

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of Clerk of Works

Specific Purpose Contract – 42 months duration

Closing Date: Thursday 30th October 2025 at 4.30 p.m.

**Completed Application Form, including required supporting
documentation should be returned to the:**

Human Resources Department, Sligo County Council

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 Housing, Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Environment, Water, Emergency Services along with 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 Clerk of Works. Sligo County Council will, following an 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. Suitably qualified persons are invited to apply for inclusion on this panel

THE ROLE

The position of Clerk of Works provides required oversight to ensure that all construction works on the assigned project are carried out in accordance with relevant contract documents, legislation, regulations, construction standards, codes of practice, etc. and that all materials are provided and utilised in accordance with all manufacturer's requirements and recommendations.

The Clerk of Works will be assigned to the construction stage of Urban Regeneration and Development Fund (URDF) Public Realm Enhancement projects but may be engaged to work on other projects as required during the duration of the contract.

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- 30 no. annual leave days per annum (pro-rata)
- 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 THE POST OF
CLERK OF WORKS (SPECIFIC PURPOSE CONTRACT- 42 MONTHS DURATION)**

QUALIFICATIONS FOR THE POST

1. Character

Each candidate must be of good character.

2. Health

Each candidate shall 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 shall, on the latest date for receipt of completed application forms:

- (i) (a) hold a degree in Engineering or Architecture or an equivalent professional qualification;

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.

5. Driving Licence

Each candidate must, on the latest date for receipt of completed application forms, hold a full, unendorsed driving licence for Category B vehicles and have access to their own car.

6. Desirable Skills & Experience

The ideal candidate will demonstrate the following:

- Experience of fulfilling duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf of the Employer, that the duties of the PSCS, PSDP, Designer and Contractor are implemented across the project.
- Extensive experience in the site supervision of a key infrastructure project in an urban environment, including road and public realm.
- Computer literacy and have an ability to record and communicate through a broad range of digital operating systems and equipment.
- A high degree of personal judgement and technical skills with good interpersonal and communication skills and able to engage positively with onsite staff, Council work-teams, contractors and the general public.

- Experience of dealing with a wide variety of stakeholders, especially in an urban environment.
- Hold a current, valid Safe Pass registration card.

Competencies for the Post

Candidates are expected to demonstrate in their application form and at interview that they have the knowledge, understanding, skills and experience required for the role. Candidates will also be assessed under the following key competencies:

Management and Change
<i>Strategic Ability</i> <ul style="list-style-type: none">• Displays the ability to think and act strategically.• Can translate assigned tasks into clear specific and achievable objectives.• Evaluates capacity and performance against objectives.• Demonstrates innovation and creativity to secure successful outcomes.
<i>Networking and Representing</i> <ul style="list-style-type: none">• Develops and maintains positive and mutually beneficial relationships with a range of stakeholders.• Builds networks of technical and professional contacts.• Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.
<i>Political Reality</i> <ul style="list-style-type: none">• Has a clear understanding of the political reality and context of the organisation.
<i>Bringing about Change</i> <ul style="list-style-type: none">• Effectively manages the introduction of change and overcomes resistance to change.
Delivering Results
<i>Problem Solving and Decision Making</i> <ul style="list-style-type: none">• Can pinpoint critical information and address issues logically.• Understands the context and impact of decisions made.• Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives.
<i>Operational Planning</i> <ul style="list-style-type: none">• Plans assigned project elements to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods.• Establishes high quality service and customer care standards.
<i>Managing Resources</i> <ul style="list-style-type: none">• Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans.• Drives and promotes reduction in cost and minimisation of waste.
<i>Delivering Quality Outcomes</i>

- Promotes the achievement of quality outcomes in delivering services.
- Organises the delivery of services to meet or exceed the required standard.
- Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

Performance through People

Leading and Motivating

- Motivates others individually and in teams to deliver high quality work and customer focused outcomes.
- Leads by example in terms of commitment, flexibility and a strong customer service ethos.

Managing Performance

- Effectively manages performance and conflict.
- Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

Communicating Effectively

- Communicates effectively & professionally with range of stakeholders including staff, Elected Members and the public.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.
- Has highly effective verbal and written communication skills.
- Presents ideas effectively to individuals and groups.

Personal Effectiveness

Motivation, Initiative and Achievement

- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.
- Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.
- Manages their time effectively, focusing on essential tasks and responsibilities.
- Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.

Relevant Knowledge

- Keeps up to date with current developments, trends and best practice in their area of responsibility.
- Demonstrates the required specialist knowledge, understanding and training for the role.
- Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.

Resilience and Personal Well Being

- Demonstrates appropriate and positive self-confidence.
- Operates effectively in an environment with significant complexity and pace.

Integrity

- Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.

SLIGO COUNTY COUNCIL/COMHAIRLE CHONTAE SHLIGIGH

**CREATION OF PANEL FOR THE POST OF
CLERK OF WORKS (SPECIFIC PURPOSE CONTRACT - 42 MONTHS DURATION)**

PARTICULARS OF OFFICE

1. THE POST

The post of Clerk of Works is a temporary, whole-time, pensionable position and will be on a specific purpose contract basis with an expected duration of 42 months.

2. WORKING HOURS

The successful candidate shall be on site as required and the role will include night time and weekend work based on a 35-hour week. The post holder must reside within a reasonable distance of the project site.

3. 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.

The duties of the post shall include but are not limited to the following:

- 1. Supervising the construction and delivery of public infrastructure projects on budget and on time.
- 2. Report to and take direction from the relevant Employer's representative for the duration of major infrastructure projects.

3. Compile and keep such records as may be necessary in relation to works including the submission of reports as required and furnishing data for final costing.
4. Ensure compliance with contract drawings and specification.
5. Carry out public procurement of goods, services and works if required.
6. Carry out inspections, surveys, keep detailed records and prepare relevant reports.
7. Have strong relevant technical capability.
8. Deal with the public, customers and contractors etc.
9. Take measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards.
10. Supervise contractors to ensure that all works are carried out as per specification and in compliance with requirements.
11. Monitor of on-site construction, photographic recording, materials quality and standard; building materials testing and certificate verification and attend site and carry out inspections as required.
12. Validation of "As Built" records and safety files where applicable.
13. Have a good knowledge of Health & Safety legislation and requirements.
14. Comply with the Council's Health & Safety Management System and assist in its ongoing development.
15. Comply with Health & Safety regulations and awareness of on-site safety and participation at and reporting to site meetings.
16. To undertake any other duties of a similar level and responsibility, as may be required or assigned from time to time.

The duties may include but are not limited to the above list of duties and the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

4. SALARY

The salary shall be fully inclusive and will be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

The current salary scale for the post is as follows:

€57,322 – €58,689 – €60,356 - €63,491 – €65,363 – LSI 1 €67,690 - LSI 2 €70,030

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.

5. 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).

6. PROBATION

There shall be a 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, the service of such person is certified as satisfactory.

7. 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.

8. 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.

9. METHOD OF SELECTION

- (a) 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 amount 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.

10. 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.

11. 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.

12. 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.

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. The candidate appointed shall be expected to co-ordinate their annual leave with the Contractor's holidays and with other Site Supervisory team members to ensure that adequate site supervision staff are on site at all times during the construction of the works.

14. SICK LEAVE

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

15. 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.

16. TRAVEL & SUBSISTENCE ARRANGEMENTS

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

17. LOCATION

The base for working purposes shall be the relevant Site Offices set up by the appointed Contractor for the Project or any other offices as determined by the Local Authority.

18. TRAINING

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

19. 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)