



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Executive Quantity Surveyor

Cork City Council

3 Year Fixed Term Contract

Closing Date:

4pm, Friday 31st 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.

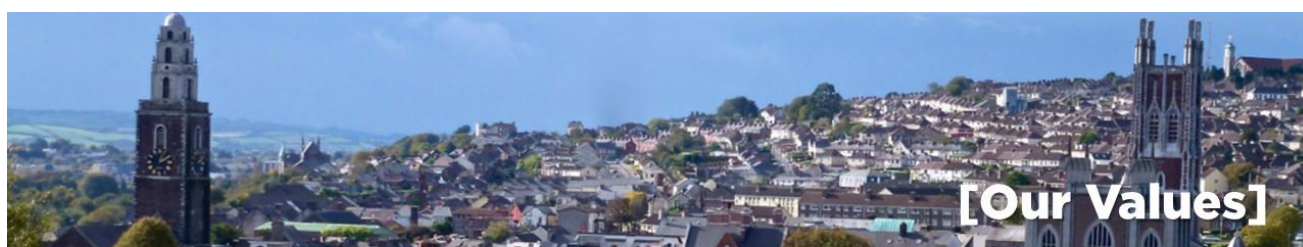
Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has 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 Quantity Surveyor (three-year fixed-term contract) will play a key role within a dedicated project team, reporting to the City Architect or their designated representative or another officer as designated by the Director of Services or the Chief Executive. The post holder will be expected to work both collaboratively and independently, demonstrating initiative and professional judgement. This role will encompass the full range of quantity surveying services, from project inception through to final account, across a diverse portfolio of capital projects.

DUTIES

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

- Delivering the full range of quantity surveying services from project inception to final completion on assigned projects.
- Preparing pricing documents using Cubit (or equivalent) and Agreed Rules of Measurement (ARM 4 and 5).
- Assessing and reporting on contractor suitability.
- Assisting with the development of procurement documentation for consultants and contractors for capital project.
- Analysing and reporting on tenders.
- Evaluating contractual claims.
- Managing and liaising with Consultant Quantity Surveyors.
- Preparing reports and providing advice on final accounts.
- Assisting in the preparation of post-project appraisal reports.
- Preparing cost plans and cost estimates, including project budgets for submission to Government Departments, and liaising with such Departments as required.
- Participating in adjudications, conciliations, arbitrations, and dispute resolution processes relating to construction projects.
- Preparing reports, correspondence, and presentations, and communicating effectively with internal and external stakeholders.
- Ensuring compliance with relevant legislation, regulations, codes of practice, and Cork City Council policies in the delivery of all projects.
- Supporting the delivery of high-quality, value-for-money services aligned with the Council's objectives.
- Contributing to the continuous operation, improvement and development of the city architect's department.
- Working effectively as part of a team.
- Engaging in ongoing personal and professional development.
- Performing such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary without changing the general character of the role or the level of responsibility entailed. The post holder may be required to perform duties appropriate to the post other than those detailed above and to take instructions from, and report to, an appropriate officer or such designated officer as may be assigned by Cork City Council.

This specification is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties appropriate to the position which may be assigned from time to time and to contribute to the development 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.,

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

- a) Hold a professional qualification in Quantity Surveying that is prescribed under the Building Control Act 2007, or a qualification in Quantity Surveying, that is equivalent to a qualification so prescribed in Section 29 of the Building Control Act 2007 **and**
- b) Be eligible for registration as a Quantity Surveyor 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 five years satisfactory experience of Quantity Surveying work.
- d) Possess a high standard of technical training and experience; and
- e) Possess a high standard of administrative experience.

Desirable Skills

- A strong ability in the following areas: Delivering Quality Outcomes & Ensuring Compliance, Communicating Effectively, and Managing Resources.
- Possess robust professional knowledge and technical expertise in quantity surveying.
- Demonstrate a strong, outward-looking perspective with awareness of developments and best practice within the construction sector.
- Experience in adjudication, conciliation, arbitration, and dispute resolution relating to construction projects.
- Excellent interpersonal, communication, organisational, and IT skills.
- A good working knowledge of:
 - Public Procurement Processes.
 - Health & Safety legislation and regulations, and their practical application in the workplace, in line with Cork City Council's approach to managing workplace safety.
 - The Capital Works Management Framework and Public Works Contracts.

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 Quality Outcomes and Ensuring Compliance

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.

- 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. Have effective verbal and written communication skills. Have 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.

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 1st 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.

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

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 31st October 2025.