



## **QUANTITY SURVEYOR (EXECUTIVE ENGINEER GRADE)**

### **THE HOUSING AGENCY**

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 deliver homes to people in need. It does this by providing evidence-based housing insights and data that inform thinking and policy making; by working with others to enable the delivery of housing solutions and implement programmes and actions in Government housing policy; and by equipping itself and its stakeholders with the capacity required to respond quickly and effectively to challenges in the housing system.

The Agency's work to deliver sustainable and affordable housing for all is framed under three broad themes which are supported by a continuous focus on Organisational excellence.

- Being a centre for housing knowledge;
- Addressing Housing Supply and Affordability
- Supporting the Creation of Sustainable and Inclusive Communities.

We provide a broad range of services including:

- Assisting local authorities with all aspects of their housing function
- Technical advice and supports to local authorities and AHBs regarding capital construction and refurbishment projects and procurement
- Pyrite Remediation, the Defective Concrete Block Grant Scheme and Apartment and Duplex Defects Schemes
- Supporting affordable housing initiatives including cost rental and affordable purchase schemes
- Housing acquisitions and property sourcing for social housing
- Managing the Croí Cónaithe Fund
- Financial appraisals of AHB funding applications
- Co-ordination of the Housing First initiative
- Mortgage to Rent
- Research, financial analysis and policy advice
- Land development and management
- Loan Underwriting
- Housing practitioner training and information
- National Housing Strategy for Disabled People/ Addressing Social Inclusion

Further information on The Housing Agency is available at [www.housingagency.ie](http://www.housingagency.ie)



## THE POSITION

The Housing Agency is now seeking applications for a Quantity Surveyor to work with the Built Environment and/or Remediation Directorate and to assist other directorates with specialist technical skills as required. This is a permanent post at Executive Engineer Grade and is based in our offices in Dublin 2. The Housing Agency operate a Blended Working policy.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of The Housing Agency and to promote its policies at all times and to adhere to The Housing Agency values:

<https://www.housingagency.ie/publications/strategy-annual-report>.

## Values



The values of the Housing Agency set the standard for the way we work with our colleagues and our stakeholders. In this strategic period, we will continue to embed our values throughout the organisation to guide and inform everything we do.

We will place a particular focus on internal and external collaboration. We have placed people at the centre of everything we do to highlight the importance of our staff, our stakeholders, and the people we are working to support with housing needs.



## MAIN DUTIES

The successful candidate will be working as part of a multi-disciplinary technical / professional team. Their main duties could include:

- Support local authorities and AHBs in their housing delivery in the most effective ways, including support and advice in traditional contractual arrangements, including public works contracts; design by employer, design and build contracts, technical services contracts.
- Provide assistance and support to local authorities and AHBs in the development of project briefs, cost estimates and procurement of consultants and works contractors.
- Use Public Procurement Processes and Capital Works Management Framework
- Assisting the delivery of the Defective Concrete Blocks Grant Scheme
- Assisting the management of the Pyrite Remediation Scheme
- Assisting the delivery of the Apartment and Duplex Defects Scheme
- Work as part of a design team to deliver new public housing projects and associated works.
- Administer Quantity Surveying services and advice from project inception to the final completion stage of projects.
- Assist with the preparation of Capital Appraisals and prepare for funding approval and determining relevant cost forms.
- Analyse and evaluate consultants and contractors suitability and contractual claims.
- Drawing up a Risk Analysis for the project(s).
- Monitoring project progress and duration, cost controls and contractual matters
- Project Management and Contract Administration
- Production of pricing document using ARM 5, preparing bills, cost plans, cost estimates and organising project preliminaries.
- Undertake the cost management of projects assigned by the Housing Agency, including using ICMS.
- Carrying out Life-cycle Cost Analysis on housing schemes procured using the CWMF
- Assist in the preparation of contract documentation.
- Provide assistance and support relating to Quantity Surveying and cost management to programmes and schemes operated by The Housing Agency, as required.
- Liaison with other building professionals, local authorities, AHB's, state agencies, DHLGH, OGP, and other organisations
- Using technical skills appropriate to the position in relation to work assigned.
- Remain aware of new developments and legislative changes in quantity surveying, procurement, and housing and actively engage in continual professional development.
- Such other duties as may be assigned from time to time by the Director of Service and the Chief Executive Officer



## QUALIFICATIONS AND EXPERIENCE

### Minimum Requirements:

- Minimum Level 8 qualification on the National Framework of Qualifications in Construction Economics / Quantity Surveying, and
- be eligible for registration as a Quantity Surveyor under the Building Control Act 2007 without requiring further assessment. Any appointment by the employing body may be subject to registration under the Act.
- Have at least three years satisfactory experience of Quantity Surveying work.
- Possess a high standard of technical training and experience

### Advantageous Requirements:

- Chartered membership of the SCSi / RICS
- Experience in BIM, ICMS, Life-cycle Cost Analysis, Green Public Procurement, the CWMF and use of eTenders

## SKILLS AND COMPETENCIES

- **Communication Skills and Report Writing**
  - Excellent communications skills, both verbal and written
  - Able to demonstrate how they effectively engage with a external and internal stakeholders
  - Can identify key requirements within Quantity Surveyor's documentation, including cost estimates, tender reports, interim valuations and final accounts
- **Delivery of Results –**
  - Can demonstrate the ability to plan and prioritise work in terms of importance, timescales and other resource constraints, reprioritising considering changing circumstances.
  - Can demonstrate the ability to produce quality work and their methods of ensuring this is achieved.
- **Team Work**
  - Builds positive working relationships with colleagues and stakeholders
  - Can work independently and as part of a multidisciplinary team.
- **Specialist skills**
  - Demonstrate Quantity Surveying / Cost Consultancy knowledge in particular relation to residential developments.
  - Be able to demonstrate a high standard of ongoing technical training and the importance of professional development and ethics.
  - Have a knowledge of Capital Works Management Frameworks / Public Procurement
  - IT proficiency including skilled with specialised construction and QS programmes:



## **SALARY SCALE – EXECUTIVE ENGINEER (LA SCALES)**

€59,658 – €61,829 – €64,000 – €66,175 – €68,349 – €70,521 – €72,696 – €74,857 – €77,043  
– €79,209 LSI1 €81,706 LSI2 €82,929

**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.

## **ELIGIBILITY TO COMPETE**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer. Eligible candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

**Closing date for Receipt of Applications – Friday 3rd of October 2025 12.00 noon**

## **Application Procedure**

Candidates must provide:

- a) A completed Housing Agency application form
- b) All sections of the application form must be completed.
- c) Applications should be typed and submitted via email in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie)
- d) Applicants will be short-listed based on the information supplied.
- e) Incomplete applications will not be considered for shortlisting.
- f) Applications will not be accepted under any circumstances after the closing date / Time.
- g) Canvassing by or on behalf of the applicant will automatically disqualify.



A panel may be formed from which further vacancies at Quantity Surveyor (Executive Engineer) will be filled

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.



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