



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

NAME OF POSITION: ASSISTANT ARCHITECTURAL CONSERVATION OFFICER – PLANNING & PROPERTY DEVELOPMENT DEPARTMENT – DUBLIN CITY COUNCIL

POSITION No: 66/2022

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
FRIDAY, 19TH AUGUST 2022**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ASSISTANT ARCHITECTURAL CONSERVATION OFFICER MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. Dublin City Council is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

The role of the **Planning & Property Development Department** is to guide and shape the future development of our capital city. The Department is committed to creating a lively and living city with a modern diversified economy. This city is socially inclusive, well connected and supported by a quality public realm and rich cultural life. It is these qualities that have helped Dublin City emerge as a competitive European capital city for the benefit of the city, region and the country as a whole. The Dublin City Development Plan recognises that Dublin's built heritage is the core determinant of the city's character and is a unique cultural asset, and sets as a key objective the protection and enhancement of the special characteristics of the city's built and natural heritage, realised principally through the Record of Protected Structures (RPS) and the designation of Architectural Conservation Areas (ACAs).

THE JOB

The **Assistant Architectural Conservation Officer** will assist the Planning & Property Development Department in ensuring the protection of the architectural heritage of the city. This is achieved primarily through the conservation policies and objectives of the Dublin City Development Plan, its Record of Protected Structures (RPS) and Part IV of the *Planning and Development Act 2000*, as amended, together with the assessment of planning applications proposing material development to protected structures.

The Assistant Architectural Conservation Officer will work as part of a team within the Archaeology, Conservation & Heritage Section of the Planning & Property Development Department, reporting to the Senior Executive Architectural Conservation Officer, or such designated person(s) as may be assigned from time to time. They will assist in the ongoing review of the Record of Protected Structures (RPS), including reviewing and evaluating Ministerial and National Inventory of Architectural Heritage (NIAH) recommendations arising from the NIAH Dublin survey, maintaining and updating the RPS GIS database,

drafting statutory Declarations under Sections 5 and 57 of the Act for proposed works to protected structures, the management and supervision of conservation grants and preparing conservation reports on planning applications and compliances.

The postholder may be assigned to undertake pre-application consultations, to prepare conservation reports on planning applications, Part 8 applications and compliances, and to provide conservation advice and reports on area plans and projects.

They will also provide conservation advice to members of the public, including owners of protected structures, support the Section in the delivery of a programme of Architectural Conservation Areas and provide conservation support and assistance to all Departments within the City Council.

THE IDEAL CANDIDATE SHALL

The ideal candidate should be able to demonstrate the following knowledge, skills and competencies:

- An ability to work within a multi-disciplinary team as well as the ability to work on their own initiative;
- A high standard of technical training suitable for the post;
- A satisfactory knowledge of Dublin's history and of its historic building typologies and spaces;
- Good communication/presentation and interpersonal skills;
- Good report writing skills including an ability to write concise and accurate reports within prescribed timelines and strong IT skills;
- Good knowledge of Planning legislation in relation to conservation in particular, as well as relevant Architectural Conservation Guidance, the Advice Series and the National Inventory of Architectural Heritage.
- Have a good knowledge and awareness of Health and Safety legislation and regulations, the implications for the organisation and the employee, and their application in the workplace

QUALIFICATIONS

CHARACTER:

Each candidate 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 applications: -

- (a) hold a recognised qualification at Level 8 on the National Framework of Qualifications in a technical discipline related to the built environment including architecture, structural engineering, building surveying or spatial / town / urban planning;

or

hold a recognised qualification at NFQ Level 8 in which the historic built environment was a major subject including but not limited to archaeology, history of art or architectural conservation;

or

hold a recognised postgraduate qualification at NFQ Levels 9 or 10 in which the historic built environment was a major subject but not limited to archaeology, history of art or architectural conservation;

- (b)** after attaining the qualification referred to at (a) above, have two years' satisfactory experience relevant to the post (or one year for registered architects);
- (c)** have a satisfactory knowledge of architectural heritage, design and conservation, strategic planning and urban design, and the legal framework governing architectural conservation and planning;
- (d)** possess a high standard of technical training and have relevant experience appropriate to the work, including administrative experience;
- (e)** have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

DESIRABLE SKILLS AND QUALIFICATIONS

- (a)** hold a postgraduate qualification (NFQ Levels 9 or 10) in architectural conservation, spatial planning, architectural design or urban design; or a postgraduate qualification in which the research subject related to the theory and practice of architectural conservation, strategic planning, architectural design or urban design; or have a recognised accreditation in architectural conservation;
- (b)** demonstrable experience in strategic planning, urban planning and/or architectural conservation management.

DUTIES

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

- (i)** preparing conservation reports on planning applications, Part 8 applications and compliances;
- (ii)** providing conservation advice and reports on area plans and projects;
- (iii)** managing Conservation Grants Schemes and supervising associated conservation works;
- (iv)** inspecting buildings of historic and/or architectural interest within the City, to survey and record their principal external and internal features;
- (v)** organising and managing research relating to protected structures and proposed protected structures under the *Planning and Development Act 2000*, as amended, and reviewing and updating the City's Record of Protected Structures (RPS);
- (vi)** researching, inspecting and drafting proposals for the designation of Architectural Conservation Areas (ACAs);
- (vii)** compiling and updating inventory data, architectural conservation databases and related webpages and the RPS GIS database;

- (viii) reviewing and evaluating Ministerial Recommendations and the recommendations of the Dublin National Inventory of Architectural Heritage (NIAH);
- (ix) drafting Declarations under Section 57 and Section 5 of the *Planning and Development Act*, as amended, and advising owners and occupiers of protected structures in relation to works to those structures which would or would not require planning permission;
- (x) liaising with relevant disciplines within the City Council (including the Department's Planning Enforcement Section), State Agencies, Voluntary Bodies and European organisations on architectural conservation policy and matters relating to Protected Structures, Architectural Conservation Areas (ACAs) and the Buildings-at-Risk Register.
- (xi) Such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore 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 from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of Assistant Architectural Conservation Officer will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.

- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

SALARY

The salary scale for the position of **Assistant Architectural Conservation Officer** is: -

€40,422; €42,913; €44,741; €46,588; €48,421; €50,259; €52,114; €53,968; €55,822; €57,679; €59,547 (Maximum); €61,454 (1st LSI) (after 3 years satisfactory service on the Maximum); €63,365 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants must refer to the Additional Candidate Information Booklet which can be found at <http://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.'
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to

interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Friday, 19th August 2022