



Buildings Officer

November 2018

JOB DESCRIPTION

- Location:** Equity House, 16/17 Upper Ormond Quay, Dublin 7
- Reporting to:** New Schools Programme Manager
- Duration:** This post is being offered on an initial one year 35 hour week, full time contract. If successful, this contract may be extended. This post is based in Educate Together's National Office in Central Dublin but may involve extensive travel within the state, including overnight stays and evening meetings. However, employees are guaranteed a number of "ring-fenced" weekends and evenings off, to ensure that such demands are kept to a manageable and agreed level.
- Remuneration:** The salary for this post is offered on point one of Educate Together's Specialist Officer scale, which is a 12 point scale commencing at €46,818 with annual increments.

Role:

Educate Together is recruiting a Buildings officer to work with the National Office team. The successful candidate will have good negotiating and project management skills, a knowledge of building regulations, public procurement and tendering, leases/license agreements. Experience of working with the construction industry to deliver complete projects and experience of liaising with government departments would be preferable.

The Buildings Officer will work with the New Schools Programme, Governance and Patronage Programme and the Education and Support Programme. The successful candidate will liaise with the Department of Education and Skills to secure interim accommodation for new schools, oversee handovers of new buildings and school extensions, agree Heads of Terms and Leases/Licences for Ministerial and privately-owned buildings, and give support to School Boards of Management with building projects.

Key Accountabilities:

- Attend planning meetings with the Forward Planning Section, Major Projects and School Capital Appraisal sections of the Department of Education and Skills, Planning Authorities and all other relevant state and other bodies

- Reviewing building plans and attend school building/extension handovers
- Drawing up Heads of Terms for Lease and Licence agreements, liaising with our solicitors and the Department of Education & Skills, and registering the Lease with the PRA
- Support member schools with matters relating to additional accommodation needs
- Support member schools with matters relating to public procurement and tendering
- Research into demographic trends and national, regional and local development plans
- Drawing up implementation plans and reports
- Give support to schools with day to day school maintenance and when building issues arise e.g. fire safety issues
- Working with new local management bodies and supporting them in familiarising themselves with their duties and responsibilities,
- Liaising with existing schools, supporting those in temporary accommodation and acting as a link to the School Support function of the National Office
- Developing policies and procedures to ensure the participation of all stakeholders
- Playing a full role in the development of the Educate Together national team
- Other related duties that may be assigned from time to time.

Person Specification:

The Buildings Officer must be a self-starter, with the skills and experience to drive this project. They must be a 'good fit' with Educate Together's small national office team, and should enjoy finding innovative ways to make maximum use of limited resources. They should have the following:

- A proven track record of developing and maintaining quality relationships with external organisations
- Excellent interpersonal, presentation, report-writing and communications skills,
- Relevant qualifications / training and a minimum of 3 years relevant experience,
- Demonstrated capacity to use ICT effectively, and to manage contact information in a shared system (experience with Salesforce or other CRM desirable),
- Ability to work in a team and independently,
- Understanding of and commitment to equality-based education and Educate Together's strategic objectives (knowledge of Irish education system desirable),
- Flexibility, determination and a positive attitude.
- Interpersonal skills.
- Willingness and ability to work with and contribute to the team.
- Willingness and ability to work to laid down policies and organisational schedules.

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

Expectations

Adherence to Educate Together's HR and operational policies, and a high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

Applications

Applications should include a letter of application and CV (max 4 pages in total) and emailed to recruitment@educatetogether.ie detailing "Buildings Officer Application" in the subject line.

Closing date for applications is December 7th with interviews planned for the week commencing December 10th and an expected start date of January 1st 2019.

About Educate Together

Primary Purpose: Educate Together is the patron body of the growing network of schools in Ireland that are run according to the Educate Together Charter. It is an independent NGO that runs schools that guarantee equality of access and esteem to children "irrespective of their social, cultural or religious background", are learner centred in their approach to education and are run as participatory democracies, with respectful partnership between parents, pupils and staff.

Today Educate Together operates 84 primary schools and 13 second level schools in Ireland, as well as operating schools in the UK.

Mission: Educate Together will be an agent for change in the Irish State Education system seeking to ensure that parents have the choice of an education based on the inclusive intercultural values of respect for difference and justice and equality for all. In Educate Together schools, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Vision Statement: "We are working towards an Ireland in which all people have access to an excellent education that is inclusive of all, irrespective of belief system, race, ethnicity, class, culture, gender, language, lifestyle, socio-economic background and ability."

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