



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Market & Property Inspector

[Full-Time, Permanent]

Cork City Council

Closing Date:

4pm, Thursday, 16th April 2026

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 €362 million for 2026 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.



THE ROLE

The **Market and Property Inspector** will be responsible for the control and enforcement of casual trading, the development of markets, and the inspection of Council properties.

Reporting to the Administrative Officer, Property Department, the post holder will work as part of a multi-disciplinary team within the Planning and Integrated Development Directorate. The role involves supporting the implementation of work programmes to achieve the goals, targets, and standards set out in Departmental and Team development plans.

The successful candidate will be energetic and enthusiastic, with the ability to work on their own initiative and manage complex and challenging situations. They will possess strong administrative skills and a good understanding of property-related matters.

The role will require a significant level of out-of-hours and Saturday working.

DUTIES

Control and Enforcement of Casual Trading at Special Events

- Attend and represent the Property Department at pre-event consultation meetings in relation to casual trading.
- Engage with market organisers and relevant stakeholders in advance of special event markets.
- Agree the number, nature, and layout of casual trading licences for events.
- Liaise with other City Council Directorates, An Garda Síochána, and emergency services regarding casual trading at events.
- Inspect and supervise special event trading, including weekends, evenings, and public holidays.

Management of Casual Trading at Cork City Markets

(Includes attendance on Saturdays and occasional Sundays)

- Inspect and supervise markets.
- Manage the control of casual trading and enforce bye-laws in designated areas.
- Monitor trader attendance and ensure compliance with casual trading bye-laws.
- Liaise with the Traders' Committee, administrative staff, and other relevant parties regarding the allocation of new licences.
- Collaborate with the Traders' Committee on promotions and events.
- Liaise with relevant City Council Directorates (e.g. Waste, Operations, Lighting) in relation to service provision and operational issues.

Other Casual Trading Areas

- Conduct regular inspections of designated trading areas.
- Manage the control of casual trading and enforce bye-laws.
- Monitor trader attendance and compliance with regulations.

- Liaise with the Parks Department regarding trading activities within parks.

Enforcement of Bye-Laws

- Investigate complaints relating to unauthorised casual trading and take appropriate enforcement action.
- Represent Cork City Council in enforcement proceedings, including attendance at Court where required.

Property Inspections

- Undertake routine inspections of derelict sites acquired by Cork City Council.
- Carry out regular inspections of vacant Council-owned properties.
- Undertake meter readings across a range of Council-owned properties.
- Conduct ad hoc inspections of Council-owned buildings, including for lease compliance.
- Carry out other property-related duties as required.

Additional Information

- This role is designated under the **Casual Trading Act 1995** and the **Cork City Casual Trading Bye-Laws 2023**, as well as the **Cork City Council English Market Bye-Laws 2015** and may require attendance at Court.
- The above is not an exhaustive list of duties. The post holder may be required to undertake additional duties appropriate to the role and contribute to its ongoing development.

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.

QUALIFICATIONS FOR THE POST

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.,

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

- Possess a standard of education sufficient to enable them to perform the duties of the role effectively.

- Demonstrate the ability to prepare clear and concise reports, maintain accurate work records, and measure and record quantities of work completed.
- Be capable of managing and supervising large groups of staff, including motivating and deploying resources effectively.
- Have the ability to manage external contractors and ensure that works are carried out to the required standards.
- Hold a full, clean **European Communities Model Driving Licence Category B** and be willing to drive in the course of their duties.
- Be proficient in the use of computers and relevant software applications.

Desirable Skills

The ideal candidate will:

- Demonstrate competence in key areas such as **Delivering Results, Performance Through People, Communicating Effectively**, and **Personal Motivation and Initiative**.
- Be flexible and willing to work unsocial hours.
- Possess strong interpersonal and communication skills.
- Be capable of operating in challenging environments and dealing effectively with difficult situations and customers.
- Demonstrate strong stakeholder engagement and relationship management skills.
- Have the ability to work both independently and as part of a multi-disciplinary team.
- Possess strong organisational and time management skills.
- Demonstrate strong administrative skills, including the ability to accurately record and present data.
- Have a good knowledge of property-related matters; experience reading technical drawings, taking meter readings, and instructing contractors would be advantageous.
- Have a knowledge and understanding of the structure and functions of local government, including current issues, priorities, and key stakeholders.
- Have a knowledge and understanding of public procurement rules.

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

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

- Sets out clear standards for the quality of all main work areas.
- Demonstrates strong customer service ethic, with both internal and external customers.
- Intervenes immediately and decisively where there is a problem with service quality.
- Organises the delivery of services to meet or exceed the required standard while managing resources effectively.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery.

PERFORMANCE THROUGH PEOPLE – COMMUNICATING EFFECTIVELY

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

- Influences others effectively to get support and commitment to proposals or suggestions.
- Recognises the value of and requirement to communicate effectively with all stakeholders.
- Actively listens to others and looks for feedback.
- Makes a case in a confident and credible manner.
- Is assertive enough to stand one's ground.
- Explains services and processes clearly to others.
- Manages inappropriate behaviours effectively, openly and directly.

PERSONAL EFFECTIVENESS

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.

Salary

The salary scale for the post is:

€52,239 - €53,799 - €55,392 - €57,019 - €58,657 (Max) - €60,567 (LSI 1) - €62,484 (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**. The post holder will be required to work **five days over six**, including **evening, weekend, and other unsocial hours as necessary**.

Work Rota Draft/Standard Week

Monday		
Tuesday	9:00am – 5:00pm	7.5 Hours
Wednesday	9:00am – 5:00pm	7.5 Hours
Thursday	9:00am – 5:00pm	7.5 Hours
Friday	9:00am – 5:00pm	7.5 Hours
Saturday	8:00am – 1:00pm	5 Hours
Sunday	10:00am – 1:00pm	Every 4 th Sunday

Special Events:

Saturday	1:00pm – 5:00pm	4 Per Annum
Sunday	1:00pm – 5:00pm	5 Per Annum
Bank Holiday	10:00am – 4:00pm	1 Per Annum

Garda Vetting

This post may come within the scope of the **Local Authorities Garda Vetting Scheme**. Further information is available in our [Candidate Information Booklet](#), which provides details on vetting requirements, the format of the competition, the principal conditions of service, and data protection under the **General Data Protection Regulation (GDPR)**.

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 Thursday, 16th April 2026**.