

Position	Facilities Executive (HEO)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services
Location	BIM Head Office, Dún Laoghaire, Co. Dublin.
Description of appropriate Service Group:	
<p>Corporate Services Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.</p>	
Summary of the Role:	
<p>The Facilities Executive is responsible for all aspects of facilities management within our head office, our two National Fisheries Colleges and other regional offices throughout Ireland. The Facilities Executive will be responsible for ensuring that all of BIM's accommodation is safe, problem-free and managed sustainably and that our staff work under the best conditions possible.</p>	
Background to Requirement:	
<p>BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.</p> <p>The Facilities Executive will work within the Corporate Services Unit.</p>	
Principal Tasks:	
<ul style="list-style-type: none"> • Oversight and optimisation of office space and facilities within our head office, our two National Fisheries Colleges and other regional offices throughout Ireland, maintaining live inventory and future planning in line with organisations operational requirements and strategic plan. • Managing the procurement and performance of services including cleaning, telecommunications, maintenance, energy, security arrangements including out-of-hours security cover and alarm systems for Head Office and regional offices. Provision of facilities support for the two colleges as required. • Responsibility for Health and Safety; leading the H&S team and the development of H&S policies and procedures. • Carrying out regular building inspections of head office and other regional offices nationwide and determining the need for repairs or renovations. Planning and co-ordination of installations and refurbishments in all BIM facilities including Head office, regional offices and two colleges ensuring appropriate project management and compliance with health and safety requirements. • Liaise with Office of Public Works as appropriate. • Budget management of up to €1m annually. • Manage and oversee energy usage so as to reduce costs and consumption annually. • Lead BIM's green team and implementation of BIM's Climate Action Plan which aims to reduce our carbon footprint & improve sustainability through improving our energy practices, managing energy usage, the waste management programme and ensuring all waste is managed in a sustainable way and building sustainability requirements into facilities procurement. 	

- Provide appropriate reports to SLT and the Board.
- Management of reception in Head Office.
- Management of BIM's vehicle fleet, including maintenance, tax, logbooks and fleet renewal.
- Manage the upkeep of non-IT related office equipment, stationery and canteen equipment and that items are in-stock and meet health and safety standards.
- Liaise with staff and tenants in relation to access, car parking and any other facility-related issues that may arise.
- Taking the lead on new office accommodation project for Head Office reporting to sub-group of the senior leadership team
- Allocate office space according to the needs of the organisation.
- Provide administrative oversight for BIM's ice plant network and support as required.

Other:

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Corporate Services Director

Contacts:

Within BIM

Corporate Services Director, Head of Finance, BIM staff

Outside BIM

Suppliers and Service Providers.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

Essential:

- A relevant facilities management or engineering qualification at 3rd level.
- Experienced in technical/engineering operations and facilities management best practices.
- Experience of administering budgets and basic financial principles
- Health and safety management experience

Desirable:

- Experience of facilities management of an organisation
- Public sector experience.
- Health and safety qualification.
- Knowledge of procurement process.
- Knowledge of sustainability practices.

Special personal attributes required for the position:

- Excellent organisational and leadership skills.
- Excellent attention to detail.
- Excellent project management skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player.
- Adaptable to a changing work environment.
- Good interpersonal and communication skills, with the ability to effectively interact with supplies and contractors.
- Values continuous improvement in a cooperative atmosphere.
- Excellent at designing and managing budgets and analysing tenders.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for HEO Grade, with a salary range of €52,897 - €66,619 (as at 1st October 2022) per annum pro-rated with time worked. Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public sector.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 29 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

An employment contract of Indefinite Duration will issue for this role at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#) , summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, 12 Crofton Road, Dún Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 6th March 2023.

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule.

All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

BIM is an equal opportunities employer

