



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

NAME OF POSITION: EXECUTIVE VALUER

POSITION No: 40/2019

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
THURSDAY, 25TH JULY 2019**

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

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Council as a Planning Authority is responsible for the orderly development of the city and through its **Planning & Property Development Department**, provides the policies, plans and procedures to achieve a sustainable living City, in which people can live, work and form communities.

The **City Valuers Office** is part of the Planning & Property Development Department, and provides a comprehensive property valuation and advisory service to all City Council Departments, with a high percentage of instructions coming from the Housing & Community Services Department and Dublin Regional Homeless Executive. The office plays a key role in urban regeneration projects and is very active in the area of Acquisitions (both statutory and non-statutory) and Disposals.

Other key areas of involvement include Active Land Management, Vacant Land Tax, Derelict Sites, Landlord & Tenant, Licenses, municipal buildings and depot consolidation. The office also provides a valuation service to Dun Laoghaire Rathdown County Council, Fingal County Council and South Dublin County Council. Value for money, economic assessment of projects and active asset management are paramount in the climate of increasing demands on the Council's valuation and analytical skills.

THE JOB

Reporting to a Senior Executive Valuer, or such designated Officer as may be determined from time to time, the **Executive Valuer** will work as part of a multi-disciplinary team within the City Valuer's Office and the wider Planning and Property Development Department. He/she will provide reports and advice to the team, deliver a programme of valuation work and will provide professional advice to the City Council on all valuation and associated matters.

The role includes provision of a large volume of valuations and reports on a wide range of property types and situations, including municipal buildings. Property inspections will extend over the entire County Dublin area. It is expected that an Executive Valuer would have gained a high degree of professional development in their career to date.

THE IDEAL CANDIDATE SHALL

- possess strong professional knowledge and skills, including negotiating skills;
- have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the City Council operates and adhere to corporate policies, protocols and procedures;
- demonstrate a good working knowledge of relevant legislation and case law;
- be capable of producing high quality valuations and reports, in high volume;
- possess satisfactory experience supervising staff and be able to work within and lead a multi-disciplined team;
- have the ability to motivate and encourage personnel under his/her control to achieve maximum performance;
- have an ability to work independently and on his/her own initiative;
- have strong communication, organization, I.T. and presentation skills;
- be willing to learn new skills in the areas of property valuation and development, and be interested in, and prepared to learn about, the activities of Dublin City Council;
- have good knowledge and awareness of Health & Safety Legislation and Regulations, their role and duties of managers in safety management and their application in the workplace;
- have the ability to manage financial resources within a budgetary control framework;
- have a satisfactory knowledge of public administration in Ireland and experience of administration;

On the date of appointment the successful candidate must possess a current unendorsed full driving licence (Category A1, A and/or B) as he/she may be required to drive in the course of his/her duties.

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 application forms:-

- (a) (i) have passed, or be exempt by examination from, the Final Examination of the Society of Chartered Surveyors¹/Royal Institution of Chartered Surveyors;

Or

- (ii) hold the Diploma in Property Economics of the Dublin Institute of Technology²/B.Sc (Surveying), University of Dublin;

¹ Society of Chartered Surveyors Ireland

² Changed to Technological University Dublin in January 2019

Or

(iii) hold an equivalent professional qualification;

- (b) have, after obtaining the qualifications referred to at (a) above, at least five years satisfactory experience in negotiating property transactions, including, leasing, letting, acquisition and disposal of land and buildings, together with experience in the valuation of all real estate and in giving evidence as an expert witness in court proceedings and arbitration hearings;

And

- (c) possess a high standard of training and experience;
- (d) have an awareness of Health and Safety Legislation and Regulations and their application in the workplace.

DUTIES

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

- (i) Participating in the process of identifying property development solutions, site appraisal and assembly (by agreement or a Compulsory Purchase process), site preparation and due diligence items and active land management measures;
- (ii) Advising on and negotiating terms for the structuring of Development Agreements in respect of “Greenfield” sites, redevelopment projects, including, mixed use regeneration developments and residential development projects;
- (iii) Drafting of development briefs, marketing brochures, sales particulars, tenders, etc. and liaison with external sales/letting agents and other professional advisors appointed. Participation in tender assessments;
- (iv) Advising on residential property matters under various headings, including; Part V, leasing, Tenant Purchase, provision of Social Housing, Homeless initiatives, appraisal of estate typologies (houses and apartments) and market analysis;
- (v) Determining capital and rental valuations for all types of property, including municipal buildings;
- (vi) Providing valuation advice and negotiating terms in statutory cases, including, Compulsory Purchase and Vesting procedures, Derelict Site/Vacant Land levies and Landlord and Tenant;
- (vii) Providing expert evidence at Arbitration, Valuation Tribunal and Court hearings;
- (viii) Reporting on and negotiating terms in respect of the acquisition, leasing, licensing and disposal of property for all purposes;
- (ix) Participation on Working and Project Groups;
- (x) Engaging on property matters with other Local or State Authorities;
- (xi) Relating well to others and maintaining positive working relationships;
- (xii) Such other duties as may be required 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 **Executive Valuer** 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.
- Where a competition has been advertised on a Rolling Recruitment basis, rounds of candidates may be progressed to eligibility/shortlisting/interview stages, while the competition remains open for new applications. Provided a position remains open for applications, candidates who are unsuccessful at interview for a rolling recruitment position may reapply. However, an exclusion period for a second or subsequent interview may apply. For further details please read the *Additional Candidate Information Booklet*.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government 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 he/she fails 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 him/her.

INTERVIEW

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

SALARY

The salary scale for the position of **Executive Valuer** is: -

€48,691; €50,462; €52,233; €54,008; €55,783; €57,556; €59,331; €61,097; €62,878; €64,646 (Maximum); €66,685 (1st LSI) (after 3 years satisfactory service on the Maximum). €67,684 (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, Planning and Local Government. **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 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 **37 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet*, which can be found on Dublin City Council's Digital Recruitment Platform, 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 himself or herself 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 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 his/her 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 Thursday, 25th July 2019.

This document is also available in Large Print, High Contrast Print and Braille on request.

Dublin City Council, Human Resources Department