

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of **Architectural Executive Technician** (Housing Department)

Closing Date : 4:30 p.m. on Thursday 24th July 2025

Completed Application Form including any required supporting documentation should be returned via e-mail to jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Dónal Gilroy.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Architectural Executive Technician. Sligo County Council will, following the interview process, form a panel for the post from which future relevant vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

JOB DESCRIPTION

This is a technical support position within Sligo County Council which will be based in the Housing Department and involves assisting the Housing Capital Team in the efficient delivery of the programme of works as set out in the Housing Delivery Action Plan 2022 – 2026.

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- 30 no. annual leave days per annum (pro-rata)
- Availability of flexi-time (accruing one day in a four week period)
- Availability of Blended Working (up to two days per week subject to departmental requirements)
- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

**SLIGO COUNTY COUNCIL
COMHAIRLE CHONTAE SHLIGIGH**

**CREATION OF PANEL FOR POST OF
ARCHITECTURAL EXECUTIVE TECHNICIAN**

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. 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

4. EDUCATION, TRAINING, EXPERIENCE, ETC.

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

- (a) have satisfactory experience, in a technician post at Grade II or higher level or in an analogous post under a local authority or health board in the State,
- (b) have at least five years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- (c) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
- (d) possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and

- (e) have adequate experience in the supervision and control of staff.

5. CAR & DRIVING LICENCE

It may be necessary for the person employed to travel in the course of their official duties. The successful candidate shall hold a full driving licence for class B vehicles and shall drive a car in the course of their duties and for this purpose, maintain a car to the satisfaction of the Council.

6. DESIRABLE SKILLS AND EXPERIENCE

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.

Competencies for the Post

The competencies listed below apply to this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

Delivering Results
<ul style="list-style-type: none">• Identify opportunities for improvements in service delivery within their section / team and contribute to solutions.• Implements high quality service and customer care standards.• Makes decisions in a timely and well-informed manner.
Performance Through People
<ul style="list-style-type: none">• Demonstrate ability to support the Line Manager and work as part of a team.• Demonstrate ability to develop and maintain productive working relationships and resolve conflict situations.• Demonstrate ability to lead by example and show initiative.• Demonstrate excellent interpersonal skills, verbal, and written communication skills.• Demonstrates excellent technical skills.
<u>Personal Effectiveness</u>
<ul style="list-style-type: none">• Demonstrate knowledge of the role of Executive Technician and responds positively to the challenges of the role.• Adopts a positive and constructive approach to work• Take initiative and is open to taking on new challenges or responsibilities.• Manage time and workload effectively.• Maintain a positive and constructive and enthusiastic attitude to their role.

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PARTICULARS AND DUTIES OF EMPLOYMENT

1. THE POST

The post is Architectural Executive Technician based in the Housing Department. This is a pensionable whole-time position on the basis of a 35 hour, 5 day week.

2. DUTIES

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

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 services of a technical, management, administrative, executive, supervisory, advisory and ancillary nature 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 or 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 employment will, if required, act for an employee of a higher level, if qualified to do so.

Specific duties of the post may include but are not limited to:

- To assist the Housing Capital Team section in the delivery of the Housing Delivery Action Plan 2022-2026 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 assess the nature, level and pattern of demand for the service in the area/function and to recommend the priorities to the relevant line manager.
- 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.

It is expected that the successful candidate will:

- possess a high standard of relevant technical training and experience and administrative experience;
- be capable of dealing efficiently with the range of architectural work undertaken by a local authority;
- have the ability to develop detailed design housing schemes from sketch layouts;
- have the ability to produce planning, tender and construction drawings/details and associated tender documentation;
- have a good knowledge of the current Irish Building Regulations;
- possess a good working knowledge of the common data environment and the use of BIM including **AUTOCAD REVIT** and experience in the use of same;
- have a strong foundation and ability in the use of technology, and a proven record in the review and introduction of new technology such as modern methods of construction (MMC);
- be innovative and open to trial alternative methods of achieving similar outcomes;
- play a supporting role in developing systems for improving the quality of outputs from the section;
- play a supporting role in promoting the development of quality control systems both in internal teams and with external contractors;
- have a strong sense of ownership of their work and attention to detail;
- assist in developing best practice procedures;
- assist in the development of systems to comply with the reporting requirements of external bodies,
- be capable of carrying out public procurement of goods, services and works;
- have a track record of achievement and delivery of results;
- have a good working knowledge of statutory consent processes (Part 8 Planning, etc.);
- comply with the H&S Management System and assist in its ongoing development.

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.

Current Salary Scale

€51,407 - €52,618 - €53,873- €55,152- €56,450 - €57,740 - €59,623 (LSI 1) - €61,504 (LSI 2)

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

4. 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).

5. PROBATION

There shall be period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, that the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

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

8. METHOD OF SELECTION

(a) Selection:

Selection shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview, whose names are placed on the 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.

(b) Short-Listing:

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- the information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions or
- a preliminary interview or
- a mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. GARDA VETTING & REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate, in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

10. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate before they are appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

11. PERIOD OF ACCEPTANCE OF OFFER

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.

12. NORMAL WORKING HOURS

Normal working hours are 9.00 a.m. to 5.00 p.m. Monday to Friday with a minimum of 30 minutes to be taken as lunch break. The successful candidate may from time to time be required to work outside normal office hours including at weekends as necessary.

13. 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.

14. SICK LEAVE

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

15. TRAVEL & SUBSISTENCE ARRANGEMENTS

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

16. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

17. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link:

[Data Protection \(GDPR\) \(sligococo.ie\)](https://www.sligococo.ie/Data-Protection-GDPR)