



DIRECTOR OF ESTATES

GENERAL JOB DESCRIPTION

Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings proliferate across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

Mary Immaculate College wishes to fill the position of Director of Estates on a fulltime, permanent basis.

This is a key management role within the College. The Director of Estates will be responsible for the overall strategic physical maintenance and development of the College, the management of capital projects, energy and waste management and procurement of services. The College building stock consists of 41,000m² of buildings across 24 individual properties and 3 Campus facilities, located at South Circular Road, Limerick, and at Thurles, County Tipperary.

In order to be considered for this position candidates must have:

- A level eight degree, or higher, or a professional qualification in a relevant discipline such as Engineering or Architecture;
- A minimum of five years senior leadership experience in estates and facilities management and/or the management of major capital projects;
- Knowledge and understanding of facilities management;

- Demonstrable experience in the strategic planning of major capital development programmes from envisioning through briefing, design, construction and commissioning;
- Knowledge of the regulatory environment governing capital development including the Public Spending Code and capital appraisal mechanisms;
- Strong strategic leadership and general management skills;
- Outstanding project management skills;
- Competency to lead the design, delivery and operation of campus facilities and infrastructure;
- Strong financial planning and management skills;
- A working knowledge of the public procurement regulatory framework;
- Supervisory management experience and excellent people management skills with the ability to manage and coordinate the work of multi-disciplinary teams to agreed outcomes;
- Excellent communication and interpersonal skills;
- Excellent IT skills;
- An understanding of the mission, purpose and operations of the College.

In addition, it is desirable that applicants have:

- A relevant post graduate qualification;
- Leadership or management experience in estates management and/or capital development in a Public sector or Higher Education Setting.

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.
Applications are welcome from people who have a positive outlook to Irish.*

Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of both essential and desirable criteria.

3. JOB DESCRIPTION

Reporting Relationship

The appointee will be required to carry out the duties attached to the post, under the general direction of the Vice President Administration and Finance, to whom s/he reports, and to whom s/he is responsible to for the performance of these duties in the first instance. The appointee will also have a reporting relationship to the College President and will liaise with the Deans of Faculties, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the College.

Duties and Responsibilities

This is a new role and as such the post holder will be expected to develop and enhance the role of Director of Estates to meet the Colleges evolving needs. The post holder will, therefore, be required to function in a highly flexible manner.

The Director of Estates will have overall responsibility for functional areas including Buildings & Estates, contract services including Catering, Cleaning, Security, the Health & Safety function, the Sports Office and Student Accommodation. Day to day operational responsibility for these functional areas will continue to be the responsibility of the relevant appointed staff.

The duties and responsibilities of the post holder will include:

- Responsibility for the overall strategic physical development of the College.
- Managing and delivering capital projects, in compliance with the Capital Works Management Framework (as published by the Dept of Public Expenditure & Reform).
- Providing comprehensive professional and technical support and advice on relevant matters to the President, Vice-President Administration & Finance and College Management.
- Developing and implementing strategies, policies and procedures for the effective management of College infrastructure and capital resources.
- Contributing to the Colleges quality programme, including identification and monitoring of key performance indicators and key vendor management.
- Ensuring that all campuses are maintained and operated in accordance with best modern practice processes and procedures.
- Responsibility for maximising the potential of sites and buildings to enhance the teaching and learning environment, the Colleges relationship with the local community and regional and national interests.
- Responsibility for ensuring availability of sufficient suitable learning and teaching spaces for the College's timetable, including engagement with Deans of Faculties, Heads of Departments, and Course Leaders on future needs.
- Responsibility for development, implementation and maintenance of a fully functional Facilities timetable management system.
- Overall responsibility for compliance with relevant planning, building, environmental and health and safety legislation and regulation.
- Contributing to the promotion of efficiency in the use of energy, water and waste services.
- Identify future needs in relation to space allocation.
- Providing leadership to all staff coming within the remit of the Estates function and direct supervisory management of functional managers/officers.
- Overseeing procurement of goods and services and ensuring relevant compliance with public sector procurement provisions.
- Contributing to the identification and management of strategic and operational risks associated with the Estates function.
- Devise and continually audit and review quality improvement plans and standard operating procedures pertaining to Estates function.
- To explore Green Campus accreditation for MIC under three themes namely energy, biodiversity and travel & transport and other efficient and Environmental initiatives as appropriate.
- Liaising with the Finance Office in the preparation of budgets and ensuring proper financial control and value for money.
- Liaising with the Higher Education Authority, Department of Education & Skills and other external bodies and organisations such as external contractors and management consultants.
- Compiling and preparing Reports/Statistics submissions to the College and other appropriate bodies including HEA, Forfás and CSO returns.
- Representing the Vice-President Administration & Finance on non-statutory College committees, as directed by the Vice-President Administration & Finance.

- Being a key member of the Health and Safety Committee, Tailteann Management Group, Strategic Implementation Group and Capital Projects Group as well as any other groups and committees as assigned by the Vice President Administration & Finance.

The duties are broadly defined and the list of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team the College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's place of work will be Mary Immaculate College, Limerick with responsibility for St. Patrick's Campus Thurles. The College reserves the right to require the person appointed to work from any other location.

It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College, and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is employed by the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the employee's duties.

The appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Vice President Administration and Finance (VPAF) of Mary Immaculate College to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAF. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

The appointment is subject to satisfactory completion of the standard 9 month probationary period. This probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period.

Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the College.

Hours of Attendance

Full time hours are 37 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.15pm and Friday 9am to 4.45pm with a 45 minute lunch break each day. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. No overtime will be paid for additional hours worked.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

Salary

The Salary scale for this position has been approved by the Department of Education & Skills and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

The grade for the post of **Director of Estates** is Assistant Principal Officer. With effect from 1st October 2018, the annual salary scale for the grade of Assistant Principal Officer is:

€66,495; €68,899; €71,289; €73,687; €76,080; €77,460; €79,876 (LSI); €82,300 (LSI).

Salary will be paid on a monthly basis on the 2nd last bank working day of each month, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. Appointees who commenced employment in the public service after 1st

January 2013, either for the first time or are re-employed after a break of greater than 6 months will have a mandatory retirement age of 70.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provision of Public Service and Pensions Act 2017.

Annual Leave

The annual leave entitlement for this grade is 30 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to, or hear information concerning staff and/or students, and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duty, and unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College will ensure as far as reasonably practicable, a safe and healthy work environment. Therefore, it is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear the PPE (Personal Protective Equipment) they have been provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

The person appointed to this post must fully participate in and attend all relevant work related health and safety training as may be required by the College.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the College policies, rules and regulations. These policies include but are not confined to Discipline & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. These policies are outlined under College Policies and Procedures on the Staff Portal for College employees. All employees are required to familiarise themselves with the contents of the Policies and Procedures.

Termination of Employment

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

The number of applications received for a position generally exceeds that required to fill the position and while a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that only a limited number of candidates will be called to interview. In this respect, the College will provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms appear to be most suitable for the position. An expert board will examine each application form against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in the candidate's own interest to provide a detailed and accurate account of qualifications/ experience on the application and clearly identify how they meet the specified candidate criteria.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which permanent and temporary appointments to this post may be filled during the life of the panel (12 months).

In the event that a recommendation for permanent appointment is not made by an interview board, the College reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Medical Examination

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to undergo pre-employment health screening.

Garda Vetting

Successful applicants will be required to undergo Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment.

Making of Applications

Application forms for this post may be accessed from the Mary Immaculate College employee portal. Please fully complete the application form and send to recruitment@mic.ul.ie with the subject title **APO – Director of Estates** no later than:

2p.m. on Friday 31st May 2019.

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer.

Candidates will be short-listed on the basis of information supplied.

May 2019