



Comhairle Cathrach Chorcaí  
Cork City Council

**Job Specification**  
**Executive Architect**  
**Cork City Council**

**Closing Date:**

**4pm, Friday 31<sup>st</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.

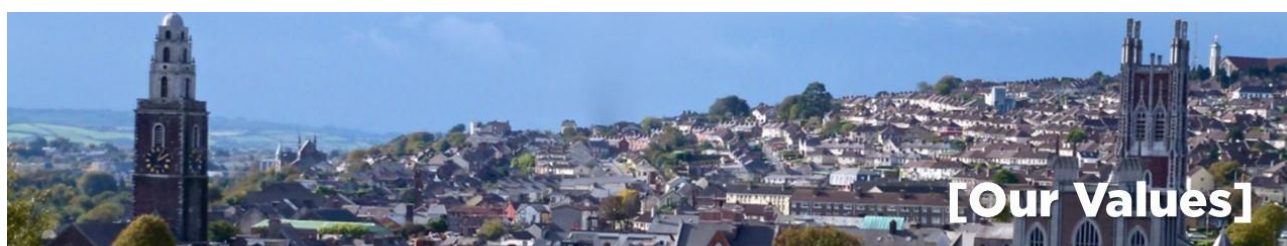
Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has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

---

The Executive Architect is a permanent, full-time position appointed to the City Architects Department. This role carries responsibility for the management and successful delivery of a diverse portfolio of major and minor capital projects, in line with agreed programmes, across the full spectrum of architectural services. It also includes responsibility for the management and supervision of assigned staff.

The postholder will work under the direction and control of the City Architect or Senior Executive Architect (designated Line Manager), or another officer as designated by the Director of Services or the Chief Executive.

## DUTIES

---

- Leading the design and delivery of projects, which may include civic buildings, libraries, fire stations, housing schemes, and regeneration initiatives.
- Designing and delivering improvements to community facilities, public spaces, and infrastructure.
- Acting as Project Supervisor for the Design Process (PSDP) and as Design Certifier/Assigned Certifier where required.
- Managing design teams and supervising staff.
- Overseeing all stages of construction, from procurement to completion.
- Preparing project plans, reports, and budgets, and ensuring targets and deadlines are met.
- Representing the City Council at meetings and engaging effectively with stakeholders.

***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 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.,

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

- a) Hold a professional qualification in Architecture that is prescribed under the Building Control Act 2007, or a qualification in Architecture, that is equivalent to a qualification so prescribed in Section 14 of the Building Control Act 2007 **and**
- b) Be eligible for registration as an Architect under the Building Control Act 2007 without requiring further assessment. Any appointment by the employing local authority will be subject to registration under the Act.
- c) Have at least four years' satisfactory experience of architectural work.
- d) Have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specification.
- e) Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

### **Desirable Skills**

- Proven experience delivering architectural projects from concept to completion.
- Strong knowledge of health and safety regulations and building compliance requirements.
- Excellent leadership and team management skills.
- Strong communication skills for stakeholder engagement.
- The ability to manage multiple projects and deadlines effectively.
- Proficiency in AutoCAD and 3D modelling software such as Revit, SketchUp, or Photoshop.
- A strong understanding of the duties of a Design Certifier and/or Assigned Certifier under the Building Control (Amendment) Regulations 2014.

## **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. This should include a presentation of up to eight A3 or A4 sheets to illustrate their architectural design experience.

### **Delivering Quality Outcomes and Ensuring Compliance**

Promotes the achievement of high-quality outcomes, with a commitment to continuous improvement.  
Adheres to all relevant laws, regulations, policies, and procedures.

- Plans and organises the delivery of services to meet or exceed required standards by collaborating with stakeholders, providing clear direction, and managing resources effectively.
- Develops and implements quality assurance measures to ensure compliance with performance standards and benchmarks.
- Critically evaluates outcomes and the processes used to achieve them, identifying opportunities for improvement.
- Maintains up-to-date knowledge of relevant legislation, regulations, and professional standards, referring to them as required.

### **Communicating Effectively**

Understands the importance of clear communication and demonstrates strong verbal and written skills, supported by excellent interpersonal abilities.

- Communicates ideas clearly and effectively, tailoring style and content to suit the audience.
- Delivers presentations confidently to individuals and groups, ensuring engagement and understanding.
- Structures written communications clearly and fluently, ensuring accuracy and coherence.
- Prepares thoroughly for communications, conducting research and engaging relevant stakeholders in advance.
- Conveys complex or technical information in a clear, accessible way, using language appropriate to the audience.

### **Personal Motivation and Initiative**

Demonstrates enthusiasm for the role, maintaining motivation when facing challenges. Takes proactive steps to anticipate and address problems and seeks opportunities for innovation.

- Displays persistence and resilience in overcoming challenges.
- Sets high personal standards and strives to deliver exceptional outcomes.
- Responds positively to the demands of the role, demonstrating adaptability and initiative.
- Encourages creativity, innovation, and new approaches to problem-solving.
- Manages time effectively to achieve objectives and deliver results.

**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 31<sup>st</sup> October 2025**

*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.*