

**General Operative Two Year Fixed Term Contract
Job Specification & Terms and Conditions**

Job Title and Grade	General Operative - Household Services
Closing Date	11 th October 2024 at 3pm
Campaign Name	C012024 – GO, Two Year Fixed Term Contract
Location of Post	Oberstown Children Detention Campus
Salary	The salary for this post ranges from €36,168 to €37,356 per annum (pro-rate)
Working Hours	Hours of attendance will be a maximum of 30 hours per week excluding overtime if/when required and employee rosters are based on five out of seven days working. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.
Reporting Relationship	The person appointed to the position of General Operative will work with and be accountable to the Household Manager or their designate.
Purpose of the Post	The General Operatives primary purpose is to ensure that the buildings are maintained in such a way that the highest possible standards of cleanliness and tidiness are evident at all times.
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • General Operatives will work in a good spirit of collaboration and co-operation with all their staff colleagues. • Punctuality and regular attendance are a very high priority. • General Operatives will be flexible in their approach to work and be prepared to undertake the whole range of duties designated by the Household Manager or Designate at any given time. • A readiness and ability to work alongside the young people at Oberstown in collaboration with the frontline staff. • A willingness and preparedness to work overtime as required • Working in accordance with all relevant policies • Other duties commensurate with the level of responsibility that may be assigned from time to time. <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.</p> <p><i>For any queries or more information on this role please contact the HR department at HR@oberstown.com or call 01 852 6433.</i></p> <p>Confidentiality In the course of your employment, you may have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.</p>
Eligibility Criteria Qualifications and/or	Applicants must by the closing date of application have the following:

<p>Experience</p>	<ul style="list-style-type: none"> • Have attained such standard of education as would enable the candidate to carry out efficiently the duties of the position; • Have a good knowledge of the services provided by Oberstown Children Detention Campus; • Have ability to work within a team • Possess good communication skills • Have a willingness to learn and aptitude to use all new technology and information systems and have a natural aptitude for the use of the equipment; • Must possess appropriate computer skills, e.g. proficiency in Word, Excel, e-mail etc.
<p>Skills, competencies and/or knowledge</p>	<p>Candidates should possess the following skills and attributes:</p> <ul style="list-style-type: none"> • Responsibility for personal professional development. • Knowledge of the core principles and values of Oberstown. • Good communication and interpersonal skills • Flexibility, including the ability to adapt to change. • The ability to work independently on own initiative and as part of a team. • Great attention to detail. • A commitment to maintaining high work standards. <p>Health A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).</p> <p>Character Each candidate must be of good character.</p> <p>Age Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.</p>
<p>Application and Selection Process</p>	<p>The Application and Selection Process</p> <p>How to Apply Applications must be made by submitting the following documents:</p> <ul style="list-style-type: none"> • A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position. • A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date. • Completion of the competency questions form (available to download from www.oberstown.com) <p>Applicants should send a CV, cover letter and a competency based application form to RecruitmentMail@oberstown.com by the 11th October 2024 at 3pm</p> <p>Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is</p>

not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive interview(s).
- Psychometric Assessment.

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

	<p>Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.</p> <p>Candidates' Obligations</p> <p>A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.</p> <p>In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:</p> <ul style="list-style-type: none"> • where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and • Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.
<p>Other requirements of the role</p>	<p>Driving License</p> <p>Successful candidates will be required to hold a current full clean Driving Licence or be willing to work towards obtaining a Driving Licence.</p>