

**Sligo County Council
Comhairle Chontae Shligigh**

Technician Grade 1 – Architectural (Contract Post)

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, on the latest date for receipt of completed application forms -

(a) Educational Qualifications

- (i) have passed the N.C.E.A. / H.E.T.A.C National Certificate Final Examination in:
Civil Engineering, or
Geo-surveying, or
Construction Studies, or
Construction Studies in Building Maintenance, or
Construction Studies in Architectural Graphics,

or

hold an equivalent qualification

and

Work Experience

- (ii) have at least three years satisfactory experience after attaining the qualification concerned

or

- (iii) (a) have satisfactory relevant experience, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State,

and

have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

or

- (b) have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State,

- (b) possess adequate training or experience relating to the control and supervision of staff.

4. Desirable Requirements

In addition to the above, it would be desirable that candidates would hold a Certificate (Level 6 in the National Framework of Qualifications) or equivalent qualification in Architectural Technology, Construction Studies, Construction Studies in Building Maintenance, or Construction Studies in Architectural Graphics, or a related discipline.

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PARTICULARS AND DUTIES OF EMPLOYMENT

1. The Post

The post is Technician Grade 1 – Architectural (Contract Post).

2. Superannuation

- a) 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 dependant or qualified children).
- b) Persons who become pensionable employees 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.
- c) All persons under (a) and (b) above 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 pensionable remuneration in accordance with the terms of the Scheme.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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).

3. Salary

The salary shall be fully inclusive and shall be as determined from time to time. The holder 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 services, which they are required by or under any enactment to perform.

Salary Scale:

€37,632 - €38,275 - €39,117 - €39,961 - €40,788 - €41,628 - €42,394 - LSI 1
€43,808 - LSI 2 €45,227

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. Starting pay for new entrants will be at the minimum of the scale.

4. Duties

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

- a. the local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate architectural, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an employee of a higher level.

Main duties will, in general terms, include the following:

- To assist the Architectural Services section in the delivery of the 2015-2020 housing programme, through the development of sketch layouts to detailed design stage, site inspections, planning preparation, tender document preparation, undertaking tender processes, report writing, meetings, and any such other tasks as per required by the Management Team to facilitate effective and efficient delivery of the programme within the designated time frames and to undertake any other duties of a similar level and responsibilities that may be required from time to time with respect to other projects as assigned by line management.
- To implement the agreed strategies to meet and to expand or improve the range, quantity or quality of existing services and to recommend changes in strategies as required.
- To develop and maintain effective working relationships with external agencies and to ensure that, in accordance with policy and procedure, programmes of work are co-ordinated and implemented in full with the co-operation of all relevant parties.
- To assist in identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation.
- When required to do so, to manage and supervise staff, as the position demands.
- To work as part of an effective, motivated and committed team and to maintain sound employee relations and morale in accordance with good employment practice and relevant legislation.
- To work within a cross-functional/multi-disciplinary team in line with the executive structures of the Council.
- To implement the systems necessary to support the service.

5. Residence

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

6. Retirement Age

Retirement Age is determined in accordance with the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. Should the person appointed be deemed a “new entrant” in accordance with the Act, he/she will not be required to retire at age 65. In all other cases the person appointed will on reaching the age of 65, cease to hold office.

7. Selection

Selection shall be by means of a competition based on an interview conducted by or on behalf of Sligo County Council. Candidates may be short-listed on the basis of information supplied with their application forms. In the event of a short-listing exercise being employed, the application forms will be assessed against pre-determined criteria based on the requirements of the position. It is, therefore, in candidates’ own interest to provide a detailed and accurate account of their qualifications/experience on their application form.

The candidates short-listed will be invited to attend for interview. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise. The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

8. Period of Acceptance of Officer

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.

9. Normal Working Hours

Normal working hours are 9.00 a.m. to 5.24 p.m., Monday to Friday, with a minimum of 30 minutes to be taken for lunch break. The successful candidate, may, from time to time be required to work outside normal office hours, including at weekends as necessary.

10. Annual Leave

Annual Leave shall be 30 days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

11. Sick Leave

As per the Sligo County Council current Sick Leave Scheme and Attendance Management Policy, as amended by the Public Service Management (Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

12. Car and Driving Licence

It may be necessary for the person employed to travel in the course of his/her official duties. The successful candidate shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of his/her duties and for this purpose and maintain a car to the satisfaction of the Council. Travelling expenses at the approved rates will be paid for authorised travel.

13. Travelling and Subsistence Arrangements

Travelling and subsistence expenses shall be paid in accordance with agreed rates, which may be revised from time to time.