

JOB DESCRIPTION

Job Title:	Administrative Officer (Grade VII) (Permanent) Initial Duties: Building Officer
Ref:	OSD 05.2025
Reporting To:	APO
Grade:	Grade VII
Location:	LWETB Head Office, Mullingar, Co. Westmeath

Competition Type

Longford and Westmeath Education and Training Board (LWETB) is holding a competition for the above permanent Administrative Officer (Grade VII) position with Initial Duties: Building Officer. The Administrative Officer (Grade VII) position with Initial Duties: Building Officer is a middle management position and may be assigned responsibility for the management of one or more sections handling LWETB activities. They will be responsible for the day-to-day operations of a section(s) and be a contributor to strategic and policy making decisions. They will be expected to contribute to the development and implementation of forward-thinking strategies and to work closely with relevant APOs and Directors in delivering services to the highest standard. The appointee will represent LWETB on committees and at meetings and will be asked to report on progress for their respective section(s).

Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling its requirements to a high standard.

Job Description

The role will report to the Assistant Principal Officer (APO) for Buildings and Capital Development.

The appointee will play a strategic role in supporting and developing the existing building functions within LWETB with a focus on FET services, buildings, lands, premises, and equipment.

Main Duties

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

- Delivery of capital projects, including new builds, refurbishments, M&E upgrades, fire upgrades, civil works and energy efficiency upgrades, emergency work (full project lifecycle) and equipment.
- Ensure works are compliant with statutory regulations, funding authorities requirements and the Government Capital Works Management framework.
- Develop a strong working relationship with stakeholders in relation to all building related matters ensuring that LWETB's needs are represented.

- Provide advice to LWETB on issues arising in capital projects; project management, health and safety, energy management, climate change initiatives, accessibility and other technical property queries.
- Maintain all building and project records to meet legal and regulatory requirements. including building Safety files, manage the leasing, renewals, licences of buildings and lands, ensuring, compliance with the relevant circulars and funding authorities requirements. This would include maintaining a property database.
- Assist LWETB in developing a strategy for the development and management of the FET estate.
- Manage all reporting and information requests from SOLAS, DFHERIS and other Departments in relation to LWETB's FET building portfolio, including developing building condition reports, feasibility studies and any other requests.
- Support LWETB in its engagement with procurement initiatives, ensuring a consistent LWETB wide approach and compliance with national procurement standards/requirements.
- Assist LWETB 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 and engagement programmes on energy management/energy management initiatives through liaising with SEAI, ETBI, Department of Further and Higher Education, Department of Education and other internal and external stakeholders.
- Engage with DFHERIS, SOLAS, Department of Education and other capital programme funding agents and stakeholders to represent LWETB, as appropriate
- Support LWETB in maintaining and achieving appropriate governance and compliance standards including assisting with internal and external audits.
- Plan and prioritise work in terms of importance, timescales and other resource constraints, reprioritising in light of changing circumstances for self and relevant staff teams.
- Develop Key Performance Indicators (KPIs), in conjunction with LWETB management, appropriate to projects within LWETB and assist in the achievement of same.
- Liaise with other staff and divisions across LWETB as required.

Please note: *The job specification above is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time.*

The following are desirable

- A good knowledge and technical expertise of the construction industry.
- Achieved a Level 7 qualification or higher in a relevant discipline e.g. Civil Engineering, Architecture, Construction Management etc.
- Project management experience.
- Excellent Administrative and IT Skills.
- Strong Communication Skills, both written and oral.
- Strong attention to detail.

The following are essential

Candidates must:

- 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.
- Be capable and competent of fulfilling the role to a high standard.
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise.
- Have experience in managing and leading teams, managing projects, managing budgets and developing or implementing policy.
- Travel will be required as part of this role and candidates must have access to public or private transport and must be able to meet the travel requirements of the post
- A good knowledge and technical expertise of the construction industry.

Competencies required

The appointee to this permanent Grade VII position will be required to show evidence of the following competencies: (in no more than 300 words per competency).

Team Leadership

- Works with the relevant 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 LWETB's 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.

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 and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decisions with a well-reasoned rationale and stands by these decisions.
- 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 of LWETB.

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.
- Treat others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.

Specialist Knowledge, Expertise and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, construction, IT systems, relevant policies etc.
- Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation and communicates this to the team
- Is proactive in keeping up to date on issues and key developments that may impact on own area, LWETB or the wider public service
- Has significant expertise in his/ her field that is recognised and utilised by colleagues

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.

Terms and Conditions

Base: LWETB Head Office, Marlinstown Business Park, Mullingar, Co Westmeath. The successful candidate will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service demands require.

Salary: starting point €59,416

For persons entering the Public Sector for the first time or for those entering employment at this grade for the first time, starting pay will be at the minimum of the new scale. This is not negotiable. An incremental salary scale applies thereafter as per C/L 0017/2025. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Previous public sector experience in the same grade may be eligible for incremental credit to be determined upon appointment.

Annual Leave:

LWETB'S Annual Leave Year runs from January to December. The annual leave allowance for this position is 29 days per annum. Please note your annual leave entitlement will be pro-rata, based on your contract duration and start date. This allowance is subject to the usual conditions regarding the granting of annual leave. All office closures (other than normal public and bank holidays and Good Friday) are incorporated in your annual leave entitlement. Leave will be granted, subject to Line Management approval, which must be sought in advance.

Hours per week:

This is a permanent position. 35 hours per week. While the initial filling of this post is as a building officer LWETB may move the post holder to other areas of the organisation as required.

Citizenship Requirement

Candidates should note that eligibility to compete for posts 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 and Norway. Swiss citizens under EU agreements may also apply. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible.

Health and Character

Those under consideration for a position must be required to complete a health and character declaration and may be required to complete a Garda Vetting Form. References will be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

Application and selection process

- Completed application forms should be submitted via www.etbvacancies.ie **not later than 13.00 hours on Monday 14th April 2025**
- Please note by submitting an application you will receive a confirmation of receipt. This should not be taken as confirmation that the submission is a valid application. **If you do not receive a confirmation message via your portal within two days of submitting AND prior to the closing date, please email headofhr@lwetb.ie**
- Please note that candidates must apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time. No late applications will be accepted.
- Provisional date for interviews will be as soon as practical post-closing date.
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
- 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 and/or late applications will not be considered.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- Selection will be by way of competency-based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- All enquiries regarding your application should be made to headofhr@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.
- 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.
- If successful at interview, referees may be contacted directly by LWETB at its convenience and without further notice to candidates.
- Longford and Westmeath ETB is an equal opportunities employer.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie
- 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.

Mr. Brian Higgins, Chief Executive (Acting)
Longford and Westmeath ETB