



Comhairle Cathrach Chorcaí
Cork City Council

Lead Project Engineer - Civil (Executive Engineer)

JOB SPECIFICATION

Please download and read in conjunction with Candidate
Information Booklet

BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

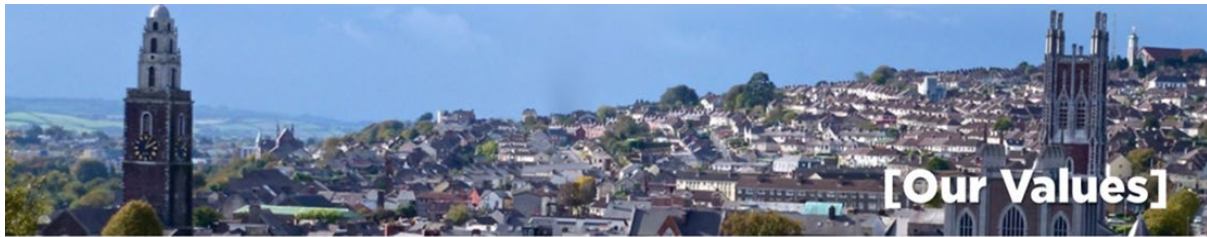
Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €292 million for 2024 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council is establishing a panel for the position of **Lead Project Engineer - Civil (Executive Engineer)** from which permanent and temporary vacancies may be filled from time to time.



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council



SUSTAINABLE
DEVELOPMENT
GOALS



We are Cork.

THE ROLE

The Lead Project Engineer - Civil (Executive Engineer) at Cork City Council plays a pivotal role in the planning, management, and delivery of major engineering projects. This position is responsible for overseeing all stages of capital project execution, from initial design to completion, while ensuring compliance with health and safety legislation and financial oversight.

The successful candidate will supervise engineering teams, manage contractors and consultants, administer construction contracts, and act as the Council's Representative when required. With strong project management expertise, the Lead Project Engineer will ensure that projects are completed on time, within budget, and to the highest quality standards.

In addition to technical skills, the role requires effective communication and leadership capabilities to engage with various stakeholders, including elected members, community organisations, businesses, and the general public. The Lead Project Engineer will also be involved in public consultations and represent Cork City Council in meetings with community groups and government agencies.

This role offers an exciting opportunity to contribute to the growth and development of Cork City by delivering essential infrastructure projects that enhance the city's quality of life, economy, and sustainability.

Lead Project Engineer - Civil (Executive Engineer) | **Job Specification** | Cork City Council

DUTIES

The main responsibilities of the role will include:

- Supervising, managing and carrying out engineering/ancillary services to include the preparation and management of work programmes.
- Supporting all aspects of the delivery of capital projects including, the development of the project brief, managing design/planning/procurement processes, construction supervision, programme management, quality management, dispute resolution and financial management as required in accordance with best practice project management, contract management and financial management procedures.
- Management of Consultants and Contractors including procurement.
- Administering construction works contracts including discharging the duties of Employers Representative where required.
- Managing staff performance, conduct and development and associated industrial relations issues as required.
- Preparing budgets, ensuring that works are implemented within allocated budgets and ensuring accurate and timely draw-down of scheme funds from funding agencies.
- Maintaining and proactively developing a culture of Health and Safety in the workplace while ensuring compliance with Health & Safety legislation and regulations. Ensuring that the responsibilities of the Project Supervisor Construction Stage (PSCS), Project Supervisor Design Process (PSDP) are discharged across capital projects in line with the Council's Corporate Health & Safety systems.
- Dealing with representations from elected members and community organisations.
- Representing the City Council at meetings with, elected members, community/general interest groups, businesses, and residents. Prepare reports for meetings, as required.
- Managing public consultation and engagement processes including liaison with the public and other key stakeholders. Meetings may occur outside normal working hours.
- Keeping precise and detailed records in both paper, electronic and map-based formats for all work, including updating of GIS systems.
- Working effectively with the Elected Members and staff in all Council Directorates towards the successful delivery of Services.
- Liaising with other local authorities, government departments and statutory agencies.
- Working with senior management in devising and implementing strategies leading to improved efficiencies in delivery of services.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS

1. Character

Candidates shall 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. Essential Requirements

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

- a) hold an honours degree (level 8 in the [National Framework of Qualifications](#)) in Engineering;
- b) have at least five years satisfactory relevant engineering experience;
- c) possess a high standard of technical training and experience; and
- d) possess a high standard of administrative experience.

4. Note:

Candidates must hold a Level 8 ([NFQ](#)) qualification in engineering that satisfies the standard for [Chartered Engineer \(CEng\)](#) status from [Engineers Ireland](#). Qualifications that lead to [Associate Engineer \(AEng\)](#) status do not meet the requirements.

International degrees must be [accredited](#) under the [Washington Accord](#) or be substantially equivalent, as recognised by Engineers Ireland. The onus is on the candidate to provide detailed accreditation information on their application form.

5. Driving Licence

Holders of the office may be required to drive a car in the course of their duties and therefore applicants must hold a current full driving licence for class B vehicles free from disqualifications.

6. Desirable Skills

The ideal candidate will:

- Be able to demonstrate a strong competence in the following areas
(Please refer to *Competency Framework* on page 8 & 9 below for more information):
 - Delivering Quality Outcomes and Ensuring Compliance
 - Communicating Effectively
 - Managing Resources
- Have knowledge of health & safety legislation and safety regulations.
- Have experience in management and supervision of staff.
- Have an ability to manage deadlines and effectively handle multiple tasks.
- Be experienced in all stages of the planning and delivery of civil engineering projects.
- Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives.
- Have good experience of providing updates, presentations, and reports, taking feedback, and ensuring any learning from same is used to enhance outcomes.
- Have experience of managing finances and budgets and ensuring value for money.
- Have good general ICT skills.

PRINCIPAL CONDITIONS OF SERVICE

Salary

Salary scale for the position of Lead Project Engineer - Civil (Executive Engineer) is:

€57,909 - €60,017 - €62,124 - €64,235 - €66,345 - €68,454 - €70,565 - €72,663 - €74,784
- €76,887 - €79,311 (LSI1) - €80,498 (LSI2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. 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 any services which they are required by or under any enactment to perform.

Hours of Duty

The standard working week will be 35 hours per week. The role will involve flexible working hours and may occasionally include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in accordance with arrangements made by the local authorities. The Council reserves the right to alter your hours of work from time to time. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

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 of the successful candidate.

COMPETENCY FRAMEWORK

Key competencies for the post are outlined in the table below. Candidates are expected to demonstrate their competence in each area both in their application form and at interview, if invited. To effectively showcase your skills, use the STAR technique (Situation, Task, Action, Result).

For each competency, provide a recent and specific example of your achievements, detailing the situation or project, your role, the actions you took, and the outcome.

Please limit your response to 300 words per example.

<u>Delivering Quality Outcomes and Ensuring Compliance</u>
Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies, and procedures affecting the discharge of duties.
<ul style="list-style-type: none"> • Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively. • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks. • Critically evaluates outcomes and processes used to achieve them. • Is aware of and understands relevant legislation, regulations and policies. • Refers to relevant professional documents as required.

Communicating Effectively

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

Managing Resources

Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.

- Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.
- Ensures best value and efficiency in service delivery.
- Intervenes in a timely manner if work activities go over budget.
- Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled, and that work is delivered effectively.
- Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.

Candidates may be short-listed on the basis of the information provided in their application form so careful attention should be given when completing application to ensure that relevant experience and competencies are highlighted.

Please download and read in conjunction with the Candidate Information Booklet.