



Comhairle Cathrach Chorcaí  
Cork City Council

**Job Specification**

**Executive Solicitor**

**Cork City Council**

**Closing Date:**

**4pm, Friday 10<sup>th</sup> October 2025**

To be read in conjunction with

[Our Candidate Information Booklet](#)

## BACKGROUND

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.

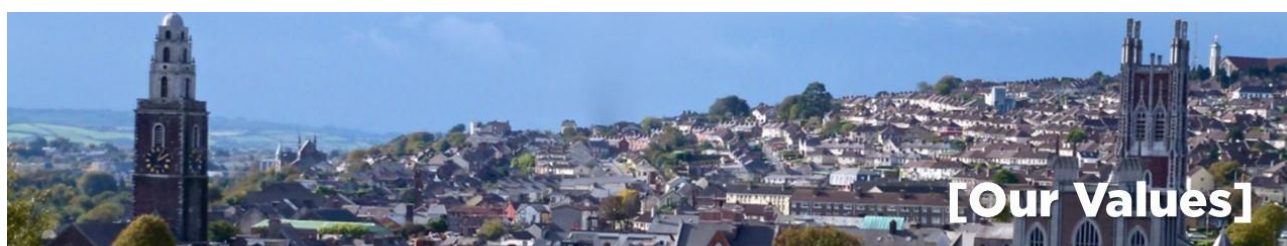
Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has 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](#)



### 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.

## THE ROLE

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The Executive Solicitor's appointment will be to the Office of Legal Affairs. The role includes responsibility for the management and successful delivery of a range of Legal Affairs and may include responsibility for the management and supervision of assigned staff.

The person/s appointed will report to the Head of Legal Affairs or Senior Executive Solicitor or another officer as designated.

## DUTIES

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The Executive Solicitor's duties shall include:

- Managing a significant body of transactional work (Litigation and Conveyancing) to a high standard of professional practice and to agreed timeframes,
- Management of a variety of files in relation to Housing projects (to include Affordable Housing and Competitive Dialogue) to a high standard of professional practice and to agreed timeframes,
- Litigation including District Court, Circuit Court, and High Court work,
- Advising and drafting statutory notices etc. in relation to regulatory offences for which the Council is the prosecutor,
- Representing the Council in Court,
- Providing legal advice in relation to a range of legal queries on a wide variety of topics,
- Assisting with the drafting of procedural precedents/case plans for areas of work, for which you have responsibility,
- Communicating effectively with Client Departments in relation to the progression of individual files and in the provision of general legal advice,
- Ensuring that all work is carried out in compliance with all relevant professional practice standards,
- Ensuring that all relevant records (including electronic files) are maintained, consistent with office procedures,
- Providing relevant information and statistics for the purposes of completing department reports from time to time,
- Carrying out such other duties as may be assigned from time to time.

***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.***

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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:

- a) Have been admitted and enrolled as a Solicitor in the State.
- b) Have at least three years' satisfactory experience as a Solicitor, including adequate experience of conveyancing and court work, after admission and enrolment as a Solicitor; and
- c) Possess a high standard of professional training and experience.

### **Desirable Skills**

- Be able to demonstrate a strong ability in the following areas – **Identifying Problems and Contributing to Solutions, Communicating Effectively and Delivering Quality Work and Services,**
- Possess excellent professional knowledge and skills,
- Be able to demonstrate flexibility to deal with a varied workload, including, an ability to conduct legal research and engage with new areas of the law,
- Possess strong presentation skills for District Court work as well as satisfactory experience of litigation work in the Circuit Court and High Court,
- Have excellent drafting skills,
- Have an ability to work independently and within multidisciplinary teams,
- Have an ability to work on his/her own initiative,
- Have strong interpersonal and communication skills,
- Possess good organisational and time management skills,
- Possess satisfactory IT skills - previous experience of the "Keyhouse" Case Management software system is an advantage,
- Have adequate experience in legal and service management,
- Have good knowledge and awareness of Local Government legislation and regulations and the implications for Local Government.

## 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.

### Identifying Problems and Contributing to Solutions

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions. Makes decisions in a timely, clear, and well-informed way.

- Analyses issues in a logical and rational manner considering all relevant information, policies, and procedures including legislation.
- Shows good judgment and balanced decision-making.
- When evaluating a complex issue, considers a range of factors beyond the immediate situation.
- Has the conviction to make and stand over decisions based on limited information, where necessary.
- Is solution focused.

### Communicating Effectively

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

- Writes reports, memos, and emails in a clear and concise, and confident manner.
- Responds in a timely and accurate way to requests for information.
- Influences others effectively to get support and commitment to proposals or suggestions.
- Makes a case in a confident and credible manner. Has the skills and ability to establish working relationships with colleagues in the Council, public representatives, and other agencies.
- Encourages open and constructive discussion around work issues.

### Delivering Quality Work and Services

Sets and implements high standards of service delivery. Closely monitors the quality of activities and takes initiatives to improve work processes over time.

- Sets clear standards for the quality of work in all main work areas.
- Demonstrates a strong customer service ethic and example with internal and external customers.
- Reviews and measures the quality of work.
- Intervenes immediately and decisively where there is a problem with service quality.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement changes effectively.
- Shows willingness to be flexible as to the areas of legal work assigned to them.

**Salary**

The salary scale for the post is:

€59,658 - €61,829 - €64,000 - €66,175 - €68,349 - €70,521 - €72,696 - €74,857 - €77,043 - €79,209 - €81,706 (LSI 1) - €82,929 (LSI 2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale at the minimum point.

**Hours of Duty**

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours 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.

*Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.*

**The deadline for receipt of applications is 4pm, Friday 10<sup>th</sup> October 2025**

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

*We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*