

Candidates Information Booklet

Executive Architectural Conservation Officer

**Closing Date:
5.00 pm on Thursday, 9th October 2025**

Wexford County Council is committed to a policy of equal opportunity

This competition is being managed by:

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The role of the Architectural Conservation Officer is considered as essential to support our local communities and owners of protected structures and a key part of customer service. Wexford has a wealth of historic towns, villages and places which have a significant contribution to the County's special character which makes the County a great place to live and do business.

The role of the Executive Architectural Conservation Officer will: -

- assist in the regeneration and development programs in historic towns, villages and heritage sites
- assist in heritage based projects which are often the central attraction in or tourism strategies
- provide stewardship to ensure protection and use of protected structures by providing advice and running grant schemes such as BHIS which provide critical leverage for investment in our heritage.

A key element of wellbeing and place-making is the protection of what is considered as valuable relating to the built heritage. The role of the Architectural Conservation Officer will also assist in the continued use and development of important buildings and structures that form the special character of County Wexford.

The Executive Architectural Conservation Officer is responsible for provision of advice to the Forward and Development Management functions of Wexford County Council. The role is hands on and includes the assessments of works to protected structures, referrals to planning permissions and the writing of policies. This input is critical to ensuring effective and efficient assessments to ensure proper planning and sustainable, balanced development of urban and rural areas.

The Executive Architectural Conservation Officer would also assist in the identification of possible heritage led regeneration projects in conjunction with the Heritage Officer, which would then form part of the Development Plan processes.

This post is part of the Local Authority Heritage Programme, supported by the Heritage Council.

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

Candidates shall 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:

- (a) hold a recognised qualification at Level 8 on the National Framework of Qualifications (NFQ) in a technical discipline related to the built environment including architecture, structural engineering, building surveying or spatial / town / urban planning;

Or

hold a recognised qualification at NFQ Level 8 in which the historic built environment was a major subject including but not limited to archaeology, history of art or architectural conservation;

Or

hold a recognised postgraduate qualification at NFQ Levels 9 or 10 in which the historic built environment was a major subject including but not limited to archaeology, history of art or architectural conservation;

- (b) after attaining the qualification referred to at (a) above, have five years' satisfactory experience relevant to the post (or four years for registered architects);
- (c) have a satisfactory knowledge of architectural heritage, design and conservation, strategic planning and urban design, and the legal framework governing architectural conservation and planning;
- (d) possess a high standard of technical training and experience appropriate to the nature of the work undertaken, including administrative experience;
- (e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

Desirable Skills and Qualifications

- (a) hold a postgraduate qualification (NFQ Levels 9 or 10) in architectural conservation, spatial planning, architectural design or urban design; or a postgraduate qualification in which the research subject related to the theory and practice of architectural conservation, strategic planning, architectural design or urban design; or have a recognised accreditation in architectural conservation;
- (b) demonstrable experience in strategic planning, urban design and/or architectural conservation management;
- (c) experience and/or qualification in project management.

4. 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.

PERSON PROFILE

OVERALL RESPONSIBILITIES

1. Strategy, Collaboration and Integration

- Develop and support innovative approaches to architectural heritage and regeneration in the development and implementation of international and national policies for increased environmental, economic and social sustainability and resilience.
- Manage, enable and co-ordinate collaboration and effectively communicate and transfer specialist and technical conservation knowledge within a multi-disciplinary context to the benefit of the organisation.
- Be an active member of the Local Authority Heritage Team working to enhance the management, conservation, and promotion of built, natural, and cultural heritage and integration of heritage functions across the City or County.

2. Governance, Statutory Functions and Policy Making

- Drafting Declarations under Section 57 and Section 5 of the Planning and Development Act, as amended, and advising owners and occupiers of protected structures and buildings in Architectural Conservation Areas, through the LA Planning Department, in relation to works to those structures which would or would not require planning permission;
- Liaising with relevant Departments within the Council (including the Planning Section), State Agencies, Voluntary Bodies and European organisations on architectural conservation policy and matters relating to Protected Structures, Architectural Conservation Areas (ACAs), and built heritage generally;
- Prepare, maintain and review the Record of Protected Structures, Architectural Conservation Areas and Areas of Special Planning Control as set out in Part IV of the Planning and Development Act.
- Increase recognition, enhance value and safeguard architectural heritage through informed governance and policy analysis and development.

3. Funding, Activation and Administration

- Apply for and deliver projects funded by the Department of Housing, Local Government and Heritage and other government departments and agencies, including the Heritage Council and other available sources.
- Operate and effectively administer grant schemes within required timeframes for optimal outcomes.
- Provide expert knowledge and project management, support in the activation, preparation and delivery of funding streams pertaining to rural and urban regeneration, conservation and enhancement of the historic built environment, climate action projects and sustainable development programmes.

4. Communications, Engagement, Education and Advocacy

- Support and assist owners of historic properties, historic building professionals, and interested parties through the effective communication and delivery of up to date guidance and advice, this may take the form of production of guidance documents, information leaflets, workshops, webinars, events and public consultation.
- Participate in research and development in the area of architectural heritage and the wider cultural agenda.
- Coordinate with communities to curate events as part of the annual National Heritage Week.
- Promote the values of heritage, best practice and high professional standards through effective communication, innovative interpretation, training and sharing of knowledge.

DUTIES:

The duties of the post are to give the local authority and: -

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Manager or of such other employee as the Manager may from time to time determine, such planning or ancillary 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 Director of Service, or other appropriate professional employee, in the supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional employee of higher rank during the absence of such employee of higher rank.

The Executive Architectural Conservation Officer will report directly to the Director of Services or Senior Planner or another relevant person. The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require: -

1. To advise Wexford County Council in relation to the architectural heritage and conservation provisions and requirements of the Planning and Development Act 2000 (as amended), the Planning and Development Regulations 2001 (as amended) and any subsequent National and European legislation.
2. To take part in Wexford County Council's working groups and multidisciplinary teams in developing and delivering projects with heritage aspects such as URDF, RRDF, Town Centre First and Thrive, including New European Bauhaus funding.
3. To attend internal preplanning and public meetings as required, where issues of Conservation arise.

4. To maximise grant awards for architectural heritage and conservation funds from the Department of Housing, Local Government and Heritage and the Heritage Council, for both private and public projects.
5. To contribute to the heritage conservation policies and objectives in Local Authority plans and to prepare, promote and implement such policies. To prepare responses to Architectural Conservation related submissions received either as part of any review of the County Development Plan or any emerging Urban Area Plan.
6. Preparing conservation reports on planning applications, Part 8 applications and compliances.
7. Managing Conservation Grants Schemes and supervising associated conservation works.
8. To provide advice to investors, developers, owners and occupiers of structures included in a Record of Protected Structures on good practice in the conservation of such structures, on the availability of assistance, including financial assistance, for such conservation.
9. Inspecting buildings of historic and/or architectural interest in the functional area of the Local Authority, to survey and record their principal external and internal features.
10. Organising and managing research relating to protected structures and proposed protected structures under the Planning and Development Act 2000, as amended, and reviewing and updating the Council's Record of Protected Structures (RPS).
11. Researching, inspecting and drafting proposals for the designation of Architectural Conservation Areas (ACAs).
12. Compiling and updating inventory data, architectural conservation databases, related webpages, and the RPS GIS database.
13. Reviewing and evaluating Ministerial Recommendations and the recommendations of the surveys undertaken in the relevant City or County area by the National Inventory of Architectural Heritage (NIAH).
14. Drafting Declarations under Section 57 and Section 5 of the Planning and Development Act, as amended, and, through the planning department, advising owners and occupiers of protected structures and buildings in Architectural Conservation Areas in relation to works to those structures which would or would not require planning permission.
15. Liaising with relevant Departments within the Council (including the Planning Section), State Agencies, Voluntary Bodies and European organisations on architectural conservation policy and matters relating to Protected Structures, Architectural Conservation Areas (ACAs) and built heritage generally.
16. Apply for and deliver projects funded by the Department of Housing, Local Government and Heritage and other government departments and agencies, including the Heritage Council and other available sources.
17. To prepare and give evidence in court and at oral hearings where issues of conservation are involved.

18. To communicate effectively whether verbally or in written communications with all stakeholders including staff, elected members, community groups and the public.
19. Produce an annual report on activities for the Heritage Council as well as internal line management.
20. Actively participate as a member of the County Heritage Forum.
21. Work with property owners and communities to curate events as part of National Heritage Week in collaboration with the Heritage Officer.
22. To provide effective project management in order to undertake all assigned tasks in a timely manner.
23. To effectively and efficiently manage budgets and ensure value for money at all times.
24. Have good knowledge and awareness of Health and Safety Legislation and their implications and applications in the workplace.
25. To lead, motivate and engage staff to achieve quality results and to deliver on operational plans.
26. Comply with all requirements of PMDS operated in the local authority, undertake training to comply with identified needs and to maintain Continuous Professional Development.
27. Comply and support the development of Health and Safety Policies.
28. Such other duties as may be assigned from time to time.

Desirable Attributes

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

- Have a satisfactory knowledge of Wexford's history and of its historic building typologies and spaces
- A good working knowledge and understanding of architectural conservation and of its role in the planning and development process
- Have experience of participating in managing and leading multi-disciplinary teams.
- Have a proven track record of delivering results
- Understand Local Authority services and structures in Ireland, particularly as they relate to the conservation function, or can quickly acquire same
- Be capable of working in close consultation with key stakeholders and working collaboratively with a diverse range of bodies and representative groups
- Be experienced in contributing to the operational and strategic conservation processes and in the implementation of the agreed aims of same
- Have excellent interpersonal, communication and influencing skills

- Have experience of budget management and ensuring value for money
- Possess strong ICT and presentation skills
- Strategic planning skills
- Knowledge of funding schemes

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management and Change	Strategic Ability Displays the ability to think and act strategically Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes. Political Awareness Has a clear understanding of the political reality and context of the organisation. Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.
Delivering Results	Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste. Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.

Performance through People	Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos. Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan. Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.
Personal Effectiveness	Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. Resilience and Personal Well Being Demonstrates appropriate and positive self- confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.
Local Government Knowledge & Understanding	Knowledge and understanding of the structure and functions of local government; Knowledge and understanding of current local government issues and advocate practical approaches to addressing them; Clear and realistic views of future trends and strategic direction of local government; Understanding the role of an Executive Architectural Conservation Officer in this context

SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **5.00pm on Thursday, 9th October 2025**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and/or final interview, conducted by or on behalf of the Local Authority,
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

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 to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

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 if he/she fails 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 him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post is wholetime, permanent and pensionable.

Persons who become pensionable employees 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 Local Authority at 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 social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already an employee of Wexford County Council is appointed, the following provisions shall apply: -

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

€59,658.00 - €82,929.00 (LSI 2) (at 8th July, 2025)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government. Appointees who are not existing public servants will enter at the minimum point of the scale.

4. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

5. Retirement / Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

6. Driving Licence

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

7. Residence:

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

This competition is being run by Wexford County Council. For general queries, please contact the following:

*Róisín Assinder
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053 919 6400
E: recruitment@wexfordcoco.ie*

Additional Relevant Information

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.

Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Former Public Service Employees

Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER