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| **Job Description** |
| **Post Type:** | Assistant Principal Officer  |
| **Job Title:** | Head of BuildingsThe initial appointment will be to the Buildings Department in the Organisation Support and Development Directorate; however, the area of responsibility may change in line with the needs of LOETB |
| **Reporting to:** | Chief Executive (CE), Director of Organisation Support and Development (DOSD) |
| **Place of Work:**  | Buildings Department, Administrative Offices, LOETB, Mountrath Road, PortlaoiseLOETB reserves the right to assign a staff member to any location as the service exigencies require.  |
| **Salary Scale:** | €81,077-€98,746 (13-point scale)  |
| **Annual Leave:** | 30 days per year |
| **Date of issue:**  | 20th November 2024 |

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| **Duties:** |
| **The main areas of responsibility will include the following:** * Develop best practice strategies, policies, and guidelines in respect of LOETB building projects
* Delivery of projects including new builds, refurbishment, M&E upgrades, fire upgrades, civil works and energy efficiency upgrades, emergency works. This will encompass project management from application stage to project completion.
* Ensure works are compliant with statutory regulations, funding authority requirements and the Government Capital Works Management framework.
* Support LOETB in its engagement with procurement initiatives, ensuring a consistent ETB wide approach and compliance with national procurement requirements.
* Assist LOETB in pursuing a sustainability agenda and meeting targets as set out in Ireland’s Climate Action Plan 2019, in terms of capital projects, energy efficiency upgrades, minor projects, working with key internal stakeholders on energy management/energy management initiatives and liaising with SEAI, ETBI, Department of Education (DE), Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).
* Develop a strong working relationship with stakeholders in relation to all building-related matters ensuring that the LOETB interests are represented.
* Provide advice to LOETB on issues arising in capital projects, project management, health and safety, energy management, climate action, accessibility and other technical property areas.
* Engage with DFHERIS, SOLAS, DE and other capital programme funding agents and represent the ETB, as appropriate.
* Support LOETB in achieving appropriate governance and compliance standards.
* Maintain all building and project records to meet legal and regulatory requirements including building safety files.
* Assist and advise LOETB in relation to the establishment of suitable facilities management functions.
* Plan and prioritise work in terms of importance, timescales, changing requirements and other resource constraints.
* Develop, in conjunction with LOETB management, Key Performance Indicators (KPIs) appropriate to building projects within the ETB and assist in the achievement of same.
* 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 of all projects.
* Establish and maintain good working relationships with Design Teams.
* Develop and implement an appropriate project management framework for all projects.
* Monitor and update FET buildings at regular intervals.
* Maintain records to meet legal and regulatory requirements.

**Project management of cross functional teams on large strategic projects*** Prepare reports and annual plans/reports, and or other submissions as may be required from time to time by the Chief Executive, Director of Organisation Support and Development, Director of FET, Director of Schools, the Board of LOETB, Auditors and other appropriate organisations/bodies,
* Implement relevant legislation, the Code of Practice for the Governance of Education and Training Boards, circulars and monitor compliance levels.

**Self-Development** * To be aware of current developments and issues in capital building projects by reading current literature and keeping abreast of new developments, attending seminars, lectures and training courses when possible and as appropriate in consultation with your line manager.
* To continue to undertake professional development and safe work practice.

**Supervision of Staff** * Lead and mentor the Capital Team, providing guidance, training and performance management.
* Foster a collaborative and supportive work environment, promoting professional development in line with the core values of our organisation.
* Manage a high performing team to support the continued growth of LOETB
* Supervising and managing staff, including allocating and monitoring responsibilities, managing delivery of service during employee absence, responding, reprioritising, and troubleshooting, as necessary to ensure efficient delivery of services.
* Contribute and take a leadership role in regular staff meetings to keep staff informed and to encourage and seek staff feedback.
* Identify and agree training and development needs of the team and assist in designing plans to meet such needs.
* Share knowledge with the team and provide on the job training as required.
* Manage the performance of staff, dealing with underperformance in a timely and constructive manner.
* Participate in the employee induction and staff presentations providing relevant Capital Building Projects information.
* Work closely with other members of the Capital Department in the overall development of the Capital function.
* Manage the work of the Department during staff absences and leave as required.
* Ensure that all duties are conducted in a professional and confidential manner.
* Implementation of the key goals and priorities of the 2023-2027 LOETB Statement of Strategy,
* Have the requisite knowledge, skills and competencies to carry out the role.
* Any other task or duty which may be required from time to time by the Chief Executive/ Director of Organisation Support and Development.
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| **Personal specification – Qualifications, Knowledge, Experience & Skills** | **Essential** | **Desirable** |
| * Third level education qualification or equivalent in

relevant discipline commensurate to the role* A minimum of three years relevant experience in a Senior Management Role in Buildings/Capital
* A high level of IT expertise including a proven ability to apply technology in the workplace
* Capable of working on own initiative, with strong multi-

 tasking capabilities, flexible and results focused  * Excellent planning and organisational skills with the

 ability to prioritise tasks efficiently in a fast growing, dynamic and pressurised environment * Proven record as a strong team player
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| **Competencies required:** |
| The person appointed to the above post will be required to show evidence of the following competencies:  **Leadership**  * Actively contributes to the development of the strategies and policies of the ETB, as a member of the senior management team
* 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 ensuring effective delivery of tasks
* Considers the effectiveness of outcomes across the entire ETB
* Clearly defines objectives/ goals and delegates effectively, encouraging ownership and responsibility for tasks
* Develops capability of others through feedback, coaching and creating opportunities for

 skills development  * Identifies and takes opportunities to introduce new and innovative ways to improve

 service across the ETB  **Analysis and Decision Making**  * Research 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

 with awareness of consequences * Makes clear, timely and well-grounded decisions on important issues
* Considers the wider implications of decisions on internal and external stakeholders
* Takes a firm position on issues s/he considers important and works effectively with

 senior management  **Management and 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 for self and relevant staff  teams  * Ensures quality and efficient customer service is central to and underpins the work of the ETB
* Looks critically at issues to see how things can be done better
* Is open to innovative ideas, initiatives, and creative solutions to problems
* Ensures controls and performance measures are in place to deliver efficient and high

 value services consistently  * Effectively manages multiple projects and personnel

 **Interpersonal and Communication Skills**  * Presents information in a confident, logical and convincing manner, verbally and in

 writing  * Encourages open and constructive discussions around work issues and is solution

 focussed * Promotes teamwork within the section, but also works effectively on projects across the

 ETB  * Maintains poise and control when working to influence others
* Instils a strong focus on high standards of 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 internal and external stakeholders, including ETB

 staff, members of the public and colleagues in other public sector organisations  **Specialist Knowledge, Expertise and Self Development**  * Has the required level of knowledge and expertise to undertake the technical aspects of

 the role  * Has a clear understanding of the role's objectives and targets of self and the team and

 how they fit into the work of the ETB  * Has a breadth and depth of knowledge of relevant national policy issues and is sensitive

 to wider political and organisational priorities  * Is focused on self-development, keeps up to date with developments in relevant field

 seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future  **Drive and 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
* Promotes the highest standards of customer care and respect
* Through leading by example, fosters the highest standards of ethics and integrity.
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| **Terms & Conditions of Appointment** |
| * The appointment will be subject to the sanction of the Chief Executive.
* The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
* Any offer will be subject to the receipt of two satisfactory references.
* Appointment is to LOETB and not to a particular centre. LOETB reserves the right to transfer staff as the needs of the organisation dictates.
* The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.
* For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at LOETB’s expense, a medical examination by a qualified practitioner nominated by LOETB.
* Extern work may not be undertaken without the prior consent of LOETB
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| **Sick Leave and Special Leave** |
| Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards. |
| **Garda Vetting** |
| LOETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board’s recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable. LOETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment. |
| **Superannuation & Retirement** |
| 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 at [www.singlepensionscheme.gov.ie](http://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 (retirement age is linked to 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 updated each year by reference to CPI).
* Post retirement pension increases are linked to CPI.
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| **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 Early Retirement Scheme for Teachers Circular 10/2007** |
| The Department of Education 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). |
| **Exclusions** |
| Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:**Incentivised Scheme for Early Retirement (ISER**): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the 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 1 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 reemployment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. |
| **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. |
| **Additional Superannuation Contribution** |
| 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. |
| **Declaration** |
| Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned 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. |