

# CANDIDATE INFORMATION BOOKLET

(Please read carefully)

# **CLERK OF WORKS – Ref: 19/2025**

Closing Date for receipt of application:

# Thursday 24<sup>th</sup> July, 2025 at 12 noon sharp





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## **WICKLOW COUNTY COUNCIL**

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <a href="https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/">https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/</a>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2025 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team

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## The Competition Clerk of Works

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## THE POSITION

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Clerk of Works. It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

The position of Clerk of Works is one which provides required oversight to ensure that all construction works are carried out in accordance with relevant legislation, regulations, construction standards, codes of practice, etc. and that all materials are provided and utilised in accordance with all manufacturers requirements and recommendations.

## **QUALIFICATIONS**

1 Character

Each candidate must 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 -

(i) (a) hold a degree in Engineering or Architecture;

or

**(b)** 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

- (c) 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;
- (ii) have an adequate knowledge of civil engineering works or of building construction;
- (iii) be capable of writing clear and concise reports, keeping work records, measuring and recording all variations from contract and reading drawings;
- (iv) have a satisfactory knowledge of the surveying, levelling and setting out of works;

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### 4 Experience

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

In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.

## **DRIVING LICENCE/TRAVEL**

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licence

## **DUTIES**

- Supervision and reporting on the construction of any Capital Housing Schemes and other WCC building project under construction by contract or Direct Labour;
- Supervision and reporting on the Repair and Maintenance of all Wicklow County Council Housing stock, or stock under Wicklow County Council's control;
- Supervision and reporting on Part 5/Turnkey properties under construction/constructed by Developers/other parties;
- Management of contractors on the delivery of Housing Capital schemes/ Housing maintenance Programmes/ Response and Preventative Maintenance /Relets and any other Housing related programmes;
- Knowledge of Planning and Building Regulations; Building Standards, BCAR, Codes of Practice and compliance with other statutory technical standards;
- Inspection of works of building construction, development and ancillary civil engineering work
  to ensure compliance with building control, building regulations, building grant requirements
  and planning permission and so on;
- Carrying out regular site inspections, examining and inspecting construction work before, during and after the project has been completed;
- Control and supervision of Direct Labour staff of, foreman, charge-hands, crafts workers, skilled and unskilled general operatives, and compiling/checking/certification of time sheets;
- To supervise and manage the performance of all machinery and plant in his/her area and to ensure that all plant are properly and safely operated and gainfully employed.

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- Pre-planning of works, estimating of quantities and ordering of materials.
- Certification of proper use of materials and preparation of costings of work done;
- Ensuring compliance with contract drawings and specification;
- Measuring and recording contract variations and carrying out surveys onsite;
- Inspecting and reporting on the condition of structures, specifying repairs, renewals or rebuilding considered necessary to make unfit or defective premises fit for habitation, or put them into good repair, and the preparation of estimates of cost thereof.
- Assessing and reporting on grant applications in both private and social housing settings in accordance with the Housing Grants Scheme;
- Keeping accurate site records of progress on site including inspections, notices, Court Orders, including the submission of reports and photographic records as required.
- Ensure the implementation of the Health, Safety and Welfare at work (construction) regulations 2013 regarding Health and Safety on site and be in a position to undertake Health & Safety reports and inspections on behalf of Wicklow County Council and it's Safety Management Team.
- To use as directed and upon receipt of appropriate training information technology equipment and systems including digital cameras, personal computers, and hand-held technologies (e.g. tablets devices etc. and systems such as Proworks, Adjust Stock Condition Survey System, IHouse, etc.).
- Evaluation of residential properties to establish compliance with the standards of the
  Residential Tenancies Board and relevant Housing Acts including Rental Accommodation
  Scheme (RAS) and Housing Assistance Payment (HAP). This work will also include survey and
  condition analysis of houses and properties which are under consideration for purchase or
  being purchased by Wicklow County Council.
- Working with other Council Departments and agencies as required to produce collaborative solutions and resolve problems as they arise.
- Carrying out such other duties, as maybe assigned by the County Council from time to time.

## **DESIREABLE SKILLS**

Candidates should be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post. In particular candidates should have satisfactory knowledge and experience of the following matters or the necessary aptitude to acquire this knowledge within a reasonable period.

- 1. Satisfactory knowledge of civil engineering works & building construction techniques
- 2. Supervisory skills so as to be in a position to direct, manage and control Direct Labour staff at multiple locations within his/her area.
- 3. Ability to work on own initiative and judgement.
- 4. Experience in the use of computers and relevant information technology.

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- 5. Be capable of writing clear and concise reports, keeping work records, measuring and recording variations as they arise, and reading drawings
- 6. The candidate must hold a current safepass card.
- 7. Have a satisfactory knowledge of the surveying, levelling and setting out of works.
- 8. Satisfactory knowledge of current Health and Safety Regulations and Legislation and putting it into practice on works.
- 9. Have satisfactory PC skills

## PRINCIPAL CONDITIONS OF EMPLOYMENT

A panel may be formed from which future temporary positions may be filled. The position will be fulltime and pensionable.

#### **Probation**

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be three months (temporary contract) and six months (permanent contract) this period may be extended at the Chief Executive discretion;
- (c) such persons 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 persons in satisfactory.

## Salary: €56,754.00 – 69,337.00 (LSI2) per annum

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

### **Hours of Work**

The person appointed will be required to work a 35 hour per week Monday to Friday which equates to a 7 hour day to be accounted for with attendance hours of 9.00 a.m. to 5.00p.m. with one hour lunch between 1.00p.m. and 2.00p.m.

## Travel

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

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## **Garda Vetting**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

## Health

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their 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 candidates.

### Residence

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## **Annual Leave**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

## **Retirement Age**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

## Superannuation

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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 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 the 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.

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All persons who become pensionable officers 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 pensionable remuneration in accordance with the terms of the scheme.

## **APPLICATION PROCESS**

## **Application form**

Application forms are available on our website: www.wicklow.ie

Completed applications forms must be submitted to <a href="wccreativector">wccrecruitment@wicklowcoco.ie</a> or by post to Recruitment, Wicklow County Council, Station Road, Wicklow Town, County Wicklow on or before the closing date of <a href="mailto:Thursday 24">Thursday 24</a><sup>th</sup> July, 2025 at 12 noon sharp. Late applications or any amendments to applications will not be accepted.

## **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 provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. Responses should not exceed 450 words. Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

Key Competencies for the post of Clerk of Works are set out as follows:

- Management & Change
- Delivering Results
- Personal Effectiveness
- Technical Knowledge and Skills

COMPETENCY	BEHAVIOURS
Management & Change	<ul> <li>Develop and maintain positive, productive and beneficial working relationships</li> <li>Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation</li> <li>Takes responsibility and is accountable for the delivery of agreed objectives</li> <li>Successfully manages a range of different projects and work activities at the same time</li> <li>Structures and organises their own work and others work effectively</li> <li>Is logical and pragmatic in approach, delivering the best possible results with the resources available</li> <li>Proactively identifies areas for improvement and develops practical</li> </ul>
	<ul> <li>suggestions for their implementation</li> <li>Demonstrates enthusiasm for new developments/changing work practices</li> </ul>

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	<ul> <li>and strives to implement these changes effectively</li> <li>Applies appropriate systems/processes to enable quality checking of all activities and outputs</li> <li>Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers</li> </ul>
Delivering Results	<ul> <li>Plan and prioritise work and resources effectively</li> <li>Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations</li> <li>Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate</li> </ul>
Personal Effectiveness	<ul> <li>Keeps up with current developments, trends and best practice in area of expertise and responsibility</li> <li>Keeps up to date with the qualifications and knowledge necessary for the role</li> <li>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles</li> <li>Builds and maintains contact with colleagues and other stakeholders to assist in performing role</li> <li>Acts as an effective link between staff, consultants, contractors and senior management</li> <li>Encourages open and constructive discussions around work issues</li> <li>Presents information clearly, concisely</li> <li>Collaborates and supports colleagues to achieve organisational goals</li> </ul>
Technical Knowledge & Skills	<ul> <li>Demonstrate an ability to supervise and monitor the work of contractors (including maintenance and installation works) to completion</li> <li>Have a good knowledge and understanding of the various types of heating systems in domestic properties to ensure they can oversee the installation, repair and maintenance of the systems in the Council's housing stock</li> <li>Have a good knowledge and understanding of renewable technologies, the installation of services / utility infrastructure, fire safety and construction for the purposes of Quality Control and compliance with contract drawings and good building standards         Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace and to construction sites in particular</li> </ul>

### **Selection Process**

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

## The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.



# \* Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.\*

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

## **Short-Listing**

Wicklow County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process **based on the information contained in the application forms** or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear to attain a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. Shortlisting may 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 your qualifications/experience on the application form. The candidates shortlisted will be invited to attend for interview. Interviews will be held in person. The Council will not be responsible for any expenses incurred by candidates in attending for Interview Stage.

## **Interview Stage**

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Wicklow County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus



is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Wicklow County Council considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

## **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

#### Panel

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

## **Terms and Conditions**

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

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It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 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.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

## **Examples of some of the current Employee Benefits include:**

- Wicklow County Council's Blended Working Policy
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme – Spectrum Health

## WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.

Wicklow County Council will send an acknowledgement of your application in the weeks after the closing date of the competition. If you do not receive any confirmation, please contact <a href="wccrecruitment@wicklowcoco.ie">wccrecruitment@wicklowcoco.ie</a>

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNTIES EMPLOYER

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## FREQUENTLY ASKED QUESTIONS

## 1. Who can I contact if I have a query in relation the Recruitment Campaign?

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to wccrecruitment@wicklowcoco.ie.

## 2. What happens if I cannot attend a particular stage of the competition?

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

## 3. I have submitted my Application form, what happens next?

Wicklow County Council will carry out an eligibility check on all applications to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post <u>based on the information submitted on your application form</u>, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. The information you supply in the application form will play a central part of the qualifying and shortlisting process.

You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## 4. What happens on completion of the shortlisting process?

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

## 5. What happens after undertaking the final interview?

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

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# 6. How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?

Wicklow County Council will contact you when necessary at each stage of the competition by email or by post. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing <a href="mailto:wccrecruitment@wicklowcoco.ie">wccrecruitment@wicklowcoco.ie</a>

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



www.wicklow.ie



wcccrecruitment@wicklowcoco.ie



@wicklowcoco



https://www.facebook.com/WicklowCountyCouncil

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