



Comhairle Contae
Loch Garman
Wexford
County Council

Candidates Information Booklet

Facilities Manager (Minimum Temporary 3 Year Contract)

Closing Date:
5.00 pm on Thursday, 23rd January, 2025

Wexford County Council is committed to a policy of equal opportunity.

This competition is being managed by:

Stephanie Furlong
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Hold a Certificate in Facilities Management or National Craft Certificate (Level 6) in either mechanical, plumbing, carpentry or electrical or equivalent
and
- (b) have at least four years satisfactory relevant experience in the field of Facilities Management and
- (c) Hold a **current** full clean driving licence in respect of category B vehicles details of which must be entered on the application form and have access to own car

It is also desirable but not essential that candidates:

- (d) Hold a current Safe Pass Card

Successful candidates will be required to have a valid Safe Pass Card prior to taking up duty.

Desirable Qualifications:

- (a) Proficient with MS Office and facilities management software

4. CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

THE POST

The role of a Facilities Manager with Wexford County Council comprises responsibility for the maintenance and upkeep of County Hall to ensure that all aspects of the building is to a suitably high standard, ensuring it is a safe, comfortable and engaging environment for the staff to work from, the public to access services and to hold events of varying scale in. You may also be required from time to time to undertake duties in other Council facilities.

PERSON PROFILE

DUTIES:

The duties of the post are to give the local authority and: -

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such planning or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Service, or other appropriate professional employee, in the supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional employee of higher rank during the absence of such employee of higher rank.

The key duties and responsibilities of the post include but are not limited to, the following: -

1. Maintain all aspects of the building to a suitably high standard, ensuring it is a safe, comfortable and engaging environment for the staff to work from, the public to access services and to hold events of varying scale in.
2. Manage the facilities team in day-to-day operation of the building including all aspects of the Fire Management System.
3. Take responsibility for a call-out system for emergencies, security and alarm-related call-outs.
4. Develop a comprehensive management system for the building with a schedule of relevant contracts procured in accordance with Wexford County Council Procurement Policy
5. Prepare a comprehensive preventative maintenance programme for the building.
6. Develop and implement a budgeted plan to address longstanding defects within the building based on the report prepared by Wexford County Council in 2022, seeking further advice to supplement the information provided in that report if required.
7. Develop a comprehensive management system for the building with a schedule of relevant contracts procured in accordance with Wexford County Council Procurement Policy
8. Prepare a comprehensive preventative maintenance programme for the building.
9. Maintain all aspects of the building to a suitably high standard, ensuring it is a safe, comfortable and engaging environment for the staff to work from, the public to access services and to hold events of varying scale in.
10. Work with Energy Officer to identify and implement efficiencies and areas of improvement to maximise resources including energy efficiency.
11. Ensuring compliance with legislative health and safety requirements for all aspects of the building and the management of staff and contractors.
12. Maintain an appropriate risk register by identifying risks and developing appropriate mitigation to ensure the smooth continuance of business functions.
13. Duties cover all aspects of the building and grounds at its location, including but not limited to roofing and facades, electrical, plumbing, heating and air conditioning and landscaping on the premises including the canteen facility.
14. The post holder will be based at County Hall however there will be a requirement to travel to other locations to schedule maintenance tasks and undertake similar duties.
15. Any other duties which may be assigned from time to time.

Essential Skills and Experience:

The ideal candidate for the position shall have:

- satisfactory relevant experience in a similar role
- the ability to work under pressure (both independently and as part of team)
- the ability to work with multidisciplinary teams
- a track record of delivering results
- an understanding of Local Authority services and structures in Ireland or have the ability to quickly acquire same
- experience in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation
- excellent interpersonal, communication and influencing skills
- good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace
- experience of managing finance and budgets and ensuring value for money
- good general ICT skills

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management and Change	<p>Contributes to the development of policies in own area and is effective in translating corporate policies and strategies of Wexford County Council into operational plans and outputs.</p> <p>Embeds good governance practices into day to day activities, practices and processes;</p> <p>Establishes, develops and maintains positive and productive professional working relationships.</p> <p>Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change.</p>
Delivering Results	<p>Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations.</p> <p>Maintains a strong focus on always meeting the needs of customers.</p> <p>Allocates resources effectively to deliver on operational plans.</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner.</p> <p>Ensures compliance with legislation, regulation and procedures.</p>
Performance through People	<p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</p> <p>Addresses any performance issues in a timely, appropriate and constructive manner.</p> <p>Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</p> <p>Has excellent written and verbal skills.</p>

<p>Personal Effectiveness</p>	<p>Develops the expertise necessary to carry out the role to a high standard and shares this with others;</p> <p>Manages time and workloads effectively.</p> <p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on their Department or Local Government;</p>
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SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **5.00pm on Thursday 23rd January, 2025.**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future temporary and permanent vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post is temporary, whole-time and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply:-

- (a)** there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b)** such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;

- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

€55,641 - €67,977 (LSI 2) (at 1st October, 2024)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government.

Appointees who are not existing public servants will enter at the minimum point of the scale.

4. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

5. Retirement / Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

6. Driving Licence

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

7. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries, please contact the following:

Stephanie Furlong
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it

may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

- **Former Public Service Employees**

Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.