemes, community facilities and other infrastructural improvement works;
* when requested fulfil the duties of Project Supervisor for the design Process (PSDP) on behalf of Limerick City and County Council in accordance with the Health Safety & Welfare (Construction) Regulations 2006;
* when requested fulfil the duties of Design Certifier and or Assigned Certifier as required under the Building Control (amendment) Regulations 2014;
* managing design teams;
* managing all aspects of construction from procurement to final account;
* prepare reports for Council, committees of Council, Central Government and other stakeholders;
* represent the City Council at a variety of meetings including delivery of presentations to Council, members of the public and other relevant audiences;
* work effectively with a variety of statutory and non-statutory stakeholders;
* work effectively with the Elected Members and Council staff towards the successful and speedy implementation of designated projects;
* prepare budgets and manage same effectively;
* assist in the preparation and management of budgets;
* review progress on an ongoing basis and prepare alternative plans when necessary;
* managing and supervising staff as required;
* deliver a design service through all stages from inception to handover including project management;
* manage resources and programming for project delivery;
* assist in identifying and agreeing work programmes, targets and deadlines and their subsequent implementation including statutory and government guidelines;
* manage and maintain effectively Council property;
* prepare schedules of work including design, detail and specification of works;
* assist in managing all stages of construction / refurbishment / maintenance from procurement to final account;
* work on relevant policy and strategy development as requested;
* assist in leading, motivating, mentoring and developing staff and promoting high standards of performance;
* provide advice on Planning, Health & Safety and Building Regulation requirements;
* provide advice and direction, as requested, on design for forward planning and planning control;
* carry out inspections on properties or lands and prepare reports and recommendations;
* carry out any other duties that may be assigned from time to time.

**The Person**

1. **Character**

Candidates shall be of good character

1. **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

1. **Education, Experience, etc.**

Candidates shall on the latest date for receipt of applications;

1. 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 qualification so prescribed,
2. be eligible for registration as an Architect under the Building Control Act 2007 without requiring further assessment. Any appointment will be subject to registration under the Act;
3. have at least four years’ satisfactory experience of architectural work;
4. have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specification;
5. possess a high standard of technical training and administrative experience, including experience in the administration of contracts;
6. have a satisfactory knowledge of public service organisation.

\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

It is desirable that candidates will demonstrate through their application form and at the interview the following:

**Desirables**

* Hold a full driving license, Category “B”, free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council;
* a record of achievement in the design and management of large and varied construction projects;
* at least four years satisfactory experience after graduation of architectural work including experience in the design of buildings, preparation of sketch plans, working drawings, technical details, and specifications;
* has, on the latest date for receipt of completed application forms for the office hold a current Safe Pass Card;
* possess strong professional knowledge and architectural skills;
* has a record of achievement in the design and management of large and varied construction projects;
* has an ability to work independently;
* has an ability to work on his/her own initiative;
* has the skills and ability to establish working relationships with colleagues in the Council, public representatives , community groups and other agencies;
* has an excellent understanding of the requirements of the planning process;
* has a good understanding and experience in stakeholder engagement, consultation with regard to bringing forward planning/Part 8 applications as well as in the delivery stage of projects;
* has an awareness and understanding of project viability process and financing;
* has a good knowledge and awareness of the Building Regulations and the Building Control Act, and their application in the workplace;
* has an excellent understanding on climate change regulation and requirements, in building code and wider sustainability agenda in energy and carbon emissions as well as ecology and biodiversity;
* has a good knowledge of Procurement Procedures for consultants and contractors for Government Contracts;
* has a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
* has the ability to manage financial resources within a budgetary control framework;
* has an excellent appreciation and understanding of good quality urban design and placemaking principles;
* is familiar with the use of the public works contracts;
* is familiar with national and EU procurement rules in relation to public works;
* is self-motivated, decisive, has excellent problem solving skills, good judgement, excellent communication skills, and has excellent IT skills particularly in graphic presentation and associated AUTOCAD skills;

In addition, it is desired that the ideal candidate for the position shall:

* demonstrate the necessary vision, leadership and experience at a sufficiently senior level to assist in leading multi-disciplined teams in the delivery of the services and the management skills and ethos necessary to optimise staff contribution to the achievement of organisational goals and objectives;
* be innovative and have a career record that demonstrates a high level of competence in the delivery of complex architectural projects, management of staff, customer orientation, conceptual and analytical thinking and initiative;
* have an outward looking perspective and a track record of successful inter-agency collaboration and co-ordination;
* have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the Council operates and adhere to corporate policies, protocols and procedures;
* have a satisfactory knowledge of public administration in Ireland (or demonstrate an ability to acquire such knowledge) and experience of administration at a high level;
* possess excellent organizational, detail design and IT skills;
* 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 in accordance with the Council’s approach to managing safety in the workplace;
* have 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.

**Terms and Conditions**

1. **The Post:**

A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel may be used by Limerick City to fill permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

1. **Annual Leave**

The successful candidate will have 30 days annual leave.

1. **Salary:**

Salary scale: **€51,549 - €71,656** per annum, inclusive of LSIs. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

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 (currently **€51,549**).

1. **Location:**

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises in use by the Council, now or in the future.

Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to travel to and from work at their own expense.

1. **Hours of Work**

The working hours at present provide for a five day, thirty-seven hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remunertation will be paid in respect of such activities.

The provisions of Limerick City and County Council’s Time and Attendance Policy is applicable to this grade at the current time.

1. **Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

1. **Superannuation:**

The Local Government Superannuation Scheme applies.

1. **Travel:**

Holders of the post should hold a full driving licence for class B vehicles and shall be required 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. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Limerick City and County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

1. **Residence:**

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

1. **Safety and Welfare:**

The holder of the post shall co-operate with the terms of Limerick City and County Council’s Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

1. **Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

1. **Taking Up Appointment:**

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks 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.

1. **Garda Vetting :**

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that ‘any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting’.

1. **Probation:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

1. There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
2. Such period shall be set by the Chief Executive and this period may be extended at his/her discretion.
3. Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.
4. **References:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

1. **General Data Protection Regulation:**

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

1. **Pre-Employment Medical:**

Prior to appointment the candidate will be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. The cost of this examination shall be refunded on appointment subject to statutory tax and statutory deductions.

**Application Process:**

Completed application forms must be **e-mailed** to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) **no later than Wednesday 18th May 2022.**

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. CV’s will not be accepted in lieu of an application form.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

**Selection Process:**

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

**Shortlisting:**

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same.

In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms by an expert board, appear to be the most suitable for the position.

The board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.

**NOTE-** As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview.  Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, based on the marked awarded in the shortlisting process.  Further qualified candidates may be called at a later stage at the discretion of Limerick City and County Council.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion of the Local Authority.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority 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 permanent and temporary vacancies arise.

**Interview:**

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency:

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| **Relevant Knowledge and Experience - (300 marks)** |
| Demonstrates knowledge and experience suitable to the role. |
| * Architectural skills and design ability, knowledge and understanding including project and operational management skills relevant to the role. * Budget preparation and management skills. * Change and people management skills. * IT Skills. |

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| **Delivering Quality Outcomes and Ensuring Compliance - (100 marks)** |
| Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties. |
| * Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively. * Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks. * Critically evaluates outcomes and processes used to achieve them. * Is aware of and understands relevant legislation, regulations and policies. * Refers to relevant professional documents as required. |
| **Communicating Effectively - (100 marks)** |
| Recognises the value of a requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills. |
| * Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. * Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication. * Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance. * Is effective in communicating a complex or technical message, using language appropriate to the audience. |

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| **Managing Resources - (100 marks)** |
| Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste. |
| * Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives. * Ensures best value and efficiency in service delivery. * Intervenes in a timely manner if work activities go over budget. * Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively. * Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose. * Is logical and pragmatic in approach, delivering the best possible results with the resources available |

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

**Limerick City and County Council is an Equals Opportunity Employer.**

**May 2022**