



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

# **Assistant Construction Project Manager.**

## **Information for Candidates**

**February , 2026**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Construction Project Manager.

The Council has a requirement for Assistant Construction Project Manager within the Housing Capital and Social Housing Remediation Divisions. These Divisions are primarily responsible for planning, managing and delivering new build housing projects as well as remediation of social houses. The Council manages the delivery of housing projects on own land and also through competitive dialogue processes on private land. Posts may also be required in other Directorates/Divisions.

It is proposed to form a panel of qualified candidates from which vacancies both permanent and temporary will be filled during the lifetime of the panel. The Assistant Construction Project Manager will report directly to the Senior Executive Engineer, or such person as may be assigned from time to time by Donegal County Council. The Assistant Construction Project Manager will work as part of a team.

Under the direction and supervision of the appropriate line manager, the post holder will provide construction, technical or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

## **2. Duties**

Under the direction and supervision of the appropriate line manager, the position involves the provision of such construction, technical or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

Main duties would depend on the actual post, but in general terms they would include the following:

## **Main Duties**

- Support the relevant division in the delivery of a portfolio of new build, remediation and improvement projects, ensuring adherence to agreed programme, budget, quality and governance requirements.
- Assist in the coordination of multiple projects at various stages of delivery, from preliminary assessment through construction and handover.
- Act as a key point of contact for assigned projects, liaising directly with the Employers Representative, Design Team, Clerk of Works/Building Inspectors, consultants, contractors and other stakeholders.
- When required, fulfil the duties of the Employers representative on Public Works Contracts.
- Fulfill the role of Client, PSDP and PSCS on various projects as required under the Health & Safety legislation.
- Ensure all works comply with BCAR and Health & Safety Legislation.
- Manage the delivery of a number of assigned projects including social housing new build and remediation projects in various locations with particular reference to quality, programme and budget to substantial completion and final certification.
- Implement Project Management systems and contract administration on housing projects and the built environment.
- Monitor project progress, costs, risks and issues, escalating matters as appropriate to supervisor / line manager.
- Prepare regular progress, cost and programme reports in line with internal reporting requirements.
- Advise on cost implications of variations and assess contractual claims including negotiations with contractor.
- Conduct risk analysis and evaluations.
- Procure service providers through etenders, including assessment and recommendation of appointments.
- Review documentation from consultants, contractors and others for accuracy, completeness and compliance with the contract.
- Prepare and agree final accounts.
- Attend site and other required meetings, make site visits as required and assist in monitoring works for general compliance with contract requirements, health and safety standards, and programme objectives.
- Review and respond to contractors works proposals and submittals. Review project documentation submitted by consultants and contractors for completeness, consistency and alignment with programme requirements.
- Maintain accurate project records, correspondence and data in accordance with Council policy, audit and data retention requirements.
- Comply with all Council governance requirements, codes of conduct, ethical declarations etc.
- When required to do so, to manage and supervise staff, as the position demands.
- To work as part of an effective, motivated and committed team and to maintain sound employee relations and morale in accordance with good employment practice and relevant legislation.
- To work within a cross-functional/multidisciplinary team in line with the executive structures of the Council.
- To implement the systems necessary to support the service.

- Undertake any other duties as may be assigned by the Senior Executive Engineer / or Line Manager.

### **Official Languages (Amendment) Acts, 2021**

So that the Local Authority may meet its statutory obligations, a satisfactory competence in the Irish Language is deemed essential for appointment/assignment/re-assignment to Gaeltacht-based offices and offices serving Gaeltacht areas. Competence to be of a level where one can operate through the medium of Irish and provide services to the public in Irish, as per the provisions of the Official Languages (Amendment) Acts, 2021. An assessment of this competence may form an integral part of the recruitment and selection process.

### **3. Qualifications & Requirement of the Post**

The Department of Housing, Local Government and Heritage has declared that the qualifications for the post of Assistant Construction Project Manager will be as set out below:

#### **(a) Character:**

Candidates shall be of good character.

#### **(b) Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

#### **(c) Education, Training, Experience etc.**

Each candidate must, on the latest date for receipt of completed applications:

(i) hold at least an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in construction management, engineering or a related discipline relevant to the post;

OR

(ii) hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) **AND** a post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in construction management, engineering or a related discipline relevant to the post.

## Experience

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

(a) have at least two years satisfactory experience relevant to the role after attaining the qualification referred to under (3) above;

(b) possess a high standard of technical training and experience appropriate to the nature of the role, including administrative experience;

(c) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

### **Note 1:**

- A level 7 degree will be assessed on the basis that the period of study undertaken should be equivalent to at least 180 ECTS (European Credit Transfer Accumulation System) credits.
- The educational requirements outlined in the information booklet are for the post of Assistant Construction Project Manager and no assumption should be made regarding other promotional posts
- If a candidate fulfils the eligibility requirements for this post, it should not be taken as indicating that the candidates current qualification would be acceptable for more senior engineering posts (i.e. Senior Executive Engineer and above) which have different eligibility requirements.

### **Note 2:**

- Candidates must hold a current valid driving licence in respect of category B vehicles and must advise if this is not the case.
- A satisfactory competence in the Irish language is a requirement for any vacancy within the Glenties Municipal District.

### **(d) Core Competencies**

#### ***Project Management.***

- Demonstrates specific knowledge and experience of project management, use of appropriate work methods, systems and processes to ensure the achievement of project completion on time.
- Demonstrates experience of planning and prioritising work in terms of importance, timescales and other resource constraints, adapting to changing circumstances.

#### ***Delivery of Results.***

- Demonstrates examples of experience in addressing challenges with a view to ensuring timely project completion, with a particular focus on housing / residential projects.
- Demonstrates experience of public sector procurement processes, public works contracts, knowledge of construction/engineering, contract administration, role of Employers Representative, and the built environment as it relates to housing including planning, building regulations, and building control.

***Communication Skills / Building and Maintaining Relationships.***

- Demonstrates experience of presenting information in a professional, confident, logical and convincing manner, both verbally and in writing to a variety of stakeholders and proactively identifies and develops strategically important relationships.

**4. Particulars of the Post**

**(a) General**

Donegal County Council proposes to create three panels (as outlined above) of qualified candidates for the position of Assistant Construction Project Manager from which it will fill any vacancy that may arise.

**(b) Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**(c) Remuneration**

The current annual pay-scale is minimum €47,270 to max LSI2 €73,335. (as per circular EL 07/2025).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point on scale.

**(d) Base**

The base for the post of Assistant Construction Project Manager shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Assistant Construction Project Manager may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

**(e) Residence**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**(f) Working Hours / Annual Leave**

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011 . Annual leave allowance will be a maximum 30 days for all applicants.

### **(g) Requirement to Drive**

Candidates shall be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

### **(h) Citizenship Requirements**

Eligible candidates must be, on the latest date for receipt of completed application forms;

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- 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
- 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 the UK or Switzerland and has a stamp 4 visa.

### **(i) Conflicts of Interest**

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

### **(j) Garda Vetting**

Candidates for the post of Assistant Construction Project Manager are subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

## **5. Recruitment Process**

### **A. Application Form**

- Applications must be made on the official **online application form** and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the **online application form** will be considered when assessing a candidate's suitability for the post.
- Applications must be received by the deadline specified on the system.

### **B. Short Listing & Interview**

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview. Candidates should note that interviews may be held within a short timeframe of the closing date of the competition.

### **C. Right to Information and Review - ACPM 001**

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision quoting the above reference number.

### **D. Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

### **E. Other**

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable

## **F. Canvassing Will Disqualify**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

## **G. General Data Protection Regulation**

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

[www.donegalcoco.ie](http://www.donegalcoco.ie)