**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**Candidate Information Booklet**

**(Please read carefully)**

**Post of: Clerk of Works**

**Closing Date: 4.00 pm on Thursday, 30th July, 2020**

**Completed Application Forms (4 copies) should be submitted to:**

**Human Resources Department**

**Laois County Council**

**Aras an Chontae**

**Portlaoise**

**Co. Laois.**

**R32 EHP9**

COMHAIRLE CHONTAE LAOISE

Laois County council

CLERK OF WORKS

**QUALIFICATIONS**

1. **Character**

Each candidate must be of good character.

1. **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.

1. **Education, Experience etc.**

Each candidate must –

1. (a) hold a degree in Engineering or Architecture or an equivalent professional qualification;

or

1. hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council;

or

1. in the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the Institute of Clerk of Works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;
2. have an adequate knowledge of civil engineering works or of building construction;
3. be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
4. have a satisfactory knowledge of the surveying, levelling and setting out of works.

(v) Hold a current full driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence

1. **Experience**

Each candidate must satisfy the local authority that he has had adequate experience of a type which would render him suitable to perform satisfactorily the duties of the office for which he is a candidate.

1. **Desirable Knowledge and Experience**
2. Knowledge of and experience in site supervision of contract works, including earthworks, drainage and reinstatement and control of roadworks
3. Have an excellent knowledge of civil engineering works and/or of building construction;
4. Be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
5. Proficiency in IT, particularly in relation to document handling and production of reports
6. Have a satisfactory knowledge of site surveying and setting out of works;
7. Demonstrate ability to work as part of project team;
8. Have a thorough knowledge of all the technical aspects of Building Regulations, planning process, local authority work. A knowledge of social housing design guidelines e.g. “Buildings for Everyone - A Universal Design Approach” (National Disability Authority) would be an advantage;
9. Demonstrate an ability to supervise building projects to completion stage;
10. Have strong communication and organisational skills;
11. Have adequate experience in dealing with other departments within their own organisations and with other professional bodies;
12. Have adequate experience in the direction, supervision and control of staff and contractors in the delivery of building projects and maintenance of buildings;
13. Possess technical training and experience of a high standard and satisfactory administrative ability;
14. Demonstrate an excellent work ethic in delivery of projects;
15. Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the duties and responsibilities of the organisation and the employee, their application in the workplace and their application to construction sites in particular;
16. Possess a full class B driving licence and access to own car.
17. Experience of managing Health & Safety
18. Be familiar with Public Works Contracts/Contracts Works Management Framework(CWMF) and procurement policy
19. An understanding of The Building Control (Amendment) Regulations 2014 (BCARs)

# **KEY COMPETENCIES**

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gain to date.

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| **Management and Change** | **Standards, ethics and governance**   * Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within designated area of responsibility, in the wider authority * Understands and adheres to the Code of Conduct for employees and complies with all Council rules, regulations and procedures. * Ensures that there is full understanding of and compliance with all Council rules, regulations and procedures for employees within designated area of responsibility. * Understands, supports and embeds the principles of diversity. * Understands, supports and embeds Information and Consultation.   **Influencing and Negotiating**   * Brokers agreement with others, to your team’s objectives. * Takes a long term pragmatic view when required.   **Safety, Health & Welfare at Work.**   * Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work. |
| **Delivering Results** | **Problem Solving and Decision Making**   * Can pinpoint the critical information and can address issues logically. * Understands the context and impact of decisions made. * Acts decisively and makes timely, informed and effective decisions.   **Ensuring Compliance**   * Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.   **Delivering Quality Outcomes**   * Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. * Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required. |
| **Performance through People** | |  | | --- | | **Managing Conflict**   * Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction. | | **Communicating Effectively**   * Recognises the value of and requirement to communicate effectively with all employees. * Has effective verbal and written communication skills. * Has good interpersonal skills. | |
| **Personal Effectiveness** | |  | | --- | | **Qualifications and Knowledge**   * Achieves a proficient level of knowledge, skills and formal   qualifications, where necessary.   * Engages in regular critical reflection on feedback and   experiences in the workplace and acts on these to  enhance personal development.  **Integrity**   * Is honest and trustworthy in all dealings. * Adopts an even handed approach and is fair, consistent   and open in all matters.   * Models and promotes appropriate social, ethical   and Council standards in all interactions.   * Demonstrates a strong commitment to delivering   an effective Public Service.  **Personal Motivation ,Initiative and Achievement**   * Is enthusiastic about the role and is motivated in the   face of difficulties and obstacles.   * Does more than is required or expected, anticipating   situations and acting to pre-empt problems.   * Takes action within the bounds of own ability. * Creates new opportunities. | |  | |

**THE PRINCIPAL TERMS & CONDITIONS**

1. **PARTICULARS:**

The position is wholetime and permanent and pensionable.

Laois County Council reserves the rights to, at any time, assign an employee to any premises in use by the Council now or in the future.

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 appointment takes effect, during which such a person shall hold the position on probation;
2. Such period shall be ten months but the Chief Executive may, at his/her discretion, extend such period;
3. 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;
4. There will be ongoing assessments during the probationary period. Employment may be terminated by either party during probation or at the end of the probationary period on one week’s notice.
5. **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

The salary scale for the post of Clerk of Works is within the range: € 47,588 - €58,157 (LSI 2) as per circular EL 05/2019.

In accordance with EL 02/2011 persons who are not serving local authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving local authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

1. **DUTIES:**

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

Under the direction and supervision of the appropriate officer, such technical services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of assisting the appropriate officer in the supervision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for a Technician of higher rank during the absence of such officer of higher rank. Holders of the office may be assigned to work in all appropriate business areas of the Council (e.g. Housing, Property Management, Transportation, Municipal Districts. Water Services, Environment) in the course of their employment.

The principal duties and responsibilities will be to perform such duties appropriate to the post of Clerk of Works that maybe assigned, and may include:-

* Assessing properties in accordance with the Private Rented Standards Regulations 2008 as amended, and Building Control Regulations;
* Assessing Council’s own stock properties for pre-letting repairs;
* Preparing contract documentation to included detailed drawings and tender documentation for schemes, single houses, extensions and disabled person grants works;
* Issuing of track orders to contractors, closing out of contracts, including settling of final account, close out reports and certify payments;
* Supervising contract works to include liaising with contractors’ other public bodies, utility companies and other agencies;
* Assessing works required on local authority stock and preparing appropriate reports;
* Assessing works carried out under the various grant schemes operated within the Council to include private disability and elderly grant schemes and SEAI schemes;
* Engaging with IT systems such as Agresso, I-House
* Complying with procurement procedures and requirements
* Keeping good records of inspections, issuing of Track orders, expenditure etc;
* Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the duties and responsibilities of the organisation and the employee, their application in the workplace and their application to construction sites in particular;
* Draft schedules of work required and issue same to the contractors;
* Dealing as directed with representational issues from elected members and community organisations.
* Work with senior management in devising and implementing strategies for the more efficient delivery of service;
* Assigning of work to other in-house maintenance staff and providing necessary supervision and co-ordination;
* Supervision of construction, including earthworks, construction of reinforced concrete structures, culverts and associated drainage, traffic management, workmanship, materials quality and testing, checking lines, formation, levels and layouts of the works to ensure conformity with the drawings and works requirements.
* Such other duties as may from time to time be reasonably assigned.

**5. DRIVING LICENCE**

You may on occasion be required to use your car on official business.  In such situations you must hold a current clean driver’s licence and have available adequate means of transport. 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.

**6. SAFEPASS**

The Clerk of Works shall have on his/her person, at all times, a valid Safepass card. Should the successful candidate not hold a valid Safepass card, he/she must obtain a Safepass card within a specified period of time, prior to taking up appointment.

**7**. **HEALTH**

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, before he/she is appointed, to undergo at his/her own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to the candidate.

1. **RESIDENCE**

The holder of the position shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

1. **RECRUITMENT**

Selection of candidates for appointment shall be by means of a competitive interview.

1. **Shortlisting Process**

The local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview, shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled. The local authority may at its discretion, decide that such shortlisting will be based on qualifications, relevant experience and information submitted on the application form.In that regard, candidates should ensure they provide detailed and accurate information in completing the form. Alternatively, the local authority may at its discretion decide to shortlist by way of preliminary interview.

1. **Competitive Interview**

Selection of candidates for appointment shall be by means of a competitive interview. The competitive interview shall be conducted by or on behalf of the local authority. The Council is committed to a process of selection on merit, based on fair and open competition.  The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

**c)** **Panels**

A panel may be formed on the basis of the interviews from which Clerk of Works will be employed on a full-time permanent capacity within the life of the panel. Temporary contract positions, as they arise may also be offered, within the life of the panel.

**d) References/Documentary Evidence**

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.

1. **COMMENCEMENT**The local authority 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 is he/she fails to take up the appointment within such period or such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.
2. **RETIREMENT**

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduces new pension and retirement provisions for **new entrants** to the public service appointed on or after 1st January 2013. Pension age set initially at 66 years; this will rise in step with statutory changes in the SPC age to 67 years in 2021 and 68 years in 2028. The compulsory retirement age of 70 applies. Otherwise the retirement age of the relevant Scheme applies.

It should be noted that candidates who are in receipt of a Public Service Pension and are rehired in any paid capacity by a Public Service Body may be liable to have their pension abated.

Prior to appointment successful candidates will be obliged to complete a Declaration in relation to previous Public Pensionable Employment.

1. **GARDA VETTING**

Garda vetting may be sought in respect of individuals who come under consideration for appointment

**13. DATA PROTECTION**

When your application is received, Laois County Council creates a record which contains personal information you have supplied. The personal information on the application form is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

**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 or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.**

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Laois County Council is an equal opportunities employer**