



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

# **Capital Project Development Team Lead (Temporary)**

## **Information for Candidates**

**July, 2025**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Capital Project Development Team Lead (Temporary).

It is proposed to form a panel of qualified candidates from which temporary vacancies will be filled during the lifetime of the panel.

In line with funding approval from the Department of Rural and Community Development (DRCD), Donegal County Council is establishing a Capital Delivery Team to focus on developing business cases and making sustainable applications for funding to DRCD, and to report on the delivery of projects funded by DRCD. The new post holder will act as DRCD Capital Project Development Team Lead (Temporary) at the grade of Senior Executive Architect.

Reporting to the Senior Executive Officer, the post holder will develop projects on an annual basis for submission under the various DRCD Schemes including but not limited to Town & Village, CLAR, Outdoor Recreation Infrastructure Scheme.

The Programme of Work will primarily focus on community engagement, building community capacity and the identification of capital projects that will lead to the submission of high quality and deliverable applications, any may also involve other duties.

## **2. Roles Duties & Responsibilities**

The DRCD Capital Project Development Team Lead (Temporary) will be engaged, in a full-time capacity, in delivering the following high-level outputs;

- An improved approach to Capital Project identification leading to the submission of high-quality and deliverable applications;
- Development and delivery of sustainable Capital Projects with reduced project risks;
- Development and implementation of a strategic approach to Capital Project development, which will include building of expertise within local authorities. This will require co-ordination of all rural development works and those DRCD funded resources across the local authorities involved in rural development roles, (including Town Centre First/Town Regeneration Officers, Broadband Officers etc.) via a formal Rural Development Co-ordination Group that will meet on a monthly basis;
- Co-ordination and management of the Community Development function in the Municipal Districts through line management of the Community Development Officers and attendance at regular Municipal District workshops and meetings;
- Strong engagement with community groups to improve their capacity to develop and deliver DRCD funded Capital Projects;
- Delivery on the actions of the Donegal Outdoor Recreation Strategy in relation to both future capital projects and strategic policy development;

- Improved communications in terms of quality, clarity and frequency, and updates to DRCD on Capital Project progress, including timely submission of regular progress reports, operating as the single point of contact for Donegal, and proactive inputs to any information management systems that DRCD maintain or develop;
- Improved public communications output around DRCD capital schemes and improved co-ordination of associated openings, launches and announcements.
- Active participation in a national network of peers; and
- Development of End of Year reporting, describing the activities of the DRCD Capital Delivery Team and associated outputs.

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

The post of Capital Project Development Team Lead (Temporary) is analogous to that of Senior Executive Architect and the Department of Housing, Local Government and Heritage has declared that the qualifications for Senior Executive Architect 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:

1. Hold a professional qualification in Architecture that is prescribed under the Building Control Act 2007, or a qualification in Architecture that is equivalent to a qualification so prescribed in section 14 of the Building Control Act 2007 and
2. Be eligible for registration as an Architect under the Building Control Act 2007 without requiring further assessment. Any appointment by the employing Local Authority will be subject to registration under the Act;
3. Have at least five-years satisfactory relevant experience of architectural work;
4. Have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specifications;
5. Have knowledge of the principles of Urban Design and planning policy and practice;
6. Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

#### **(d) Desirable Skills**

- Demonstrates a keen understanding of the essential role of local authorities in the delivery of Department of Rural and Community Development funded capital projects and the challenges associated with same.
- Has experience in the design of building and public realm sketch plans, feasibility studies, 3D visualisations, working drawings, details and specifications
- Has the ability to demonstrate the necessary vision, leadership and experience to lead the Capital Project Development Team.
- Understands the role and responsibility of the line manager and possess the management skills necessary to optimise staff contribution to achieve Organisational goals and objectives.
- Has excellent capacity in working with democratic structures and consultative models
- Can demonstrate innovation and has a career record that demonstrates a high level of competence in the management of staff, communication, conceptual and analytical thinking and initiative;
- Has the ability to work within and lead multi-disciplinary teams.
- Has a strong, outward looking perspective and a track record of successful inter-agency collaboration and co-ordination.
- Possess a clear knowledge and experience of project management.
- Has a good working knowledge of the legal, regulatory and governance framework within the Local Authority structure.
- Has an excellent understanding of the requirements of the planning process
- Demonstrates acute knowledge and understanding of Climate Action, Active Travel and Sustainability Strategies & Policies, and the ability to promote capacity to empower change and deliver action in support of current international, national and local policies.
- Is familiar with the use of public work contracts
- Is familiar with national and EU procurement rules in relation to public works
- Has excellent interpersonal and communication skills and proven ability to establish working relationships with colleagues in the Council, public representatives and other agencies;
- Possess excellent organisational and IT skills;
- Has good knowledge and awareness of the Building Regulations and the Building Control Act, and their application in the workplace;
- Has the ability to manage financial resources within a budgetary control framework

- Possess excellent knowledge of Health & Safety Legislation and Regulations, the implications for the Organisation and the employee, and their application in the workplace in accordance with the Council's approach to managing safety in the workplace.

## **(e) Core Competencies**

### **1. Strategic Management & Change**

#### **Strategic Ability**

Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

#### **Political Awareness**

Has a clear understanding of the political reality and context of the organisation.

#### **Networking and Representing**

Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

#### **Bringing about Change**

Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.

### **2. Delivering Results**

#### **Problem Solving and Decision Making**

Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.

#### **Operational Planning**

Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.

#### **Delivering Quality Outcomes**

Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.

### **3. Performance through People**

#### **Leading and Motivating**

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.

#### **Managing Performance**

Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

#### **Communicating Effectively**

Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups

### **4. Personal Effectiveness**

#### **Relevant Knowledge**

Keeps up to date with current developments, trends and best practice in their area of responsibility also demonstrating an understanding of the role in the context of wider local government delivery. Demonstrates the required specialist knowledge, understanding and training for the role. Demonstrates knowledge & understanding of the structure and functions of local government including current local government issues, future trends and strategic direction of local government.

#### **Resilience and Personal Well Being**

Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

#### **Integrity**

Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others

#### **Personal Motivation, Initiative and Achievement**

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.

### **4. Particulars of the Post**

#### **(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of *Capital Project Development Team Lead (Temporary)* from which it will fill any temporary vacancies 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 €78,307 minimum to max LSI2 €97,731. (as per Circular EL 03/2025).

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 of the scale.

**(d) Base**

The base for the post of Capital Project Development Team Lead (Temporary) 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 Capital Project Development Team Lead (Temporary) 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. 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) A citizen of the European Economic Area (EEA). 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 UK 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 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 Capital Project Development Team Lead (Temporary) 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 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 application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format **only by email** to [vacancies@donegalcoco.ie](mailto:vacancies@donegalcoco.ie)
- **Applications must be received by the deadline** specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

**B. Short Listing**

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.



### **C. Right to Information and Review - #CPD-TL 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)