

Grade V Building & Estates Officer

Job Specification & Terms and Conditions

Job Title and Grade	Grade V Building & Estates Officer
Closing Date	Thursday 20 March 2025 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent contract
Salary Scale	The salary for this post ranges from €51,206 to €61,253 per annum pro rata for 2025
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net per week.
Annual Leave	30 days annual leave pro rata for 2025
Reporting Relationship	Buildings & Estates Manager or equivalent
Purpose of the Post	The Buildings and Estates Officer will work as part of a flexible team in the Buildings and Estates department under the direction of the Buildings and Estates Manager. They will play a strategic role in supporting and developing the Buildings and Estates function within Oberstown with a key focus on facilitating the delivery of the most effective solutions for our campus through the strategic development and professional management of our projects.

Principal Duties and Responsibilities

- Lead on critical projects for capital funding, produce initial project brief and scoping documents and prepare submissions to the relevant bodies based on same
- Supervise professional service providers and contracts to ensure their compliance with the project brief, and relevant legislation
- Support the Buildings & Estates manager on project management works being undertaken directly by Oberstown and by the OPW
- Develop a strong working relationship with stakeholders in relation to all building related matters ensuring that Oberstown needs are represented
- Provide technical guidance and recommendations on issues relating to all works being undertaken by the Buildings & Estates team
- Assist the building and estates manager in the delivery of Key Performance Indicators (KPI'S) appropriate to facilities team projects within Oberstown
- Assist the Buildings and Estates manager in the production and revision of standard operating procedures
- Assist in the implementation and delivery of a planned preventative maintenance programme for all Oberstown, including but not limited to the maintenance on life safety systems, mechanical systems, heating and electrical systems

- Support the Buildings & Estates manager in the engagement with procurement initiatives while ensuring a consistent Oberstown wide approach in accordance with all statutory requirements
- Assist in gathering all necessary financial and statistical information on Oberstown facilities management
- Attend meetings and communication regularly on project status and timelines
- Assist Oberstown in pursuing a sustainability agenda with a focus on achieving our 2030 climate targets
- Assist on current health and safety regulations, industry practice etc

The above duties are not intended to be a comprehensive list of all responsibilities 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.

Confidentiality

In the course of employment, the successful candidate will 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, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Specialist Knowledge, Expertise & Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation.
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Analysis & Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet it's objective

Eligibility Criteria, Qualifications and/ or experience

- A level 7 degree in a relevant discipline or as may be considered appropriate e.g. engineering, construction management, electrical engineering, mechanical engineering, building services etc **(Essential)**
- Display a good understanding of building regulations and public sector procurement
- Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace and manage information in a shared system

- Be a self-starter capable of working on their own initiative with strong multitasking capability and flexibility
- Excellent planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment
- Excellent leadership skills with the ability to manage staff and other resources effectively to deliver high quality output within tight timeframe
- Proven record as a team player with a flexible approach
- Experience with Budgetary management
- Highly developed oral and written communication skills, including negotiations, project management, report writing and presentation skills
- Demonstrate ability to maintain confidentiality and to handle sensitive issues

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- 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
- (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.)
- Completion of the competency questions form (available to download from www.oberstown.com)

In order to apply for the post of **Building & Estates Officer**, please forward the above requested information via email to recruitmentmail@oberstown.com before **Thursday 20 March 2025 at 5pm**.

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.
- a competitive preliminary interview
- completion of an online questionnaire(s)
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate
- a competitive interview which may include a presentation

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. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

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

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.

Candidates' Obligations

- 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.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- 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.

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).

Character

Each candidate must be of good character.

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.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.