

ddletb



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

INFORMATION GUIDE PLEASE READ CAREFULLY

Open Competition for the purpose of recommending person(s) for
appointment to the position of

Assistant Principal Officer

Buildings & Property Management

Closing Date: 12 noon, Monday 20th April 2020

*Dublin and Dún Laoghaire Education and Training Board is committed to a policy of
equal opportunity*

INTRODUCTION

Education and Training Boards

Education and Training Boards (ETBs) are statutory bodies which were established on 1st July 2013 under the Education and Training Boards Act 2013 (hereinafter called “the Act”) to replace the Vocational Education Committees (VECs) and to take on an enhanced role in the delivery of training.

The Act created a new structure that better positions the sector to support the evolution of service delivery in schools and in delivering further education and training where ETBs have a strong relationship with SOLAS, the further education and training authority.

A vacancy now exists for an experienced senior manager to play a leadership role as Estates Officer which will include responsibility for directing the functions of the ETB with regard to management of ETB’s property portfolio.

Overview of main functions carried out by ETBs

ETBs are the legal patrons under the Education Act, 1998 of primary and second level post primary schools, including Colleges of Further Education. ETBs also have an important role in the Community School sector, where they are co-patrons, and in relation to Comprehensive Schools.

ETBs play a central role in the provision of further education and training. This includes both labour market focused programmes, programmes with a strong social inclusion dimension and programmes leading to educational progression. FET programmes are delivered in a wide range of ETB settings including Post Leaving Certificate and Further Education Colleges, Youthreach Centres, Training Centres and adult education centres. They are also provided through community and voluntary groups, commercial training providers and in workplaces.

SOLAS

SOLAS, the further education and training authority, was established in 2013. SOLAS provides co-ordination, funding and strategic direction for FET in Ireland. SOLAS works with ETBs to agree annual FET service plans and to undertake a comprehensive programme of reform through the implementation of the Further Education and Training Strategy 2020-24

JOB DESCRIPTION

DDLETB owns and manages in excess of eighty school/educational properties located throughout the greater Dublin region spanning the three local authorities, Fingal, South Dublin and Dun Laoghaire Rathdown.

Reporting to the Director of Organisation Support and Development (OSD) the Assistant Principal Officer (APO) will have responsibility for maintaining the ETB's property portfolio and for the day to day management of the administrative functions of the Buildings Team ensuring a high level of professional competence is maintained at all times.

MAIN DUTIES AND RESPONSIBILITIES

The role of will include (but not limited to) the following:

- Liaise with DDLETB's legal advisors regarding building contract matters ensuring the effective risk management of such contracts.
- Liaise with DDLETB's legal advisors regarding property matters.
- Ensure the appropriate DES regulations are followed in all aspects of Building Operations.
- Ensure the appropriate DES regulations are followed in all aspects of Property transactions.
- Initiate, negotiate and oversee all licences/leases on behalf of the board.
- Negotiate, oversee and manage all service charges/property management contracts on behalf of the board.
- Liaise between schools/centres, professional services, DES and others in relation to capital and building projects.
- Maintain Property, Capital & Maintenance Registers.
- Provide information and reports to the Board of DDLETB and its committees as required.
- Develop and implement DDLETB Capital and Buildings policies and procedures.
- Ensure compliance with OGP Regulations, DES Circular Letters, DDLETB Procurement policies and procedures and relevant legislation.
- Initiate, develop and administer major and minor capital projects for DDLETB.
- Ensure administration and funding of Capital Projects are progressed and kept to schedule.
- Provide audit trail for all decisions on Capital Projects and Building Works.
- Ensure DES regulations are followed in all aspects of building operations and capital purchases.
- Organise administration, funding and procurement processes for emergency works as necessary to ensure the uninterrupted and efficient running of DDLETB's educational and related functions.
- Co-ordination of the administration of building projects outside of the scheme as requested by the DES and provided for in the Education Act 2013.
- Ensure paperwork relating to ongoing projects is kept up to date.

- Ensure files are audited for completeness at the end of each project.
- All documentation relating to works is held in an appropriate format and is available for audit.
- Liaise between the Department of Education and Skills, external consultants, contractors and other bodies to work in partnership with the ETB.
- Attend buildings planning meetings.
- Assist with gathering the necessary financial and statistical information on an ongoing basis and prepare reports as required.
- Monitor and maintain up to date records of capital payments.
- Ensure fee and other invoices are approved and paid promptly.
- Assist with maintaining property portfolios, drawing registers, safety files and other records as required.
- Contribute to the development and implementation of appropriate management information system.
- Maintain strong focus on self-development, seeking feedback and opportunities for growth.
- Undertake such other duties and responsibilities that may be assigned by the CE from time to time.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE AND SKILLS

The successful candidates must have:

- A sound education to degree level or equivalent work-based training in Administration or Project Management.
- Have a minimum of 5 years' post qualification experience at a senior level.
- Demonstrate excellent project management planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment.
- Have excellent leadership skills and ability to manage staff and resources effectively to deliver high quality output within tight timeframes.

Desirable Qualifications, Knowledge and Skills

- Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace and manage information in a shared system.
- Display a good understanding of building regulations, public sector procurement particularly building procurement regulations, tendering and lease agreements.
- Show evidence of continued professional development and formal management development.

Personal Qualities

- Be a self-starter capable of working on his/her own initiative with strong multi-tasking capability and flexibility.
- Excellent interpersonal, organisational, planning and delegation skills and the ability to manage a significant workload.

- Highly developed oral and written communication skills, including negotiation, project management, report writing and presentation skills.
- Strong leadership skills with a proven ability to lead, motivate, coach and develop staff.
- A commitment to teamwork and leading change and a demonstrated ability to manage resources effectively.
- Effective problem-solving skills and highly analytical with excellent attention to detail.
- Demonstrate ability to deliver targets, meet deadlines, prioritise and work under pressure, when necessary, with minimal resources.
- Ability to work as part of a team, working towards team goals and establish effective working relationships within a team.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Highly motivated with the drive and determination to succeed. Persistent in achieving goals and overcoming challenges.
- Enthusiasm about emerging technology and innovation.
- Ability to maintain confidentiality and to handle sensitive issues.

Demonstrate that they possess the skills/competencies identified as being important for the role. These include:

1. Leadership
2. Analysis & Decision Making
3. Management & Delivery of Results
4. Interpersonal & Communication Skills
5. Specialist Knowledge, Expertise and Self Development
6. Drive and Commitment to Public Sector Values

(Note: See Appendix 1 for more detail on these competencies)

Health

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

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned:

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed,
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.
- Eligibility to compete and certain restrictions on eligibility Citizenship Requirement:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss Citizens under EU agreements may also apply.

Incentivised Scheme for Early Retirement (ISER);

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1st November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28th June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants;

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above.

Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

PRINCIPAL CONDITIONS OF SERVICE

Nature of position

The position is whole-time, permanent and pensionable, subject to contract.

Remuneration

The Salary Scale with effect from 1st January 2020 is as follows:

€69,357 p.a. - €79,218 p.a.

Long service Increment 1, €81,555 after three years satisfactory service at the maximum.

Long Service Increment 2, €83,895 after three years satisfactory service at LSI 1

This rate is a gross before deduction, inter alia, of the employee's contribution to the pension scheme to be operated by the ETB.

Subject to the candidate satisfactorily completing his/her first year of probation, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration

- (a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally
- (b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate payscale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Probationary period

For the first year the Buildings Manager will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Annual leave

The Buildings Manager will (in addition to the usual Public and Bank Holidays) be entitled to 30 working days holidays in each year to be taken at a time or times convenient to the ETB.

Rest periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Superannuation & Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil 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 at www.singlepensionscheme.gov.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.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a

teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

- **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

- **Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie.

Location

The place of work for the Buildings Manager will be DDLETB Head Office or such other office location within the ETB as determined by the Chief Executive.

The Buildings Manager may be required to travel, within and/or outside, of Ireland in performance of his/her duties.

Adoptive / Carers / Parental / Force Majeure leave

Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

Sick leave

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

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

SELECTION PROCESS

How to Apply

Applications should be made online via www.etbvacancies.ie All sections of the application form must be fully completed.

If you have not already registered with www.etbvacancies.ie you should complete the information required to 'Join the Talent Pool' at the bottom of the Job Description for this position.

(Link to Job Description Page:

<https://etbvacancies.thehirelab.com/LiveJobs/JobApply/73688?source=1>

This will bring you directly to the application form for this position and you will be automatically registered with when you submit your application. www.etbvacancies.ie when you submit your application.

Please do not confuse registering (creating a profile) with submitting an application. If you do not register through the job description, you will not be submitting an application to this position.

Once you have submitted your application form it is suggested that you return to the Jobs Page of your account and ensure that it has been successfully submitted. Click on 'Applied Jobs' in the Jobs window and you should see the title of this post listed.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the DDLETB is satisfied that such person fulfils the requirements.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the DDLETB. Therefore candidates are strongly advised to submit applications well before 12 noon, Monday, 20th April 2020.

Closing Date and Time

Your application must be submitted through www.etbvacancies.ie not later than 12:00 noon Monday 20th April 2020. Applications will not be accepted after this date and time.

Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the DDLETB.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview
- A competitive interview which may include a presentation
- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you may meet the eligibility requirements of the

competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the DDLETB may decide to employ a short listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short listing exercise that may be employed, the DDLETB examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

GENERAL INFORMATION

Security Clearance:

DDLETB 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.

Other important information

DDLETB 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 the DDLETB 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 the DDLETB 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 the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, the DDLETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality and Freedom of Information

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the 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 the DDLETB or who do not, when requested, furnish such evidence as the DDLETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

DDLETB process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request

Latest date for receipt of completed applications for the above post is:

12:00 noon Monday, 20th April 2020

LATE APPLICATIONS WILL NOT BE ACCEPTED

CV's ALONE WILL NOT SUFFICE

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

Assistant Principal Officer Buildings & Property Management

Competencies

Leadership

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Takes a firm position on issues s/he considers important

Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in his/her area

- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Drive & Commitment to Public Service Values

- Is self motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity