



Facilities Officer

Senior Administrative Assistant II

Estates Office

Permanent

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Estates Office

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 a requirement for a Facilities Officer to oversee the day to day management of all facilities maintenance services (hard FM) and associated budget for the Glasnevin Campus as required. While this position is primarily based on the Glasnevin 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 any other duties and/or training from time to time as the need arises.

Role Profile

Reporting to the Head of Estates or nominee, the post-holder will assist in all aspects of Facilities Management of the University's physical resources and the provision of the various support functions carried out by the Estates Office, across all Campuses, 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 maintenance strategy with an emphasis on strategic planning, quality management, risk mitigation and budget & staff management.

Principle Duties and Responsibilities

Please see the job description for a full list of duties and responsibilities.

Qualifications and Experience

Essential: Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years' relevant experience in a similar environment.

In addition to the above the ideal candidate will have:

- 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
- Proven experience of facilities and maintenance management including demonstrable experience of managing large facilities and maintenance output specification contracts, and associated in house staff and providing leadership in a highly 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

- Willingness to attend the University outside of normal working hours on an ad hoc basis in order to meet operational needs when required.
- 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

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

Salary Scale: Senior Administrative Assistant (Grade V.II) €50,302 - €68,024 salary scales.

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

Closing date: Tuesday 6th of April 2021

Informal Enquiries in relation to this role should be directed to:

Mr. Stephen Toomey, Operations Manager, Estates Office, Dublin City University

Email: stephen.toomey@dcu.ie

Phone: +353 (01) 7005174

Please do not send applications to these email addresses, instead apply as described below.

For more information on working with DCU please click here [Why work at DCU?](#)

Application Procedure

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies/current.shtml>.

Applications must be submitted by e-mail to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC0217**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the DCU Policy

Starter Packs