



COST SURVEYOR/QUANTITY SURVEYOR - PROCUREMENT UNIT

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities and Approved Housing Bodies (AHBs) in the delivery of housing and housing services.

The Agency's vision is to promote the building of sustainable communities. We promote the supply of housing to meet current and future needs and demand by being a centre of expert knowledge on housing, supporting housing policy development and implementing effective housing programmes in collaboration with others.

We provide a broad range of services including:

- Sourcing and Acquiring Properties for Social Housing
- Regulation of Approved Housing Bodies
- Policy Advice
- Pyrite Remediation
- Housing Procurement Services
- Land Development and Management
- Support to Local Authorities
- Mortgage to Rent Scheme
- Research and Analysis
- Approved Housing Bodies Services
- Loan Underwriting
- Housing Practitioner Training and Information
- National Strategy for People with a Disability

Further information on The Housing Agency is available at www.housingagency.ie.

The Housing Agency is now seeking applications for a Cost Surveyor/Quantity Surveyor vacancy on the Procurement Team.

Main Duties

- Support local authorities and approved housing bodies (AHBs) in their housing delivery in the most effective ways, including advising on traditional contractual arrangements, design by employer, design and build contracts, works contracts, turn-key developments, development agreements and joint ventures etc.
- Provide procurement advice in relation to consultant appointment and works contractor engagement to local authorities and AHBs.

- Provide quantity surveying/cost assistance and support to Local Authorities and AHBs in the development of project briefs
- Assist in the management of projects assigned by The Housing Agency, including new housing, refurbishment projects and associated developments
- Assist in the carrying out of feasibility assessments, with particular responsibility for capital appraisals budget estimates
- Participating as a member of technical and multi-disciplinary teams
- Assist in the preparation of budget estimates, cost estimates and cost plans
- Assist in the preparation of procurement documents
- Liaison with local authorities, approved housing bodies, state agencies, DHLGH and other organisations
- Using technical skills appropriate to the position in relation to work assigned

Such other duties as may be assigned from time to time by Principal Officer, Project Management and Procurement and the Chief Executive.

Qualifications and Experience - Essential Requirements

The successful candidate should have:

- a) A minimum of a Level 8 qualification on the National Framework of Qualifications in Quantity Surveying/Construction Economics
- b) Have had since qualification at least five years' experience in a quantity surveying/cost consultant position on construction projects, in particular on the procurement, tender reporting, estimating, contract administration and cost control during construction of housing and apartment projects
- c) Chartered membership of the SCSl / RICS preferable

Competencies

- **Teamwork** – Builds positive working relationships with colleagues and stakeholders
- **Communication Skills and Report Writing** – Engages effectively with a range of stakeholders tailoring the communication style to the needs of each situation and audience, presents information clearly, concisely and confidently when speaking and in writing
- **Delivery of Results** – Plans and prioritises work in terms of importance, timescales and other resource constraints, reprioritising in light of changing circumstances
- **Strategic Planning** – Applies relevant technical expertise to a range of possibilities and fully evaluates future implications of current decisions and actions
- **Specialist Skills** – Knowledge of construction economics, project management and construction together with experience of procurement, knowledge of a range of development agreements and contractual arrangements, and relevant IT skills

Salary Scale – Senior Executive Engineer LA Scale

€66,992 – €69,048 – €70,030 – €72,031 – €74,039 – €76,038 – €78,054

LSI 1 €80,585

LSI 2 €83,110

New entrants will be appointed on the first point of the scale in line with government policy. Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

Closing date for Receipt of Applications – Tuesday, 2nd March 2021 at 12.00 noon

Application Procedure

- All sections of the application form must be completed
- Applications should be typed and submitted via email in PDF format to recruitment@housingagency.ie
- Candidates must provide:
 - a. a covering letter outlining their suitability for the post
 - b. a completed Housing Agency application form
- Applicants will be short-listed based on the information supplied
- Incomplete applications will not be considered for shortlisting
- Applications will not be accepted under any circumstances after the closing date
- Canvassing by or on behalf of the applicant will automatically disqualify

Should the person recommended for appointment decline, or having accepted the position relinquish it or if any additional vacancy arises, the Agency may, at its discretion, select and recommend another person for appointment on the results of the selection process.