

Buildings Officer
(Administrative Officer – Grade VII)
Job Reference: 2024FEB228

Post:	Buildings Officer (Administrative Officer – Grade VII)
Job Title:	Buildings Officer (The initial appointment will be to the Corporate Services Department, however, the area of responsibility may change in line with the needs of KCETB)
Reporting to:	Chief Executive, Director of Organisation Support and Development, Director of Further Education and Training and Head of Corporate Services
Place of Work:	KCETB HQ (KCETB HQ is located in Carlow and all HQ staff will eventually work from Carlow. Currently Corporate Services is based in Kilkenny and initial assignment to this post will be to the Kilkenny office. All staff are subject to allocation as required within the Carlow/Kilkenny region)
Nature of Position:	Permanent Contract
Hours of Work:	Monday to Friday – 35 hours per week
Salary Scale:	€55,846 - €72,602 (Salary will be paid in accordance with such rates as may be authorised by the Minister for Education. Please note that new appointees who are entering this grade for the first time will start at the minimum point of the scale).
Conditions of Employment:	Offers of employment are subject to vetting, reference checks and pre-employment health assessment.

Overview of Kilkenny and Carlow Education and Training Board

Kilkenny and Carlow Education and Training Board (KCETB) is the largest education and training provider in counties Kilkenny and Carlow and offers a broad range of education and training services to approximately 14,000 students and learners on an annual basis.

We manage 13 post-primary schools across the two counties and are the leading provider of Further Education and Training (FET). Through our FET Service, we offer a wide range of full-time and part-time courses, such as apprenticeships, basic education, community education and Youthreach (for early school leavers) as well as student supports and services for employers.

We also manage music education through the Music Generation programme and we co-ordinate the delivery of youth services. We have a history of responding flexibly to community and employer needs and aspirations.

Post Summary:

The Grade VII with initial assignment to capital projects will play a strategic role in supporting and developing the building functions within KCETB with a focus on FET services, buildings and premises.

The post should facilitate the delivery of the most effective solutions for our students, learners and staff through the strategic development and professional management of our property portfolio and buildings projects.

Job Description:

In conjunction with the Corporate Services Management Team, the Administrative Officer will have responsibility, under general direction, for important elements of the Corporate Services work programme.

The main areas of responsibility will include the following:

- Develop best practice strategies, policies and guidelines in respect of KCETB capital projects with a focus on FET projects
- Delivery of Capital Projects including new builds, refurbishment, M&E upgrades, fire upgrades, civil works and energy efficiency upgrades, emergency works etc. This will encompass application stage to project completion
- Ensure works are compliant with statutory regulations, funding authority requirements and the Government Capital Works Management framework
- Support KCETB in its engagement with procurement initiatives, ensuring a consistent ETB wide approach and compliance with national procurement requirements
- Develop a strong working relationship with stakeholders in relation to all building related matters ensuring that the KCETB interests are represented
- Support the development of capacity in KCETB in respect of property, building management and construction functions
- Provide advice to KCETB on issues arising in capital projects, project management, health and safety, energy management, climate action, accessibility and other technical property areas
- Developing and delivering a sustainability plan for capital projects
- Engage with DFHERIS, SOLAS, DE and other capital programme funding agents and represent the ETB, as appropriate
- Support KCETB in achieving appropriate governance and compliance standards
- Maintain all building and project records to meet legal and regulatory requirements including Building Safety Files, etc.
- Assist and advise KCETB in relation to the establishment of suitable facilities management functions
- Gather the necessary financial and statistical information on an ongoing basis and prepare reports as required
- Plan and prioritise work in terms of importance, timescales, changing requirements and other resource constraints
- Develop, in conjunction with KCETB management, Key Performance Indicators (KPIs) appropriate to the capital projects within the ETB and assist in the achievement of same
- Effectively manage KCETB FET property portfolio including the management of leases, renewals, licences, and maintaining the property register and leases, etc.
- Ensure controls and performance measures are in place to deliver efficient and high value services consistently
- Manage a robust financial reporting system to ensure accuracy in accounts and supporting documentation, projections to DE to ensure adequate cash flow, reporting to Senior Management, DE, Finance Committee on financial aspects all projects.
- Establish and maintain good working relationships with Design Teams

- Disseminating accurate and timely reports to the Executive, Board and other stakeholders as required
- Develop and implement an appropriate project management framework for all projects
- Negotiate and agree terms with relevant third parties in respect of FET contracts, leases, licenses, rent reviews and service charges for new and existing properties
- Monitor and update the FET Estates at regular intervals
- Provide expert advice, training and guidance to KCETB staff
- Maintain records to meet legal and regulatory requirements

Essential Criteria – Qualifications, Skills and Experience

- Have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service (see below)
- A qualification at Level 7 or above on the National Framework of Qualifications or its equivalent, and/or significant relevant work experience.
- Third level qualification(s) in relevant discipline(s) commensurate with this role is desirable.
- Knowledge, technical expertise and experience in property, buildings, construction and allied regulatory requirements
- Experience of Design and Build Works and PWC contracts
- Experience with contractors, clients, specialists and resource providers
- Experience in managing and leading teams, managing projects, managing budgets and developing or implementing policy
- Financial management, administrative and IT skills
- Excellent oral and written communication skills
- Good presentation skills
- Proven record of achievement and strong work ethic
- Capacity to work on own initiative
- Must have a full driving license and access to a car and be willing to work flexibly outside of normal working hours as required.

Competencies required:

The person appointed to the above post will be required to show evidence of the following competencies:

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Judgement, Analysis and Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.

- Uses judgement to make sound decisions with a well reasoned rationale and stands by these.
- Puts forward solutions to address problems.

Management and Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal and Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Collaborates and supports colleagues to achieve organisational goals.

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self development, striving to improve performance.

Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided.
- Upholds high standards of honesty, ethics and integrity.

Closing date for receipt of completed applications is:

Monday, 25 March 2024 (12 noon)

Conditions of Service

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

Vetting

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

References

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

Probation

Where a person is appointed to the position of Buildings Officer (Administrative Officer Level) to Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on www.kcetb.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

Notice/Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

Shortlisting

- KCETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition.
- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a shortlisting process to select candidates for interview.
- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
- Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.

Interview

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by KCETB. A second stage interview may form part of the interview process.

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- **All sections of the application form must be completed in full and typed. Please note that handwritten forms will not be accepted.** The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific

competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.

- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
 - One copy of your completed application form and any supporting information should be submitted.
 - Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
 - Application forms are only accepted electronically and should be signed and returned by email to: recruitment@kcetb.ie
 - Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
 - Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie
 - By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie
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