

INFORMATION BOOKLET FOR CANDIDATES

**FACILITIES MANAGER POSITION AT THE
EMBASSY OF IRELAND, LONDON**

1. INTRODUCTION

The Embassy of Ireland, London invites applications for the following position:

- Facilities Manager

The Embassy's principal objectives are to maintain and further develop the close and positive relationship that exists between Britain and Ireland; to maintain and further develop trade, tourism and investment links with Britain and to provide high quality consular, passport and visa services to our customers. The Facilities Manager will be expected to make a positive and effective contribution towards the achievement of these goals.

2. THE ROLE

The appointee will be required to undertake the following duties:

- General upkeep and maintenance of the Chancery building and Passport, Consular and Visa Section (located in a separate building) and ensuring that all maintenance is performed in compliance with building, fire, and Health and Safety regulations;
- Tendering and budget management for decoration/renovation works;
- Management of renovation and maintenance projects;
- Management of electrical, fire safety and security certificates;
- Liaise with Events and Visit Unit on room set up for in-house events;
- On-call responsibilities and liaison with the Diplomatic Police, (may involve working outside of normal hours when an emergency situation arises);
- Supervision of Maintenance Officer.

3. ELIGIBILITY

Candidates must satisfy all criteria to be eligible to enter this competition.

Age

Applicants must, on or before 1 September 2019, be at least 18 years of age (i.e. born on or before 1 September 2001).

Right to work

The successful candidate must have a legal entitlement of live and work in-country prior to recruitment.

References

Candidates should be of good character and references will be required.

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Applicants must be in a position to provide recent CRB/DBS certificates if offered the post. Please note that CRB/DBS certificates can take time to be processed so where certificates are not already in place applications for these certificates should be made as soon as possible.

Requirements for the Post

In addition to satisfying the above eligibility requirements, the successful candidate must:

- Have a minimum of 10 years' experience and proven track record in building maintenance and facility management;
- Possess leadership and people skills to plan, organise and direct renovation and maintenance works;
- Exercise good judgment, decision making, and regard for safety within all aspects of the role;
- Demonstrate ability to communicate effectively and efficiently;
- Be a good team player, able to prioritise tasks, independently assess situations and appropriately respond to building related issues as they arise;
- Be self-motivated and able to work unsupervised where necessary;
- Ability to meet tight deadlines and work on multiple tasks at the one time.

4. SELECTION PROCESS

STAGE 1 – APPLICATION FORM

Stage 1 of the selection process will involve short listing candidates on the basis of completed application forms having regard to the criteria set out therein. Candidates will be ranked on the outcome of the short listing and may be called to Stage 2 in accordance with their ranking.

STAGE 2 - INTERVIEW

Stage 2 involves a competitive interview drawing on examples given in the application form. Persons invited to Stage 2 of the selection process will be required to verify and in some cases provide documentary evidence confirming responses provided in the application form.

5. TERMS AND CONDITIONS

The successful candidate will be based at the Irish Embassy, 17 Grosvenor Place, London SW1X 7HR. The appointment will be initially on a one year (probationary) contract, with provision for termination on one week's notice in writing during this period if performance is considered to be unsatisfactory for any reason. Upon successful completion of the probationary period

appointees will be offered a contract of indefinite duration.

This is a full time position, and the successful candidate must be available to work 37.5 hours per week, Monday to Friday between the hours of 8.00am and 5.30pm.

Salary:

Facilities Manager: £42,000 - £47,000

Candidates should note that the salary scale is set at a level which takes account of the need to work additional hours. The new appointee will start on the entry point of the salary scale.

6. CANDIDATES' OBLIGATIONS

Candidates must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- interfere with or compromise the recruitment process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions will be disqualified as a candidate; and where he/she has been appointed subsequent to the recruitment process in question, he/she shall forfeit that appointment.

7. CONFIDENTIALITY

Applications will be treated in strict confidence. All personal information received will be kept in line with GDPR guidelines.

8. GENERAL

Canvassing will disqualify

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit the Application Form before the specified date or do not attend for interview where requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Expenses

Candidates will be responsible for any expenses incurred in connection with their candidature.

Referees

The referee may not be a relative.

9. APPLICATION PROCESS

Interested candidates should send three copies of their completed application form by post or delivered in person to: Embassy of Ireland, 17 Grosvenor Place, London SW1X 7HR, to arrive **before 4.30 pm on 05 November 2019.**

Application forms will be accepted in hard copy only. Envelopes should be clearly marked “**Facilities Manager Recruitment Competition**”. Applications received after the closing date will not be considered.

Any further correspondence will be via e-mail only. The e-mail address for this competition is jobenquirieslondon@dfa.ie Application forms will not be accepted to this e-mail address.

It is expected that the successful candidate will begin work in November 2019. Candidates must be available to attend if called for interview and to start work at short notice.

The Embassy of Ireland London is an equal opportunities employer.