

## Information Guide

<b>Job Title:</b>	<b>Assistant Principal Officer (APO)</b> <b>Initial Duties: Buildings and Capital Development Officer (Permanent)</b> <b>Post Reference number: 104/20</b>
<b>Reporting To:</b>	Director of Further Education and Training
<b>Grade :</b>	Assistant Principal Officer (APO)
<b>Base:</b>	Initially: LWETB Head Office, Marlinstown, Mullingar, Co. Westmeath

Longford and Westmeath Education and Training Board (LWETB) is holding a competition for the post of **Assistant Principal Officer (APO) Initial Duties: Buildings and Capital Development Officer**. A panel of suitable candidates may be formed until 31<sup>st</sup> August, 2021. Candidates must have the requisite knowledge, skills and competences to carry out the role and be capable and competent of fulfilling the role to a high standard.

The successful post holder(s) may be transferred to another area of responsibility or location within the organisation to allow for the allocation of additional duties, as and when required, which may include the re-assignment to other duties where necessary. While an overall summary of the main duties has been provided here the successful candidate(s) may be given responsibility for specific areas within this based on the needs of the organisation at a particular point in time.

### Summary of Position

The successful candidate will be responsible for all aspects of the management, upkeep and structural development of LWETB's physical facilities including rented accommodation and infrastructure. They will undertake the management, supervision and implementation of planned capital development, planned maintenance procedures, health and safety, supervision of external contractors and other operational and commercial duties.

The management, development and implementation of appropriate procurement procedures and practices for LWETB in accordance with national and EU procurement guidelines and relevant legislation.

The implementation of appropriate control systems in accordance with the Education and Training Boards Act, 2013 and other relevant Acts and Regulations, and in accordance with LWETB policies and procedures.

The successful candidate(s) must have strong leaderships skills as they will have responsibility for the ongoing development of the role, they may have staff reporting to them and will also have to engage across LWETB functions and services.

## **Main Duties and Responsibilities**

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

### **Capital Projects: - Major, Minor and Small Works Contracts including but not limited to New Build, Major Extensions, Minor Extensions and Temporary Accommodation.**

- Plan and prepare applications to DES/DFHERIS/SOLAS and other agencies for funding for capital works.
- Supervision of Professional Service Providers and Contractors to ensure compliance with their Brief, the Planning and Development Act, Building Control Act, Fire Services Act, Health and Safety Act, Building Regulations and Department of Education's TGDs.
- Assist with Insurance matters with regards to Contractor's Insurance and Property Insurance
- Financial Management - assist with prompt payment of Invoices, reconciliation of accounts, and provide the required details to allow for drawdown/cash-flow from funders providers.

### **Maintenance: - General Repairs and Maintenance, Planned Preventative Maintenance, Capital and Refurbishment Projects.**

- Manage and implement an Accommodation Maintenance Strategy (PPM) for all Properties
- Conduct regular technical and maintenance inspections
- Assist in Energy Management and Conservation Measures; develop an Organisation Energy Management Statement and oversee its implementation.
- Supervision of Professional Service Providers and Contractors to ensure compliance with their Brief, the Planning and Development Act, Building Control Act, Fire Services Act, Health and Safety Act, Building Regulations and Department of Education's TGDs.

### **General Duties:**

- Provide Health and safety related advice and guidance.
- Manage and implement an accommodation strategy for LWETB properties.
- Review leases and negotiate with potential and existing landlords.
- Ensure compliance with building contract matters ensuring the effective risk management of such contracts.
- Prepare and review tenders and assist in the procurement and appointment of Design Teams and Contractors.
- Provide information and updated reports to LWETB's Board.
- Develop and implement Building and Maintenance Policy and Procedures.
- Ensure compliance with OGP Regulations, Circular letters, DES/DFHERIS/SOLAS regulations, LWETB Policy and Procedures and relevant legislation.
- Ensure the uninterrupted and efficient running of LWETB facilities.
- Co-ordination of Building Projects outside the ETB as allowed for in the Education Act 2013
- Ensure files are checked for completeness at the end of a project incl. the Safety File.
- To oversee initiatives in the area of sustainable energy and in particular to oversee the retrofit programme which is due to commence in 2023.
- Plan and prioritise work in terms of importance, timescale and other resource constraints, reprioritising in light of changing circumstances as they may occur.
- Liaise on behalf of LWETB between schools/centres, professional services, DES/DFHERIS/SOLAS and others in relation to capital, building and maintenance projects.
- Oversee as may be required statutory processes including planning applications, commencement notices and any other processes relevant to the development of a Capital project.
- Liaise with LWETB and other Health and Safety advisors as appropriate in relation to Capital and Building projects.
- Initiate, and develop major and minor capital projects for LWETB.
- Ensure Capital Projects are progressed and kept to schedule.

- Provide audit trail for all decisions on Capital Projects and Building Works.
- 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.
- Review building plans and attend buildings/extension planning meetings and handovers.
- Assist with gathering the necessary statistical information on an ongoing basis and prepare reports as required.
- Ensure fee and other invoices are approved promptly.
- Assist with Insurance matters with regards Contractor's Insurance.
- Assist with developing property portfolios, drawing registers, safety files and other records as required.
- Work with the Buildings and Property Team in the development and implementation of appropriate management information systems.
- Keeping up-to-date of developments and consider relevant national policies and strategies in relation to the role.
- Lead and manage staff.
- Maintain strong focus on self-development, seeking feedback and opportunities for growth.
- Providing input and advice to the Senior Leadership Team on best practice.
- Carry out the lawful orders of the Delegated Officer/Director/Chief Executive.
- Undertake any such other duties, responsibilities and projects that may be assigned by the Delegated Officer/Director/Chief Executive.

### **Salary**

**€70,734 - €85, 573**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education and Skills. Rate of remuneration may be adjusted from time to time in line with Government Policy.

### **Particulars of the Position**

The post is permanent, whole-time (37 hours per week).

Attendance outside of normal office hours will be at such times as necessary for the successful delivery of the service.

### **Shortlisting**

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

### **Interview**

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

<b>PERSON SPECIFICATION</b>	
<b>QUALIFICATIONS</b>	The successful candidate will hold a minimum qualification at Level 7 on the National Framework of Qualifications or equivalent, in a related discipline or containing related modules.
<b>SKILLS and EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Have a minimum of 5 years' experience in the engaged of significant capital building projects.</li> <li>• A minimum of 5 years' experience managing staff.</li> <li>• Experience in managing and overseeing a wide portfolio of capital projects.</li> <li>• Display a good understanding of building regulations, public sector procurement particularly building procurement regulations, tendering and lease agreements.</li> <li>• Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace and manage information in a shared system.</li> <li>• Be a self-starter capable of working on their own initiative with strong multitasking capability and flexibility.</li> <li>• Excellent planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment.</li> <li>• Excellent leadership skills with the ability to manage staff and other resources effectively to deliver high quality output within tight timeframes.</li> <li>• Proven record as a team player with a flexible approach.</li> <li>• Highly developed oral and written communication skills, including negotiation, project management, report writing and presentation skills.</li> <li>• Experience of developing procedures and implementation and monitoring of same.</li> <li>• Demonstrate ability to maintain confidentiality and to handle sensitive issues.</li> </ul> <p>The successful applicant(s) should have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.</p>
<b>COMPETENCIES</b> (See application form for further details )	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Judgement, Analysis and Decision Making</li> <li>• Management and Delivery of Results</li> <li>• Interpersonal and Communication Skills</li> <li>• Specialist Knowledge, Expertise and Self Development</li> <li>• Drive and Commitment to Public Service Values</li> </ul>

### **Key Skills, Knowledge and Competencies**

Applicants must demonstrate at interview and will be assessed based on the evidence provided of their skills, knowledge and competencies across each of the areas listed below.

#### **1. Leadership**

- Actively contributes to the development of the strategies and policies of LWETB

- 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 Building team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- 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 exploit new and innovative service delivery channels.

## **2. Judgement, Analysis and 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
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
- Takes a firm position on issues they consider important

## **3. Management and Delivery of Results**

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and priorities work in terms of importance, timescales and other resources constraints, re-prioritising in the light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the department
- 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

## **4. 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
- Promotes teamwork within the department, but also works effectively on projects across Units/Services/Departments/organisations
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in their area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including staff, and Public Service Colleagues

## **5. 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 LWETB as an organisation
- Has a breadth and depth of knowledge of education and issues relevant to the area of buildings, health and safety and is sensitive to wider sectoral 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.

## 6. 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
- Ensures the customer is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

The above list of accountabilities may be varied having regard to the changing needs of the Board and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

Other duties and responsibilities as may be lawfully assigned from time to time, including the following:

- Comply with conditions and regulations which may be prescribed in other agreements applying to this grade.
- Perform such functions as are assigned to them by the CE or delegated to pursuant to section 16 of the Education and Training Boards Act 2013

## Application and selection process

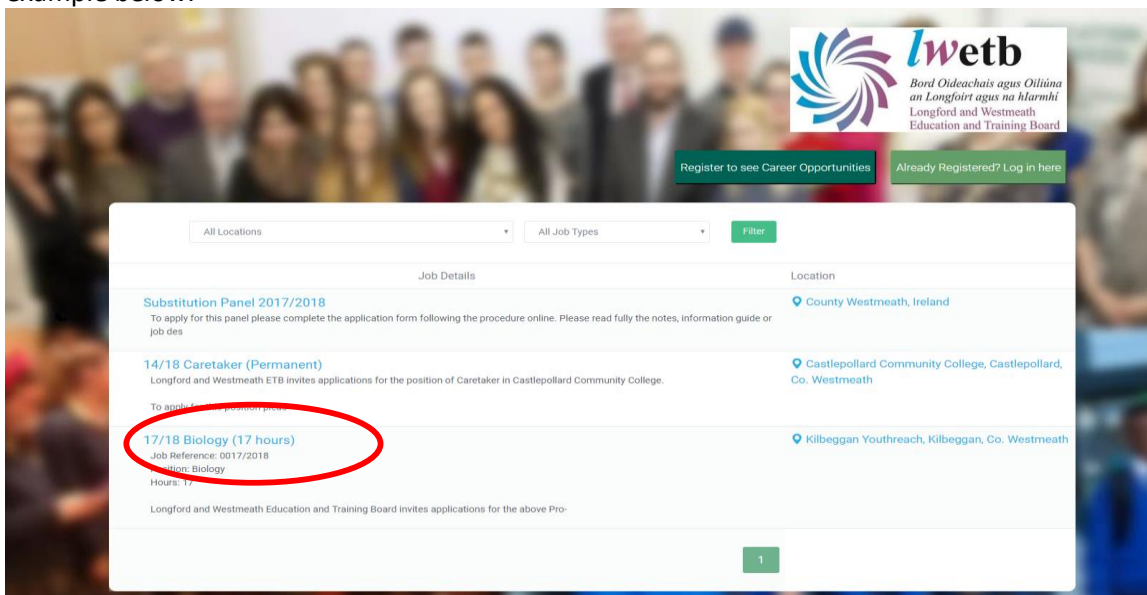
- Completed application forms should be submitted by email to [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) by **13:00 hours on Friday 13<sup>th</sup> November 2020**.
- Provisional date for first stage interviews is week commencing: 23<sup>rd</sup> November 2020. Please note there may be a two stage selection process.
- Interviews may take place via video conference due to current restrictions as a result of COVID-19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Candidates should read the guide on how to complete the application.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. **Incomplete applications will not be considered.**
- Once your application is submitted you will receive a response. This may not be taken as confirmation that the submission is a valid application.
- Application forms must be typed.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on predetermined criteria. Please see the Information Guide for further details on the recruitment process for this post.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- Canvassing by or on behalf of the applicant will disqualify.

- Late applications will not be accepted.
- All enquiries regarding your application should be made to [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- LWETB may contact the named referees and / or employers for a reference should you be called to interview without further contact with you.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath is an equal opportunities employer
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website [www.lwetb.ie](http://www.lwetb.ie)

***Dr. Christy Duffy, Chief Executive LWETB***

## etbvacancies user guide for potential candidates

Proceed to the following url: <https://etbvacancies.thehirelab.com/etb> and click on the LWETB logo to see our current vacancies. In order to apply for a position, you must first register by clicking on the name of the position to which you wish to apply. Please see the example below.



You will then be brought to a Job Summary page. At the bottom of this page you will see two options for logging into the system. Please choose the one appropriate to you. If you have never registered with [www.etbvacancies.ie](http://www.etbvacancies.ie) before you will need to enter via the “join our talent pool”, creating a password and submit your application online. If you have registered with LWETB’s etbvacancies portal before you can enter via “already a member” and submit your application online. Once logged in please follow the instructions to complete.

### Job Summary

 **Already a member of our Talent Pool?**  
 Login here to Apply




[Forgot password?](#)

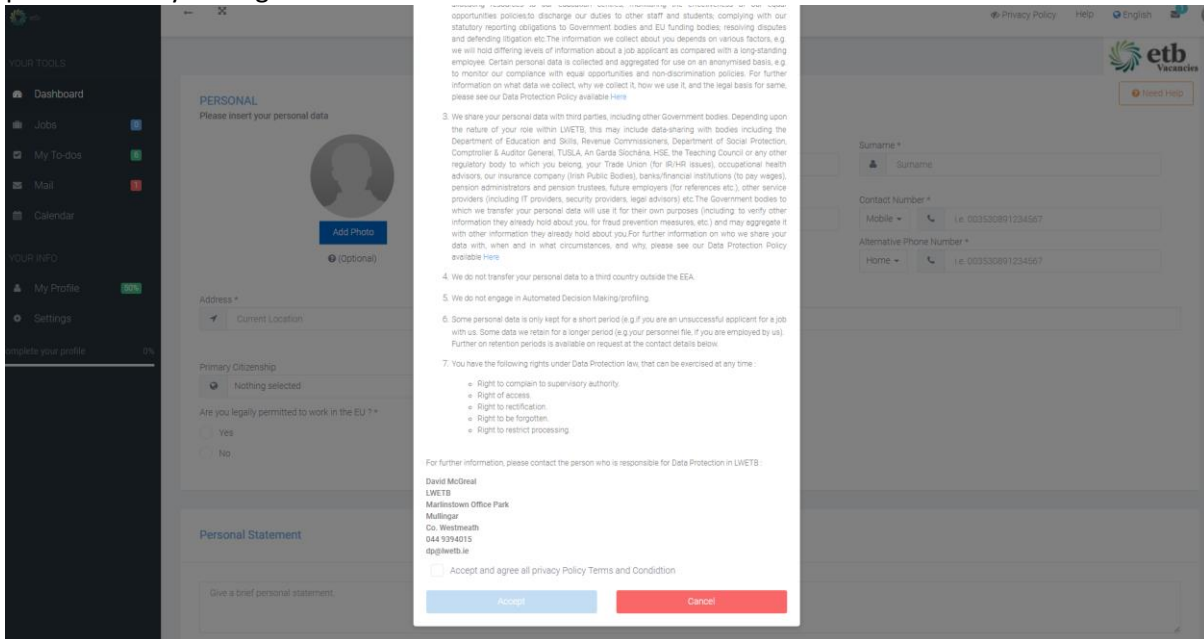
 **Join our Talent Pool + submit your application**




I agree to the [Terms of use](#)

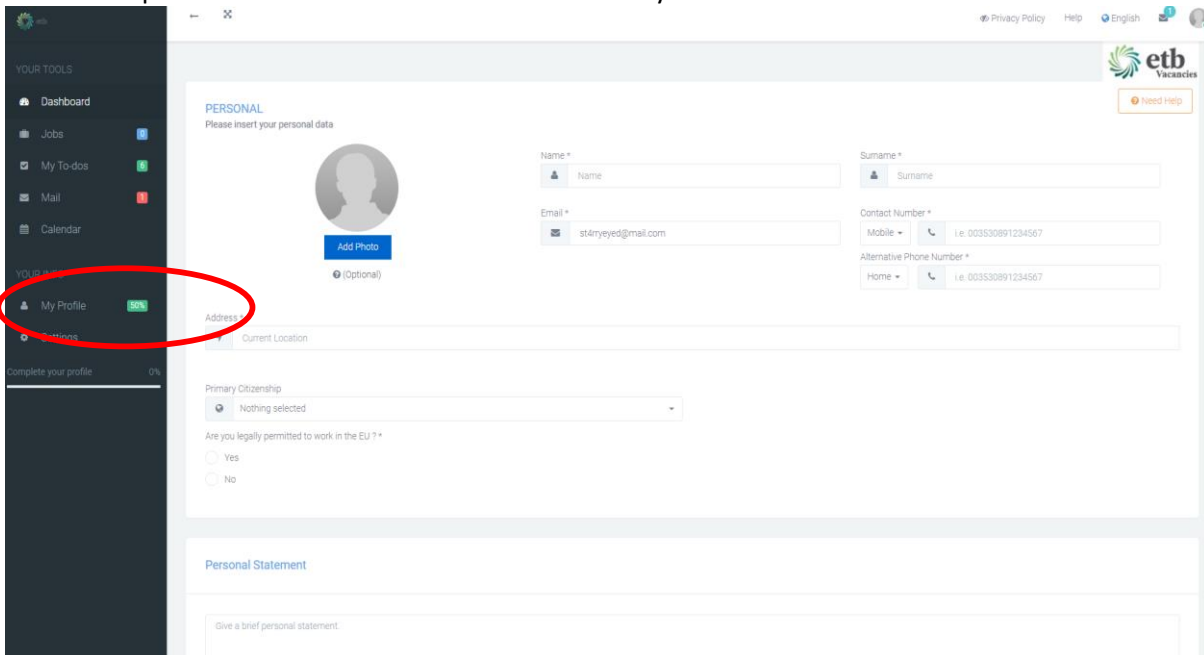
When successfully logged in, a Privacy Notice will appear, and once read you must click ‘Agree’ to

proceed with your registration or 'Cancel' to leave the site:-



On clicking 'Agree' you will be brought to your Dashboard and here you will begin to build your profile which will be used to apply for any upcoming vacancies and the online application form for the specific position. **Please note that your profile must be 86% complete before you can apply for a position.**

Profile completion can be monitored at the bottom of your dashboard:-



### Some points to note:

- It is advisable to use Google Chrome when using [www.etbvacancies.ie](http://www.etbvacancies.ie)
- In the case of answering the competency questions we recommend that you create your answers in a Word document or equivalent first and then transfer your answers to [www.etbvacancies.ie](http://www.etbvacancies.ie). This will allow you to amend as appropriate and avoid losing information during the application process.

- The system times out after 2 hours. It is recommended that you save your information regularly in the event of any unforeseen issues.
- Please ensure that all fields are complete, with the required information, before submitting. It is the responsibility of the candidate to ensure that their application is complete. Incomplete applications cannot be considered.
- Please fill in all details requested, you will not be permitted to apply any post until your profile is completed fully.

**Tips for completing the form accurately:**

**Teaching experience/Employment record:**

Please ensure that you give all your employment details from the start of your career to date (most recent first). If you have taken any Career Breaks etc please give details in the any other information section near the end of the application process.

**Education:**

Please give as much details as possible in this section starting with your most recent qualification first. In the fields "Specialise in" please insert all modules studied e.g. if it is a Bachelor of Arts you can insert, English, Sociology, Politics in the specialise in field.

**Other Accredited/Non-accredited Third level Professional Development Skills Training or Courses**

**Attended:**

In this section you can fill in any other qualifications that you have completed that were completed in or in association with a third level institution e.g. a CPD course (Starting with your most recent first).

**Courses and other training:**

In this section you can insert any other training e.g. first aid course, Data protection training etc. ran by an employer.

**Personal Declaration**

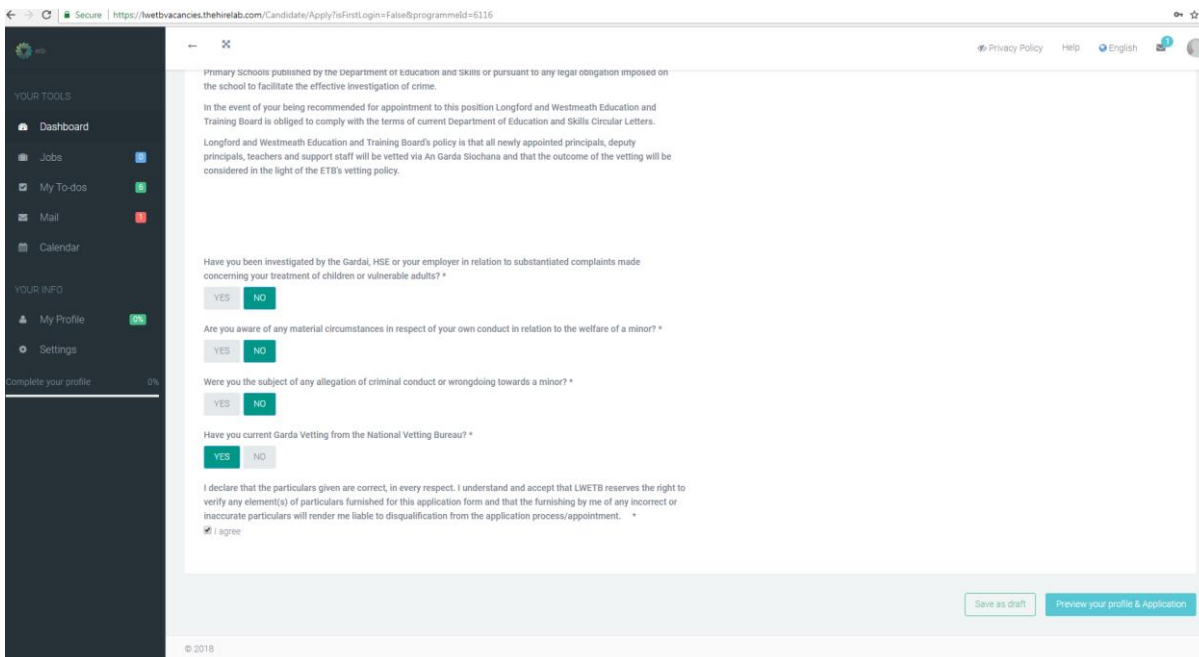
If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

Please ensure you tick I agree in order to progress to the next stage of your application.

If you have any queries in relation to completing the application process, please contact a member of the Recruitment team on 044 9348389/9395985.

Once all fields are complete you can click on 'Save as Draft' to return to your profile at a later time and make changes or you can 'Preview your profile and Application'





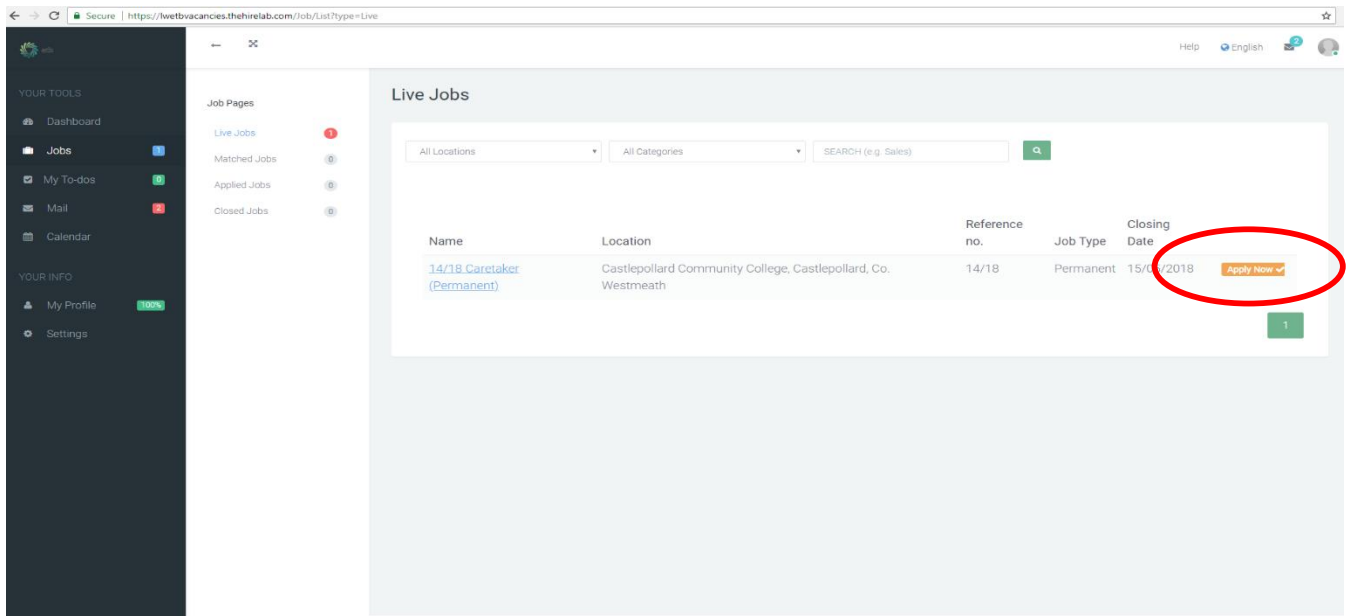
When you click on 'Preview your profile and Application' you will be brought to a screen where you can review all information before submission. When you are happy to proceed you can click on the 'Submit' button at the top of the page. By clicking this button, you are submitting your profile and application to the specific position.

### When applying for future vacancies:

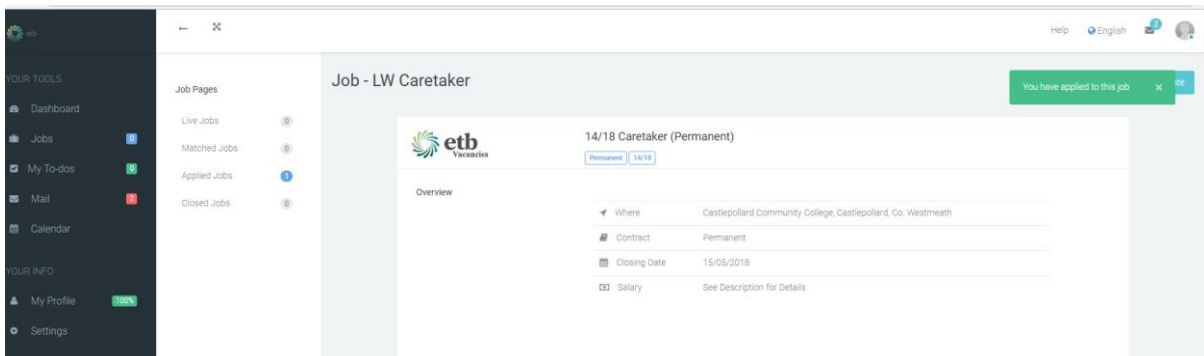
If applying again, for future positions with etbvacancies.ie, you can log in, use your prepopulated profile and use the quick apply now function. To do this, you will need to complete the following process. Please log in, click dashboard and a list of our live jobs will appear. Please see picture below.



If you wish to apply for a position in the live jobs box, click on the 'Apply now' button on the right hand side of the relevant position.



You should then see a small message appear on the top right hand corner indicating that you have applied.



Some positions may be subject to a shortlisting process, depending on the amount of applicants. It is important that you monitor your mail on [www.ebvacancies.ie](http://www.ebvacancies.ie) as this is where all future correspondence will be communicated regarding your application. When logging on to check your messages please make sure you log in through the LWETB logo to bring you to your LWETB portal.

You also have the option to download your profile as a pdf, which enables you to read over the information you provided and change it if necessary. Please follow the steps below:

- Upon logging in you will see a black sidebar on the left hand side of your page titled "Your Tools"
- Click on "Jobs" and then into applied jobs which will be displayed in a white sidebar titled "Jobs Pages"
- Under the applied jobs you will see a yellow "download profile button" which will allow you to review your application.

If you have any queries regarding the application process you can contact [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie)