**JOB DESCRIPTION**

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| Competition Title: | Administrative Officer – FET Buildings Officer |
| Grade: | Grade VII |
| Reporting To: | Corporate Services Manager, or nominee. |
| Tenure: | Permanent, pensionable. 35 hours per week. |
| Location: | WWETB, Head Office, Ardcavan, Co Wexford |
| Applications to: | By email to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | This is an open competition. |

**Summary of Position**

The purpose of this post is to provide high-level administrative support to Waterford and Wexford Education and Training Board. The successful candidate(s) will support the delivery of quality services, as per the organisation’s remit, working with colleagues across WWETB and the broader community, including Schools and Further Education and Training Centres. WWETB constantly strives to improve the quality and effectiveness of its services and systems, across a number of functions, including in its Schools, Further Education and Training Centres, Finance, Human Resources and Corporate Services. The work of WWETB will be supported through a number of duties and responsibilities, as outlined below.

The post is responsible for the management and oversight of FET buildings and facilities management and related contract across Waterford and Wexford. To include management of building works, repairs and upgrade projects, management of leases and contracts relating to the general repair, maintenance and upkeep of facilities. The role includes responsibility for delivery on energy and carbon reduction targets on our facilities in line with national targets for 2030 and 2050.

**Essential Requirements for Grade VII post holders**

* 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;
* Oral Irish – It may be a requirement of the post that the candidate possesses a competency in Oral Irish, to the satisfaction of the Chief Executive of the ETB/to the satisfaction of the IOT. Where there is a requirement for competency in Oral Irish in respect of a post it will be specified in the advertisement for that post.

**Desirable Criteria**

* Level 8 qualification in Architecture, Engineering, QS or similar relevant to the role
* Minimum 5 years previous experience in a relevant buildings, facilities infrastructural management role
* MS Office skills (Word, excel, PowerPoint)
* Ability to work under pressure
* Self-motivating, flexible and results focussed
* Ability to prioritise and manage work in a dynamic and fast paced environment
* Goal oriented in a manner that ensures work is comprehensively completed

**Main Duties**

* Delivery of Capital projects
* Ensure works are compliant with all regulations and requirements
* Develop strong working relationships with stakeholders
* 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
* Assist WWETB in developing a strategy for the development and management of the FET Estate.
* Manage all reporting and information requests from SOLAS and DFHERIS in relation to WETB FET building portfolio.
* Support the strategic development of the Buildings team within WWETB to support the needs of the organisation.
* Assist WWETB in pursuing a sustainability agenda and meeting targets as set out in Ireland’s Climate Action Plan 2019
* Engage with DFHERIS, SOLAS, Department of Education and other capital programme funding agents and stakeholders to represent the WWETB, as appropriate.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for Grade VII positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scale. Successful candidates will be paid at point 01 of the salary scale unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official Administrative Officer Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB 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. Canvassing will automatically disqualify.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus, Quality and Sustainability are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

The interview will be competency based and marks will be awarded under the following Core Competencies identified for the position of Administrative Officer Grade VII:

* Team Leadership
* Analysis and Decision Making
* Management and Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive and Commitment to Public Service Values

These core competencies are assessed and awarded marks by demonstrating the following key skills sets:

***Team Leadership***

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

***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
* Puts forward solutions to address problems

***Management and Delivery of Results***

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

***Interpersonal and Communication Skills***

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

***Specialist Knowledge, Expertise and Self Development***

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

***Drive and Commitment to Public Service Values***

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

**Additional Information**

**Citizenship**

* 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 Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

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