

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

TEMPORARY GRADUATE ARCHITECT
FIXED TERM SPECIFIC PURPOSE CONTRACT – 2 YEAR CONTRACT
(COMP I.D. 007468)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Candidates 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:

Candidates shall:

- Hold a 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

It is desirable that the ideal candidate shall:

- Possess good professional knowledge and skills;
- Be able to work independently or within multi-disciplined teams;
- Be capable of working on his/her own initiative;
- Possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- Possess good organisation skills;
- Possess good CAD, IT and presentation skills
- Be a holder of a full driving licence, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

The Graduate Architect will work within a team under the direction of an Executive or Senior Executive Architect or other appropriate official in delivering a programme of work with a view to gaining practical experience. He/she will research and prepare presentation material as required.

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PARTICULARS OF THE POSITION

1. The office is temporary, whole-time and pensionable.

2. **SALARY:**

€33,194 per annum.

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

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.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

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 any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers 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 dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

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

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

5. ANNUAL LEAVE:

Annual leave entitlement for the position of Graduate Architect is **24** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

6. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent or temporary office the following provisions shall apply, that is to say:

There shall be a period after such appointment takes effect during which such person shall hold office on probation;

Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;

Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

There will be assessment(s) during the probationary period;

The period above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;

7. DUTIES:

The duties of the Graduate Architect (Temporary) shall be such as may be assigned from time to time by the local authority and may include the following:

- Preparation of sketch designs, models, technical drawings, reports & specifications;
- Supervised attendance on construction site visits and inspections;
- Co-ordinating design information and maintenance of project files and records;
- Preparation of material for presentation, meetings, publication and exhibition;
- Attendance at public meetings and consultations;
- Preparing and presenting design proposals using Computer Aided Design (CAD) and traditional drawing methods;

- Working as part of a team to deliver a programme of new build and refurbishment projects and providing architectural services for the on-going development and management of the Dún Laoghaire-Rathdown County Council's building stock;
- Managing your work, to achieve agreed objectives to a high standard of design and technical quality and professional practice, to agreed timeframes;
- Ensuring that all work is carried out in compliance with all relevant professional practice and industry standards and relevant public and Council policies;
- Assisting with any office management tasks which may be assigned to you.

The duties of the office are to give to the Local Authority and

- a) Such other Local Authority 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, such Architectural, cognate or ancillary services of an advisory, supervisory or executive nature as may be required by any Local Authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties.

8. LOCATION & RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority. The County Council *will not* be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.
- ii. Dún Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of qualifications and experience. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of you qualifications / experience on the application form.
- iii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate temporary vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iv. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- v. For the purpose of satisfying the requirement as to health it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

- vi. Appointment will also not proceed without the Council obtaining two satisfactory references. Said references must not be related to the applicant.
- vii. Appointment will also be subject to satisfactory Garda Vetting in accordance with the National Vetting Bureau Act, 2012 – 2016.

Applications on the official form only should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Tuesday 21st November 2017.**

An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of postage from the appropriate postal authority.

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise 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 for the position he/she is seeking.

Dun Laoghaire Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities