



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

## **CANDIDATES INFORMATION BOOKLET**

PLEASE READ CAREFULLY

# **GRADUATE ARCHITECT (TEMPORARY)**

**CLOSING DATE: 5.00 PM ON FRIDAY 20<sup>TH</sup> FEBRUARY 2015**

Dublin City Council is committed to a policy of equal opportunity

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Human Resources Department, Dublin City Council,  
Civic Offices, Wood Quay, Dublin 8.

Telephone Number: (+353) 1 **222 3041**

Email: [human.resources@dublincity.ie](mailto:human.resources@dublincity.ie)

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## JOB DESCRIPTION

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Dublin City Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for **Graduate Architect (Temporary), City Architects Division, Housing and Residential Services Department**, may be filled.

**The position is temporary and the successful candidate will be employed on a fixed term contract basis, subject to satisfactory service, for a period of two years.**

### **Background:**

Dublin is an international capital city and is an economic engine of the region and state. Dublin City Council seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. The City Council takes the lead role in shaping the strategic vision of the city and the region and provides the essential services and the infrastructural capacity to sustain the life of the city.

The City Council provides a wide range of local authority services including housing, planning, development, environmental, roads and traffic, leisure and community services. Many of the services including water, drainage, fire and emergency ambulance are provided on a regional basis for the greater Dublin region. Since January 2014 the Council provides water services under a Service Level Agreement on behalf of Irish Water. The City Council has a number of regional and area offices as part of its commitment to service delivery and community development.

The **Housing and Residential Services** is responsible for a housing stock of 26,000 units providing maintenance, estate management and support services. It provides an extensive range of accommodation options including social and affordable housing, traveller accommodation and the Rental Accommodation Scheme (RAS). It provides additional social housing each year either directly or by facilitating and supporting Voluntary and Co-operative Housing Associations.

Dublin City Council has several roles in guiding and protecting the architecture of the city. The Council is the owner or developer of a significant stock of housing, civic and community buildings, it is the prime custodian of the city's public realm and it co-ordinates and permits development by others. **City Architects** is a Division within the Housing and Residential Services Department, providing architectural, urban design and conservation services on a cross-departmental basis. The Division also provides strategic architectural advice in relation to the Council's vision for the future of Dublin. Over the years City Architects have developed particular expertise in the areas of housing design, sustainable building construction, urban design and architectural conservation.

**City Architects provide a range of architectural services in relation to the various capital and revenue works programmes, including:**

- Brief definition
- Feasibility studies
- Design services
- Advice on planning, Health & Safety and Building Regulation requirements
- Procurement
- Construction contract administration
- Advice on and supervision of maintenance, management and refurbishment

**City Architects also provide services in relation to:**

- Urban design for forward planning
- Architectural advice for development control
- Project management
- Architectural conservation
- Structural engineering inspections and advice
- Department of the Environment, Community & Local Government devolved appraisals

**City Architects also includes the Dangerous Buildings Section, a statutory function under the Sanitary Services Act 1964.**

**The Job:**

The Graduate Architect (Temporary) will work within a team under the direction of an Executive or Senior Executive Architect in delivering a programme of work with a view to gaining practical experience. He/she will research and prepare presentation material as required.

**The ideal candidate shall:**

- possess good professional knowledge and skills;
- be able to work independently or within multi-disciplined teams;
- be capable of working on his/her own initiative;
- possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- possess good organisation skills;
- possess good IT and presentation skills.

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**QUALIFICATIONS**

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The declared qualifications for the post of **Graduate Architect (Temporary)**, City Architects Division, Housing and Residential Services Department, Dublin City Council, are as set out hereunder:-

**Character:**

Each candidate must be of good character.

**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.

### **Education, Training, Experience, etc.:**

Each candidate must, on the latest date for receipt of completed applications:-

- (a) hold a recognised university degree or an equivalent professional qualification in Architecture;
- (b) have 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.

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## **PRINCIPAL CONDITIONS OF SERVICE**

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### **Duties:**

The duties of the **Graduate Architect (Temporary)** shall include:

- preparation of sketch designs, models, technical drawings and specifications;
- supervised attendance on construction site visits and inspections;
- maintenance of project files and records;
- preparation of material for presentation, meetings, publication and exhibition;
- attendance at public meetings and consultations;
- posting content on City Architects website as directed.

### **Salary:**

The salary range for the post of **Graduate Architect (Temporary)** is:

€28,975; €31,893; €35,437; €38,666

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

**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.**

**Rate of remuneration may be adjusted from time to time in line with Government Policy.**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post 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 the post or in respect of any services, which he/she is required by or under any enactment to perform.

**Particulars of Position:**

- (a) The post is temporary, whole time and pensionable. **The successful candidate will, be employed, subject to satisfactory service, on a fixed term contract basis for a period of two years.**

**The nature of this employment is fixed term in line with sanction received from the Department of the Environment, Community & Local Government. A contract will therefore be issued on such objective grounds.**

The post may, subject to the approval of the City Council, be held by persons on a worksharing basis. Eligibility for worksharing is subject to having one year's satisfactory service in Dublin City Council.

- (b) The holder of the post will be assigned to the City Architects Division, Housing and Residential Services Department, Dublin City Council.
- (c) Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council now or in the future.
- (d) The holder of the post shall reside in the district in which his/her duties are to be performed of within a reasonable distance thereof.

**Superannuation Contribution:**

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee 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 pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee 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 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).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme**, effective from 1<sup>st</sup> January 2013, superannuation contributions are as follows:

3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).

### **Retirement:**

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.

Effective from 1<sup>st</sup> January 2013, the **Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age is set initially at 66 years, this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

**Notwithstanding the fact that this employment is temporary and for a period of two years Dublin City Council reserves the right to terminate the temporary employment, on the giving of the appropriate notice set down in the Minimum Notice and Terms of Employment Acts. Dublin City Council also reserves the right to terminate the employment on grounds of unsatisfactory service, attendance etc.**

## **SELECTION PROCESS**

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### **Application Form**

**All applications must be made on the official application form.** This form is available on Dublin City Council's website [www.dublincity.ie/careers-dublin-city-council/current-vacancies](http://www.dublincity.ie/careers-dublin-city-council/current-vacancies). Alternatively, it may be obtained by emailing [human.resources@dublincity.ie](mailto:human.resources@dublincity.ie) or by contacting the Human Resources Department, Block 4, Floor 4, Wood Quay, Dublin 8, telephone number (+353) 1 **2223041**. Internal applicants may download the form from Dubnet, HR Info, Recruitment, Job Application Forms.

### **Recruitment**

Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

Dublin City Council reserves its 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.**

A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of the Environment, Community and Local Government sanction, be appointed as an appropriate vacancy arises. The life of the panel shall be for a period of one year from the date of its formation.

The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

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

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

### **Canvassing**

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

### **Closing date**

**Completed application forms must be submitted in sufficient time to arrive in the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, not later than 5.00 p.m. on Friday 20<sup>th</sup> February 2015.**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

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**EXECUTIVE MANAGER**

**Dated this        day of January 2015**

**This document is also available in Large Print, High Contrast Print and Braille on request.**

**Dublin City Council is an equal opportunities employer**