



Comhairle Cathrach Chorcaí  
Cork City Council

## **Job Specification Senior Executive Technician Cork City Council**

- Civil
- Architectural and Construction
- Building Surveying, Inspection and Control
- Property and Estate Management

**Closing Date:**

**4pm, Friday 16<sup>th</sup> January 2026**

**To be read in conjunction with**

**[Our Candidate Information Booklet](#)**

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## BACKGROUND

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Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 boundary extension, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget of approximately €325 million for 2025 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, Legal Affairs, and Corporate Affairs.

Our work is guided by the Corporate Plan 2024 – 2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#)

# Vision, Mission, & Values

## Our Vision

### Make Cork City Better

## Our Values

### Public Service

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



### Integrity

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



### Respect

We treat all people with respect



### People Centred

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



### Responsible

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



### Ambitious

We work to attract investment to the City



## Our Mission

**People** – A City of Welcomes where a Public Service ethos is at the core of how we do business.

**Place** – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

**Prosperity** – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



**Cork City Council invites applications from suitably qualified persons, who wish to be considered for inclusion on panels from which temporary and/or permanent vacancies for the position of Senior Executive Technician may be filled, in the following disciplines:**

- Civil
- Architectural and Construction
- Building Surveying, Inspection and Control
- Property and Estate Management

Comprehensive details regarding the establishment and operation of these panels are outlined under Format of Competition on pages 10 and 11 of this booklet.

## **OUTLINE OF DISCIPLINE – ROLE AND RESPONSIBILITIES**

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### **CIVIL**

Cork City is currently undergoing a period of significant employment and population growth. In line with the provisions of the National Planning Framework, the City is projected to remain one of the fastest-growing urban areas in the country, with its population expected to increase by over 50% by 2040. This expansion will involve substantial investment in new and upgraded infrastructure, and the Council requires additional technical staff with the appropriate skills and experience to support this growth.

The initial placements will be within the Infrastructure Development Directorate; however, successful candidates may be assigned to other Directorates over time, including Environment and Roads Operations and Housing.

The Infrastructure Development Directorate is responsible for the planning and delivery of capital projects in the areas of roads and transportation, urban regeneration, urban expansion, parks and amenity services, flood protection, and public realm renewal. The Directorate works closely with several funding agencies, including the National Transport Authority, the Department of Transport, Transport Infrastructure Ireland, and the Office of Public Works.

Key current objectives for the Directorate include supporting the delivery of the Cork Metropolitan Area Transport Strategy (CMATS) particularly cycling, walking, and public transport improvements as well as advancing flood protection, public realm enhancements, and urban regeneration initiatives, including the redevelopment of the Docklands area.

The Roads Operations Section is responsible for the maintenance, resurfacing, and rehabilitation of all roads and footpaths within the city. It also safeguards these vital assets through licensing, inspections, and enforcement of relevant legislation. The section's work includes on-site monitoring and inspection of contractor works, as well as the administration and control of street furniture licences.

This represents an exciting opportunity for suitably qualified candidates to join the Council and contribute to a range of transformative infrastructure projects that will serve the city for decades to come.

## DUTIES

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The duties of the **Senior Executive Technician (Civil)** may include, but are not limited to, the following:

- Preparation of tender documentation, including drawings, pricing documents, and technical specifications.
- Preparation of tender assessment and recommendation reports.
- Maintaining precise and detailed records in paper, electronic, and map-based formats for all work undertaken, including the updating of GIS systems.
- Preparation of technical reports and presentation of information to internal and external stakeholders.  
Demonstrating a high level of proficiency and experience in the use of technical software packages such as AutoCAD and ArcGIS.
- Managing Health and Safety requirements in the workplace, including undertaking risk assessments, developing standard operating procedures, conducting toolbox talks and inspections, investigating incidents, and making recommendations as appropriate.
- Preparing and managing budgets.
- Supervising and managing staff and contributing effectively as part of a multidisciplinary team.
- Exercising sound judgement and decision-making in relation to the prioritisation of work, information and file management, safety, cost control, and quality assurance.
- Representing the Council at meetings and engaging with internal and external stakeholders.
- Supervising contractors and consultants to ensure all works are completed in accordance with contract requirements.
- Reporting on Planning and other applications as required.
- Reporting on Public Liability cases as required.
- Conducting site visits and inspections, including taking measurements, readings, calculations, maintaining records, and carrying out material sampling.
- Undertaking training as required by Cork City Council.

***The above duties are not intended to be a comprehensive list of all responsibilities involved. Accordingly, the post holder may be required to perform other duties appropriate to the post, as may be assigned from time to time, and to contribute to the ongoing development and evolution of the role while in office.***

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## OUTLINE OF DISCIPLINE – ROLE AND RESPONSIBILITIES

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### ARCHITECTURAL AND CONSTRUCTION

The **Senior Executive Technician (Architectural and Construction)** will form part of an in-house design and project management team responsible for the delivery of housing, civic building, public realm, and conservation projects.

This is a challenging and rewarding opportunity for candidates who wish to contribute to the continued growth and development of an expanding local authority with a strong focus on enhancing its social housing infrastructure, civic building programme, public realm works, and conservation and restoration of civic buildings.

The successful candidate will join an established architectural team that is broadening its range and depth of work. The role involves undertaking and managing detailed design and production information across a variety of architectural projects, ensuring all design work aligns with best practice and current Building Regulations.

### DUTIES

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The duties of the **Senior Executive Technician (Architectural and Construction)** may include, but are not limited to, the following:

- Demonstrate a thorough knowledge of CAD programmes, particularly BIM, and take responsibility for the preparation of tender packages using Revit Modelling and NBS Chorus Specification.
- Demonstrate proficiency in the use of visualisation software.
- Prepare presentation drawings and supporting material for Planning Submissions and Public Consultations and Presentations.
- Prepare detailed design and contract documentation for tender processes.
- Possess a comprehensive knowledge of the Building Regulations 1997-2024 and Health and Safety Regulations relevant to building design and construction.
- Attend sites and carry out inspections as required.
- Supervising and managing staff, contributing effectively and supporting collaborative project delivery.
- Demonstrate extensive knowledge of building construction and significant experience in developing construction details compliant with Building Regulations.
- Demonstrate experience in the successful delivery of detailed production information on a substantial range of projects within tight programme deadlines.
- Manage the City Architect's interface with the ICT & Business Services Department to ensure office hardware, software, storage, and backup systems are fully functional and up to date.

- Carry out any other duties that may be assigned by the Line Manager or their nominee from time to time.

***The above duties are not intended to be a comprehensive list of all responsibilities involved. Accordingly, the post holder may be required to perform other duties appropriate to the post, as may be assigned from time to time, and to contribute to the ongoing development and evolution of the role while in office.***

**The ideal candidate will:**

- Possess a comprehensive knowledge of the processes of Building Information Management (BIM)
- Possess a comprehensive knowledge of the Building Regulations
- Ability to lead a team in the process of Capital Management Framework (CWMF) and BIM
- Demonstrate an excellent understanding of construction technology across a wide variety of building types and materials
- Ability to liaise with other stakeholders within the organisation.

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## **OUTLINE OF DISCIPLINE – ROLE AND RESPONSIBILITIES**

### **BUILDING SURVEYING, INSPECTION AND CONTROL**

The **Senior Executive Technician (Building Surveying, Inspection and Control)** will form part of a multidisciplinary team within the Fire and Building Control Department. Reporting to the Senior Executive Building Surveyor, the postholder will provide technical support and advice to teams working in the area of Building Control, including the inspection of active construction sites to determine compliance with the requirements of the Building Regulations, Dangerous Structures legislation, and Accessibility standards.

This position plays a vital role in safeguarding life and ensuring the structural safety of buildings through the application and interpretation of relevant building legislation, as well as adherence to Council policies and procedures during investigations and inspections.

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## **DUTIES**

The duties of the **Senior Executive Technician (Building Surveying, Inspection and Control)** may include, but are not limited to, the following:

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

- Administration and implementation of the Building Control Acts 1990–2014, Building Regulations 1997–2020, and the Local Government (Sanitary Services) Act 1964, as amended, together with other related legislation, including validation, assessment, inspection, and prosecution functions arising under these Acts.
- Assessment of Disability Access Certificate applications under the Building Control Acts 1990–2014.
- Inspection of construction works at all stages of development to assess compliance with Building Regulations.
- Evaluation of the design and construction of buildings to determine compliance with statutory requirements.
- Recording of inspections, issuing cautions in relation to breaches of regulations, and appearing as a witness in court to support enforcement actions initiated by the Building Control Authority.
- Undertaking inspections and investigations, including monitoring and reporting on any building or structure deemed to pose a danger within the Cork City Council area, and attending court to give evidence as required.
- Carrying out any other duties that may be assigned by the Line Manager or their nominee from time to time.

**The ideal candidate will:**

- Possess a comprehensive knowledge of the Building Regulations and Construction Products Regulations.
- Demonstrate an excellent understanding of construction technology across a wide variety of building types and materials.

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## **OUTLINE OF DISCIPLINE – ROLE AND RESPONSIBILITIES**

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### **PROPERTY AND ESTATE MANAGEMENT**

The Senior Executive Technician (**Property and Estate Management**) is a senior technical position reporting to the Chief Technician in the Property Department, within the Corporate Affairs & International Relations Directorate.

The role requires a comprehensive technical knowledge of local authority functions and a high level of competence in providing services of an advisory, supervisory, and executive nature. The postholder will support the Council in the effective management, acquisition, disposal, and maintenance of land and property assets in accordance with relevant legislation, procedures, and best practice.

The Senior Executive Technician will play an important role in ensuring that Cork City Council's property portfolio is managed efficiently and transparently, contributing to the



achievement of the Council's strategic objectives in urban development, regeneration, and service delivery.

## DUTIES

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The duties of the **Senior Executive Technician (Property and Estate Management)** may include, but are not limited to, the following:

- Providing support to the Council Executive in the management of the City Council's property register.
- Evaluating, reviewing, and resolving issues relating to the acquisition and disposal of land or property, including rights of way, wayleaves, and related matters.
- Undertaking inspections and surveys of property, including verification of boundaries consistent with defined legal title.
- Providing technical advice regarding City Council property ownership to the Council Executive, Law Agent's Office, internal Directorates, and external parties.
- Investigating property ownership and providing mapping support in the preparation and implementation of Compulsory Purchase Orders (CPOs), including assistance in the preparation and service of statutory notices and attendance at oral hearings or arbitration hearings as required.
- Supporting the examination and assessment of property titles.
- Conducting investigations into ownership of property for compulsory acquisition under the Derelict Sites Act.
- Providing technical support in the implementation and management of a GIS-based Property Interest Register.
- Supporting the Property Management function in the active management of a large property portfolio.
- Project managing small to medium-sized projects from inception to completion.
- Carrying out any other duties that may be assigned by the Line Manager or their nominee from time to time.

### **The ideal candidate will:**

- Possess a sound knowledge of land acquisition and disposal procedures.
- Have experience with Compulsory Purchase Orders, including participation in oral and arbitration hearings.
- Demonstrate knowledge of relevant legislation, including the Landlord and Tenant Acts and the Derelict Sites Act.
- Have knowledge of procedures involved in registering property with the Property Registration Authority of Ireland (PRAI).
- Possess a comprehensive knowledge of the Building Regulations, Technical Guidance Documents, and Construction Technology.
- Demonstrate competence and experience in the use of technical software packages such as AutoCAD and ArcGIS.

- Possess skills and experience in one or more of the following areas: Estate Management, Property Management, Project Management, Engineering, or Planning.

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## QUALIFICATIONS FOR THE POST

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### **Character**

Candidates shall be of good character.

### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Education, Experience, etc.,**

Candidates shall on the latest date for receipt of completed application forms for the post:

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

- a) have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the State,
- b) have at least seven years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- c) have a thorough knowledge of all the technical aspects of local authority work and a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,
- d) have adequate experience in dealing with other departments within their own organisations and with other bodies,
- e) have adequate experience in the direction, supervision and control of staff, and
- f) possess technical training and experience of a high standard and adequate administrative ability

## Desirable Criteria

Candidates should be able to demonstrate competence in the following key areas:

- **Problem Solving & Decision Making**
- **Delivering Quality Outcomes**
- **Personal Motivation, Initiative and Achievement**

### **The ideal candidate will:**

- Have excellent computer skills, including the ability to compile technical drawings, prepare technical and statistical reports, and manage information and data effectively.
- Be motivated, precise, and diligent in the execution of work.
- Can work on their own initiative in an independent environment without continuous supervision.
- Possess excellent interpersonal and communication skills, with the ability to engage and collaborate effectively with colleagues at all levels, contractors, professional consultants, and members of the public.
- Have a strong knowledge and awareness of current Health and Safety legislation and regulations, their implications for the organisation and its employees, and their practical application in the workplace.
- Have good knowledge and/or experience of civil engineering work activities.
- Have a sound understanding of building pathology, including experience in the diagnosis of building defects.
- Have satisfactory experience and competence in the supervision, management, or inspection of construction work.
- Demonstrate a clear understanding of investigatory methods and enforcement tools, and the ability to make appropriate judgements and decisions using the available regulatory procedures.

## Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview (should they be called) that they possess these competencies through the experience and skills they have gained to date.

### **DELIVERING RESULTS – PROBLEM SOLVING AND DECISION MAKING**

*Can pinpoint the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.*

- Assimilates information from across their area of operation, assesses risk and identifies key elements and potential solutions.
- Addresses issues logically and on a step-by-step basis.
- Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair and transparent manner.
- Shows good judgement and balance in making decisions or recommendations.
- Considers the requirement for inter and cross organisational decision making and actions.

### **DELIVERING QUALITY OUTCOMES**

*Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.*

- Organises the delivery of services to meet or exceed the required standard.
- Delivers services, projects and tasks on time, within budget.
- Critically evaluates outcomes and processes used to achieve them.
- Identifies and implements improvements in core work processes and outcomes.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in Public Service delivery.
- Provides constructive feedback to suppliers and contractors to improve their service delivery and organisational capability, and to enhance the working relationship.

### **PERSONAL MOTIVATION, INITIATIVE AND ACHIEVEMENT**

*Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.*

- Is self-motivated and persistent in face of difficulty.
- Responds positively to the challenges of the role.
- Keeps up with current developments, trends and best practice in area of expertise and responsibility.
- Demonstrates and encourages innovation and new thinking.
- Manages own time effectively to achieve objectives.

### Format of the Competition

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It is expected that **four separate panels** will be established – one for each discipline.

On the application form, candidates are required to select the discipline(s) for which they wish to be considered for appointment as **Senior Executive Technician**. Candidates may select up to **four disciplines**, in order of preference, with **number 1** being their first preference and **number 4** their last preference.

Candidates should only select a discipline if they are certain they are willing to take up an appointment in that area. Vacancies will be offered to suitably qualified candidates placed on the relevant panel(s) based on the **order of merit** following interview. Candidates who satisfy the Council that they possess the prescribed qualifications and are otherwise suitable for appointment may, within the lifetime of the panel, be appointed as appropriate vacancies arise.

Once a candidate has accepted a **formal permanent offer** of appointment for their **first preference discipline**, their name will be removed from all other discipline panels. However, if a candidate accepts a **permanent offer** for a discipline that is **not** their first preference, their name will remain on any higher-preference panels for consideration should vacancies arise.

Candidates who accept a **temporary offer** from any panel on which they are placed will remain on the panel for consideration for any **permanent vacancies** that may arise, in accordance with their position on that panel.

The duration of each panel will be **one year** from the date of its formation and may be extended for a further year at the discretion of the Director of Human Resources.

It should be noted that vacancies may **not currently exist** or may **not arise** in all disciplines listed during the lifetime of the panels.

### **Salary**

The salary scale for the post is:

€55,071 – €56,184 – €57,720 – €60,332 – €61,914 – €64,120 (LSI 1) – €66,330 (LSI 2)

**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 at the minimum point.**

### **Hours of Duty**

- The standard working week is **35 hours per week**. The role may, on occasion, require evening or weekend work.
- Holders of the post may be required to attend for duty at any time, in accordance with arrangements made by the local authority. The Council reserves the right to alter 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 (Regulations) Act, 2001**.

### **Equality, Diversity & Inclusion**

Cork City Council is an **equal opportunities employer**. We welcome and encourage applications from suitably qualified candidates, regardless of gender, age, civil or family status, sexual orientation, gender identity, disability, race, ethnic origin, membership of the Traveller community, religion, or belief.

### **Closing Date**

The deadline for receipt of applications is **4:00pm on Friday 12<sup>th</sup> December 2025**.