



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Project Manager

(Specific Purpose Contract)

5 Years

Analogous to Senior Executive Engineer

CLOSING DATE: 5th October 2026



BRIEFING DOCUMENT, APPLICATION AND SELECTION PROCESS

PROJECT MANAGER **(Specific Purpose Contract)** **5 Years**

Limerick City and County Council has an ambitious capital programme for the delivery of key infrastructure across the City and County. This includes, but is not limited to, residential schemes including transport infrastructure, pedestrian spaces, sport and community infrastructure and Traveller accommodation. The Councils current capital projects have a spend of approximately €1billion. The planning and delivery of such a programme requires committed and competent professionals with the necessary skills and expertise to deliver for Limerick.

Limerick City and County Council is inviting applications from suitably qualified persons to fill the position of Project Manager. A panel will be formed from which temporary vacancies will be filled during the lifetime of the panel.

The Position

The position of Project Manager is an exciting opportunity for an individual interested in playing a significant role in the development of capital infrastructure within Limerick City and County. Limerick City and County Council is inviting applications from suitably qualified persons for this competition.

The successful applicant will report to the relevant Director of Services within the Council or their nominee. The Project Manager will be work as part of a multi-disciplinary team tasked with project managing the delivery of the key Limerick City and County Council projects.

The successful candidate will be responsible for managing the delivery of assigned capital projects within Limerick. The work will involve collaborating with partners, state bodies and multidisciplinary teams to deliver high-quality projects and communicate relevant project/planning information to all stakeholders.

The successful candidate will require construction project management technical skills, industry knowledge and experience in delivering quality capital projects. The expected duration of this specific purpose contract is five years. Panel when formed may be used to fill other positions that may be shorter in duration.

Key Duties:

The Project Manager will be required to work on all stages of the assigned projects from inception to completion including:

- Management of stakeholder relationships and the sign-off of defined project objectives from an agreed project brief
- Establishment of an overall project budget including all consultancy fees, construction and any other related costs
- Production of a 'Master Project Schedule' and scheduled reports on scope, budget and timescale delivery against "Baseline" targets
- Procurement and appointment of design team services
- Procurement and appointment of contractors
- Management of Conciliation, Adjudication and Arbitration processes
- Compliance with Limerick City and County Council health and safety policy and procedures
- Supervision of the design and procurement process through to project construction and final handover

The successful candidate will oversee project progress in a timely and cost-effective manner and will be responsible for identifying and managing risks, monitoring performance, scheduling, budgeting, organisation, co-ordination, and implementation of the projects.

Specific Responsibilities

- Lead on the delivery of all assigned projects from inception through to completion;

- Prepare funding proposals, business cases and feasibility studies;
- Engage with and manage relationships with funding providers and prepare submissions for funding agencies;
- Engage with local elected representatives and bring proposals to council meetings and workshops;
- Manage relationships with key external stakeholders including for example the Department of Housing and Local Government, National Transport Authority, Department of Rural Development and Community, Traveller Community and their Representatives;
- Manage relationships with local stakeholders and services users;
- Coordinate all phases of the procurement, tendering and evaluation process for feasibility, design and construction;
- Ensure that the project proceeds in accordance with public spending code;
- Manage the Design Team and lead to ensure the project proceeds in an effective and timely manner;
- Ensure that all projects are taken through the appropriate planning consent process as set out in the Planning and Development Act 2024 and supporting regulations;
- Establish and administer all contracts between Limerick City and County Council and their appointed design teams, independent consultants and contractors;
- Manage critical stakeholder relationships, establish defined project objectives and obtain “sign-off” to a detailed project brief;
- Assess and appoint PSDP, PSCS and any other duty holder for projects;
- Compliance with Limerick City and County Council policy and procedures;
- Compliance with the Building Control and Building Regulations including using the Building Control Management System (BCMS) to update relevant regulatory information for all relevant projects;
- With the support of project stakeholders and project team members, produce a project “Risk Register” and “Risk Mitigation Plans” for all potential high impact risks;
- Produce monthly detailed financial appraisal for projects and progress reports comparing actual performance against the base-lined budget, timescale and scope and the management of risk;

- Ensure budget targets are maintained with immediate reporting of variance. This should include completing monthly expenditure reports and ensuring accurate and timely draw-down of any scheme funds from Central Government and other Agencies;
- Prepare, manage, attend and represent the Council at any conciliation, adjudication and arbitration processes as required;
- Close out the project effectively including preparation of final account and post project review;
- Co-ordinate between the various teams and stakeholders involved on each given project;
- Chair and record all client, stakeholder, design team progress meetings;
- Act as Employers Representative as required;
- Manage public consultation processes;
- Ensure that all Statutory Requirements are met in the delivery process;
- Manage performance, conduct and attendance of any direct reports;
- Represent the Council at a variety of meetings and prepare any necessary reports for such meetings;
- Any other duties as assigned.

The successful candidate will possess some or all of the following:

- Advanced knowledge of public procurement contracts and experience thereof;
- Experience in the delivery of housing upgrade works, new build projects, Building Regulations and Building Control (Amendment) Regulation process;
- Knowledge of management and delivery of local authority projects;
- Experience of public works contracts;
- Experience working with elected members to bring projects through design and planning phases;
- Advanced knowledge of project management and construction management processes;
- Advanced experience and knowledge in Traveller Accommodation Capital projects;
- Full complement of construction project management technical skills, industry knowledge and a track record/expertise in delivering quality use schemes strong competence in project scheduling;
- Familiarity with project management software;

- Proven written and verbal communication skills;
- Demonstrable leadership and people management skills;
- Experience dealing with public and media stakeholders.

The Person – Qualifications:

1. Character:

Candidates shall be of good character

2. 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.

3. Education, Training, Experience, etc.:

Each candidate must, on the latest date for receipt of completed application forms have one of the following declared qualifications under Senior Executive Engineer/Architect/Planner/Quantity Surveyor

Senior Executive Engineer;

- (a) (i) hold an honours bachelor's degree (level 8 on the National Framework of Qualifications (NFQ)) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland*;

OR

(ii) hold an ordinary bachelor's degree (level 7 on the National Framework of Qualifications (NFQ)) in Engineering AND a post-graduate master's degree {level 9 on the National Framework of Qualifications (NFQ)} in Engineering;

OR

(iii) hold a master's degree (level 9 on the National Framework of Qualifications (NFQ)) in Engineering attained after completing an integrated master's level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;

OR

(iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status.

- (b) have at least seven years satisfactory relevant experience of engineering work;
- (c) possess a high standard of technical training and experience;
- (d) possess a high standard of administrative and management experience;
- (e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

OR

Senior Executive Architect

- 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 qualification so prescribed **And**
- b) 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 **And**
- c) Have at least five years satisfactory relevant experience of architectural work;
And
- d) Have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specification;
And
- e) Have knowledge of the principles of Urban Design and planning policy and practice; and
- f) Have a satisfactory knowledge of public service organisation

OR

Senior Executive Planner

- A. hold an honours degree (level 8 in the National Framework of Qualifications) in Planning; and
- B. have at least seven years satisfactory relevant experience in planning; and
- C. possess a high standard of technical training and experience; and
- D. possess a high standard of administrative and management experience; and
- E. Have satisfactory knowledge of public service organisation.

OR

Senior Executive Quantity Surveyor

- 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

- 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

And

- Have at least seven years satisfactory relevant experience in quantity surveying

And

- Have a satisfactory knowledge of public service organisation.

The successful candidate is required to have a current full class B driving licence and access to own car.

You must submit proof of the essential educational qualifications with your application form. This includes full transcripts of course of study for each year and parchment of qualification from awarding college. Failure to do so will deem you ineligible for this competition.

* 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.

Terms and Conditions

1. The Post:

Subject to the availability of suitably qualified candidates, 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 Director General. The panel may be used by Limerick City and County Council to fill temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel. Panel when formed may be used to fill other positions that may be shorter in duration.

2. Annual Leave:

The successful candidate will have 30 days annual leave.

3. Salary:

Salary scale: **€80,680 - €100,692** per annum gross, 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 **€80,680**).

4. 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.

5. Hours of Work

The working hours at present provide for a five day, thirty five 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 remuneration 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.

6. Sick Leave:

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

7. Superannuation:

The Local Government Superannuation Scheme applies.

8. Travel:

When required to do so, holders of the office shall hold a full driving licence for Class B Vehicles and shall 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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'.

14. Probation:

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

- (a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Director General, and this period may be extended at their discretion.
- (c) 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.

15. 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

16. 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.

17. 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.

18. Pre-Employment Medical:

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant, it shall be refunded on appointment subject to statutory tax and statutory deductions.

19. Canvassing:

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Application Process

Completed application forms must be **e-mailed to recruitment@limerick.ie no later than 5th October 2026.**

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, appear to be the most suitable for the position.

An expert board will examine the application forms against pre-determined criteria based on the requirements of the position (this may just include the candidate's competencies as outlined in the application form). 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 marks 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.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

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:

Work Related Knowledge and Skills- (200 marks)
Demonstrates knowledge and experience suitable to the role.
• Technical skills as described above; • Relevant knowledge and understanding of the role; • Range and depth of experience relevant to post; • Specialist knowledge, expertise in previous and current working environment;

Delivering Results – Delivering quality Outcomes and Ensuring Compliance - (200 marks)

Demonstrates knowledge and experience suitable to the role.

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| <ul style="list-style-type: none"> • Plan and prioritise work and resources effectively; • Establish high-quality service and customer care standards; • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. |
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Performance Through People – Communicating Effectively -(200 marks)
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Demonstrates knowledge and experience suitable to the role.

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| <ul style="list-style-type: none"> • Ability to effectively manage performance; • Ability to empower and encourage people to deliver their part of the operational plan; • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively; • Ability to recognise the value of and requirement to communicate effectively • Demonstrates good interpersonal skills. |
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Problem Solving and Decision Making - (200 marks)
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Demonstrates knowledge and experience suitable to the role.

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| <ul style="list-style-type: none"> • Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors; • Takes account of broader issues, agendas, sensitivities and related implications when making decisions; • Uses previous knowledge and experience in order to guide decisions; • Uses judgement to make sound decisions with a well-reasoned rationale and stands by these; • Puts forward solutions to address problems. |
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Candidates 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 Equal Opportunities Employer

September 2026