



**Dublin City University
Estates Office
Facilities Officer**

**SENIOR ADMIN ASST 11
Permanent**

Background

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

The Estates Office is responsible for the management of the University's physical assets and the provision of facilities services in a multi-campus environment. There is an initial requirement for a Facilities Officer to oversee the day to day management of facilities service on the All Hallows Campus which dates back to the 17TH Century and consists of 12,000m² of mainly listed and heritage buildings sitting on a 16 acre campus. While this position is initially based on the All Hallows Campus, it is envisaged the post holder will be required to provide services at any of the University campuses including travel between campuses, to carry out duties and training from time to time as the need arises.

Role

Reporting, to the Head of Estates or his/her nominee, the post-holder will assist in all aspects of the management of the campus physical resources and the provision of the various support functions carried out by the Estates Office as required with a focus on using best business practice to improve efficiency, by reducing operating costs while increasing productivity. The successful post holder will have responsibility to implement the current facilities management strategy with an emphasis on facilities planning, quality management, risk mitigation and budget management.

Duties and Responsibilities

The main duties and responsibilities of this role will include but not be limited to the following:

1. Oversee the day to day responsibilities of the Estates Office to ensure campus facilities are fit for purpose in the areas of, Grounds, Cleaning & Waste, Maintenance, Security (CCTV, Access Control, Intruder Alarms etc.), Campus Infrastructure, life safety systems, Utilities and Space management.
2. Assist in the preparation, alignment, implementation and procurement of Facilities, Planned Preventative Maintenance and campus Services Contracts.
3. Support and assist with the management of agreed Building, Research, Facilities, Maintenance and Refurbishment Works.
4. Work with Estates Management to ensure Campus and Facilities compliance to include, Health and Safety, Risk Analysis, Policy Provision, Emergency Planning, Fire and access, and Best Practice associated with the management of Buildings and Facilities including listed buildings.
5. Assist in the planning aspects of new works and campus development.
6. Assist with development and management of the Estates operating budget, produce regular reports to ensure service level agreements and contracts are being carried out in line with agreed budgets and standards.
7. Supervision of reporting staff and contractors in day-to-day Reactive Maintenance, Cleaning, Security & Portering, Utilities, Emergency out of hours procedures and Minor Works and provide guidance and back-up for staff as required.
8. Manage and oversee the day to day response and resolution to routine Helpdesk requests on Campus (University Buildings, residential areas, and campus grounds) including waste management and recycling.
9. Ensure all contractors and suppliers comply with Estates Office procedures including, the submission of job specific method statements, RAMS and insurance details, as well as issuing of work permits and supervision of work.
10. Keep a running snag list of existing buildings and infrastructure.
11. Maintain a building keying system and master keying record of all keys issued and retrieved from staff, and contractors
12. Assist in the allocation, management and accounting of campus space.
13. Maintain existing and oversee the implementation of new University campus signage when required
14. Oversee Energy Related Works and input into Utilities Procurement Contracts.

15. Maintain responsibility for all teaching and learning space requirements, providing support to other University departments, such as ISS, to ensure University standards for teaching facilities are achieved.
16. Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive. Other duties will be assigned according to the needs of the office and University.

Requirements/Qualifications

- Applicants must hold a minimum of a primary degree or equivalent in a relevant field, in addition to a minimum of three years relevant experience in a similar environment
- Demonstrable experience of developing and managing a comprehensive facilities and maintenance budget, with demonstrable success in implementing cost control and cost reporting strategies
- Proven experience of implementing facilities and maintenance strategy in a large complex organisation, ensuring risk reduction and quality control measures are in place. Knowledge of delivering facilities management in a listed buildings would be an advantage
- Proven experience of facilities and maintenance management including demonstrable experience of managing facilities and maintenance output specification contracts, and associated in house staff and providing leadership in a complex environment, with demonstrable success in a similar service environment
- Experience of maintenance and fault finding on building fabric and a variety of plant and equipment including;
 - Boiler plant, HVAC, pumps, generators, switchgear, wiring & cabling, Batteries, small power & lighting
- A comprehensive understanding of the facilities and the associated regulatory environment
- Sound experience and working knowledge of CAFM and BMS Systems
- Excellent financial, verbal and written Communication skills and an ability to positively interact with both internal and external stakeholders

Salary Scale: € 48,468- € 65,543 (Senior Admin Assist 11)

*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrative Assistant salary scale in line with current Government pay policy.

Closing date: 18th January 2019

Informal Enquiries:

Informal enquiries may be addressed to Mr. Stephen Toomey at stephen.toomey@dcu.ie, tel: +353 (01)7005174

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **Job Ref #1077 Estates Office, Facilities Officer.**

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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