

Candidate Information Booklet

Temporary Executive Quantity Surveyor (3 Year Contract)

**Closing Date:
5.00 pm Thursday 10th October 2019**

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

This competition is being managed by:

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DESCRIPTION OF THE POST

The Temporary Executive Quantity Surveyor will be employed within the Housing Directorate with responsibility for construction projects and other ancillary works required for the successful development of the County in the areas of, but not limited to, Housing, Regeneration, Public Realm, Urban Renewal, Planning projects.

The Temporary Executive Quantity Surveyor will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in Departmental and Team development plans. The successful candidate will be expected to use their own initiative and work to a high standard and will be required to operate the Council's existing and future IT systems as part of their work.

The successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER:

Candidates shall be of good character and references shall be sought.

2. HEALTH:

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service.

3. EDUCATION, TRAINING AND EXPERIENCE ETC.:

Each candidate must, on the latest date for receipt of completed applications forms:-

- (a) hold a professional qualification in Quantity Surveying that is prescribed under the Building Control Act 2007, or a qualification in Quantity Surveying that is equivalent to a qualification so prescribed;
- (b) be eligible for registration as a Quantity Surveyor under the Building Control Act 2007 without requiring further assessment. Any appointment will be subject to registration under the Act;
- (c) have at least five years' satisfactory experience of Quantity Surveying work (ideally post-graduation);
- (d) possess a high standard of technical training and experience, and
- (e) possess a high standard administrative experience.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet on page 5. In addition, the successful candidate will possess good experience of the following:

- Preparation of tender documentation which requires a familiarity with the various forms of public works contract
- Advertising on e-Tenders and the OJEU and managing queries as they arise
- Tender evaluation and issuing relevant contract documents
- Contract administration - record keeping systems
- Certification and payment processing using Agresso or similar
- Cost monitoring and reporting on variations and final accounts
- Works evaluation and value assessments.
- Managing of variations and dealing with claims and disputes
- Preparing value engineering options for review/approval
- Dealing with Relevant Contract Tax (RCT) with main and sub-contractors
- Ensuring correct insurances are in place for the contract
- Dealing with performance bonds
- Preparing Bills of Quantities using ARM 4 or CESMM4
- Preparing budgets and managing commercial aspects of projects to final account
- Preparing risk analysis' for projects

DUTIES OF THE POST

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties; these shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

Duties include, but are not limited to:

- Providing the full range of quantity surveying services from Project Inception to Final Completion on allocated projects;
- Preparing Pricing Documents using Cubit (or equivalent) and ARM (Agreed Rules of Measurement)
- Assessing and reporting on contractor suitability;
- Analyzing and reporting on tenders;
- Evaluating contractual claims;
- Reporting/advising on final accounts;
- Preparing Cost Plans / Cost Estimates;
- Partaking in adjudications, conciliations, arbitrations and dispute resolution with regards to construction projects;
- Working as a team member;
- Participating in ongoing personal and professional development;

- Procurement of consultants and reviewing framework documentation.
- Assessment of SAQ (Suitability Assessment Questionnaire) and making recommendations for appointment of consultants.
- Managing consultant claims and fee arrangements.
- Preparing cost estimates.
- Assessing Part V proposals and negotiating agreements.
- Such other duties as may be assigned from time to time;
- The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the County Council.

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	<p><i>Strategic Ability</i> 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.</p> <p><i>Political Awareness</i> Has a clear understanding of the political reality and context of the organisation.</p> <p><i>Networking and Representing</i> 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.</p> <p><i>Bringing about Change</i> Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results	<p><i>Problem Solving and Decision Making</i> 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.</p> <p><i>Operational Planning</i> 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.</p> <p><i>Managing Resources</i> 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.</p> <p><i>Delivering Quality Outcomes</i> Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard.</p>

Performance through People	<p><i>Leading and Motivating</i> 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.</p> <p><i>Managing Performance</i> Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p><i>Communicating Effectively</i> 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.</p>
Personal Effectiveness	<p><i>Relevant Knowledge</i> 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.</p> <p><i>Resilience and Personal Well Being</i> 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</p> <p><i>Personal Motivation, Initiative and Achievement</i> 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.</p>

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 Thursday, 10th October 2019**

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 whole-time, temporary 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 a permanent employee of a local authority 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 one year 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.

SALARY: €49,543 - €68,868 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government.

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 65 years being the maximum retirement age.

6. 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:

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