



Graduate Access Advisor

Company Description:

About us: Established in 2007, O'Herlihy Access Consultancy is the one of the leading specialist in Universal Design, accessibility training and accessibility consultancy in Ireland. We work in partnership with our clients to ensure that buildings, facilities and services are accessible to all staff and customers regardless of age, size or disability.

What do we do? We work in partnership with clients to ensure all services are accessible to accessible to staff and customers with disabilities. We support our clients in the design, development and delivery of appropriate solutions to ensure your built environment, services, human resources and information provision meet the needs of all and are in compliance with relevant legislation including the Building Control Act; the Disability Act and the Equal Status Act. Our accredited trainers also offer a wide range of training courses in three areas of accessibility: customer services, information provision and the built environment to support organisations in making their buildings, information, facilities and services accessible to all.

Role Description:

Job Description:

O'Herlihy Access Consultancy (OHAC) are now recruiting an Access Advisor to join our expanding team. The successful candidate will be responsible for the management of different projects relating to the services provided by OHAC (mainly in the preparation of Disability Access Certificates, carrying out access audits and to act as a Part M Ancillary Certifier). For the successful implementation of this role, there are a number of key relationships to be fostered and developed within the public, private and not for profit sectors. A high degree of flexibility and creativity will be required.

Summary of core responsibilities:

- To manage, contribute to the design and development of Disability Access Certificate (DAC) applications and to manage the DAC database.
- To carry out design appraisals for new buildings, extensions and building alterations and report to the Senior Access Consultant.
- To prepare, complete and issue DAC application documentation (i.e. Marked up drawings, Compliance Reports, application forms).
- To record the status and progress of applications and advise the Senior Access Consultant and Clients accordingly.
- To carry out site inspections and act as Part M Ancillary Certifier.

- To inspect the works at the relevant stages of a construction project with the Senior Access Consultant & prepare inspection reports along with the associated administration duties.
- To visit sites and carry out access audits and to prepare access audit reports in line with national good practice.
- To meet with other professionals and clients and advise in relation to Universal Design and accessibility.

2. Key Selection Criteria

2.1. Education

- A qualification in any of the following; Building Surveying, Architecture, Construction or Engineering with a high level of design and communication skills and proficiency in CAD and presentation techniques.

2.2. Experience, Knowledge & Attributes

- An understanding of accessibility and Universal Design;
- Thorough report writing and presentation skills;
- Practical experience and level of skill in the utilisation of design packages, in particular AutoCAD;
- An understanding of disability access design solutions, and appreciation for relevant industry legislation and standards;
- A driven, self-starter with the ability to act with the minimum of supervision;
- A highly structured and organisational skills;
- The ability to quickly develop relationships with colleagues and clients alike;

How to apply: Please send your CV directly to: maja@accessconsultancy.ie