



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

CANDIDATE INFORMATION BOOKLET

(Please Read Carefully)

CLERK OF WORKS

***Closing Date : 4:00 p.m. Thursday,
9th February, 2023***

Waterford City & County Council is committed to a policy of equal opportunity

General Information

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. These services generally include housing; transportation; planning; infrastructure; environmental protection; recreation and amenity provision and community development. Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

Waterford City and County Council (Comhairle Cathrach agus Contae Phort Láirge) is the authority responsible for local government in the City & County of Waterford, Ireland. The organisation came into operation on 1st June 2014 after that year's local elections and is a merger of Waterford City Council and Waterford County Council. The mission of Waterford City & County Council is to make Waterford the best possible place for all its people and for those that wish to live, visit, work or invest here.

There are 32 Elected Members. The 2023 Revenue Budget of the Council is €166.38 million. At a strategic level, the Council operate through its Corporate Policy Group comprising of the Cathaoirleach of the Council and the Chairs of the local authority's Strategic Policy Committees. The Chief Executive and the Council's Management Team play a key role in supporting and advising this policy group. Day to day management of services takes place under the stewardship of the Chief Executive, four Directors of Service and a Head of Finance who collectively comprise the Senior Management Team.

This competition presents an opportunity to gain employment with Waterford City & County Council in the role of **Clerk of Works**

This Candidate Information Booklet is intended to provide information on the post of **Clerk of Works** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Waterford City & County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Clerk of Works**. Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

ROLE & DUTIES OF THE POST

Introduction to Role:

The work of a **Clerk of Works** is extremely varied and the duties will vary depending on assignment. The post holder will be expected to constantly contribute towards improving the overall effectiveness of the section, to which they are assigned.

The role of a **Clerk of Works** is primarily to represent the interests of the Council in regard to ensuring that the quality of both materials and workmanship are in accordance with planning permission, building regulation, architects/engineers and other consultants drawings and specifications.

Duties:

He/she will be expected to participate in all aspects of the work of the section in which they are based and will be expected to:

- carry out inspections, surveys, keep detailed records and prepare relevant reports;
- have strong relevant technical capability;
- have a good knowledge of H&S legislation and requirements;
- comply with the H&S Management System and assist in its ongoing development;
- prepare specifications of works, tender documentation;
- carry out public procurement of goods, services and works;
- certify payments and manage budgets;
- manage and supervise contracts on site;
- have a strong sense of ownership of their work and attention to detail;
- work equally well as part of a team or on their own initiative;
- work with other services, community groups, & statutory organisations;
- deal with the public / customers / contractors etc.;
- play a leading role in developing systems for improving the quality of outputs from the section;

- play a leading role in promoting the development of quality control systems both with internal teams and with external contractors;
- assist in developing best practice procedures;
- taking measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards;
- implement programmes of work in a timely and effective manner;
- have a system for dealing with complaints effectively and efficiently;
- liaise closely with the contractor's staff, while maintaining independence

The following is desirable but not essential:

- Working knowledge of the Local Authority Sector;
- Experience in public procurement, including the use of e-Tenders;
- Experience in the consultation with statutory and non-statutory stakeholders in the delivery of projects.
- Experience in working with external consultants in the delivery of capital projects

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, 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 works 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.

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.

Salary:

Current Salary Scale: €51,526 - €62,950 (2nd LSI)

The salary shall be fully inclusive and shall be as determined from time to time. The employee shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. 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 (currently €51,526).

Remuneration is paid fortnightly directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of

employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are 37 hours per week. All posts will be offered on the basis of the candidate working wholetime.

Probation:

Where a person who is not already a permanent officer of Waterford City & 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 office on probation;
- (b) such period shall be one year but the Chief Executive may, at his or her discretion extend such a period;
- (c) such a person shall cease to hold office 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.

Superannuation:

The relevant Superannuation Scheme will apply. The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

plus

3.5% of net pensionable remuneration (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).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation

contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

Retirement Age

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

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of 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.

Hours of Work:

The normal working hours are 35 hours per week. Flexible working arrangements apply. All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Waterford City & County Council requires employees to record their hours using the CORE/TDS Clocking system.

Annual Leave:

The annual leave entitlement for the grade is **30 days** per annum.

The Chief Executive of Waterford City & County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence:

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

Drivers Licence:

Waterford City & County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Waterford City & County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

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

Code of Conduct/Organisational Policies:

Employees are to be required to adhere to all current and future Waterford City & County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

Training:

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Location of assignment/appointment:

Waterford City & County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement:

Waterford City & County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Waterford City & County Council shall not appoint them.

Reporting Arrangements:

Clerk of Works report directly to the appropriate supervisor in the Section or to any other employee of Waterford City & County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Health & Safety:

Waterford City & County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Waterford City & County Council operates under OHSAS 18001 accreditation and will be seeking to adopt ISO 45001 in due course. All employees are required to cooperate with the implementation of any and all measures necessary to achieve same.

The Application Process:

Once fully completed, application forms will be accepted. Please ensure that:

1. Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
2. You have fully completed all sections of the application form and included all relevant, detailed and accurate information. **Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.**
3. You attach a copy of your educational certificates.
4. You submit your application by email on or before 4:00p.m. **Thursday 9th Feb 2023.** Late applications will not be accepted.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Waterford City & County Council is satisfied that such person fulfils the requirements.

Waterford City & County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Waterford City & County Council accepts no responsibility for communication not accessed or received by the applicant.

The Selection Process:

Waterford City & County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

Step 1: Initial Screening

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

Step 2: Shortlisting

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

Step 3: Interview

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Waterford City & County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Waterford City & County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The

objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place successful candidates in order of merit on a panel from which vacancies as they arise will be filled.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, (if necessary) occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

Key Competencies:

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed:

Key competencies for the post of **Clerk of Works** are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Take particular note of the competencies listed below as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

Management and Change

(100 Marks)

- Develops and maintains positive, productive and beneficial working relationships
- Effectively manages the introduction of change and demonstrates flexibility and openness to change
- Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation.

Delivering Results

(100 Marks)

- Plans and prioritises work and resources effectively.
- Makes timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations.
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate.

Personal Effectiveness

(100 Marks)

- Keeps up with current developments, trends and best practice in area of expertise and responsibility
- Keeps up to date with the qualifications and knowledge necessary for the role.
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.

Relevant Local Government Knowledge & Experience
(200 Marks)

- Possesses the required technical skills including but not limited to Building Regulations, Construction Technology, Renewable Energy Technology, Fire Safety, Building Energy Performance and Health & Safety
- Displays a knowledge of the structure and functions of local government.
- Displays knowledge of current local government issues and advocates practical approaches to addressing them

Feedback:

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel and details of marks will be made available.

Deeming of candidature to be withdrawn:

Candidates who do not attend for interview or other test when and where required by the Waterford City & County Council, or who do not, when requested, furnish such evidence as required by Waterford City & County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Waterford City & County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Verification of Educational Qualifications:

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council*, to the Human Resources department in order to verify their qualifications.

** Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

Pre-Employment Medical:

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre- employment medical.

Garda Vetting:

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

Canvassing:

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Confidentiality:

Waterford City & County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Waterford City & County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Waterford City & County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

General Data Protection Regulation:

Waterford City & County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.

Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Waterford City & County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

Storage period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has

expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Waterford City & County Council will not be able to progress your application form for the competition for which you are applying.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates