

Position	Facilities Officer (EO)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services
Location	BIM Head Office, Dun Laoghaire, Co. Dublin. (Application for Hybrid arrangement possible)

Brief description of BIM:

BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish State agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has six business units: Seafood Technical Services, Skills Development Services, Corporate Services, Development and Innovation Services, Economic and Strategic Services, and Corporate Communications. BIM's head-office is in Dun Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork. Finally, BIM's SIH (Seafood Innovation Hub) is located in Clonakilty, Co. Cork where it supports innovation and sustainability among Ireland's seafood industry.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership
- Deliver results with solutions that effect change
- Invest for long-term growth
- Protect our environment and our sector

Our Mission

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

Our vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

Our Values

BIM's core values are Trust, Partnership, Teamwork, Inclusion, and Integrity.

For further information on the above please follow the link: <https://bim.ie/publications/corporate-strategy/>

Description of appropriate Service Group:

Corporate Services

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Summary of the Role:

The role of BIM's Facilities Officer is under the direction of the Facilities Manager to carry out on-going facilities management responsibilities, including maintaining the fabric of buildings. The role will involve the implementation of planned preventative maintenance including electrical, mechanical, heating, water, ventilation (HVAC) plumbing, BMS, waste and energy management across all BIM facilities.

Background to Requirement:

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.

The Facilities Officer will work within the Corporate Services Unit supporting, the accommodation of staff and the co-ordination of equipment and office space in line with health and safety and business requirements.

Principal Tasks:

- Provide administrative support to the Facilities Manager for all facilities management within BIM's Head office, the two National Fisheries Colleges and other regional offices throughout Ireland, maintaining live inventory and future planning in line with BIM's operational requirements and strategic plan.
- Assisting with 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.
- 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.
- Assisting with reception in BIM's Dublin office.
- Management of BIM's vehicle fleet, including maintenance, tax, logbooks.
- Manage the upkeep of non-IT related office equipment, stationery and canteen equipment and ensuring 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.
- General Health & Safety support.
- Fixed Asset Management.
- Insurance support.
- Green Team and Climate Action support.
- Administration of cleaning and maintenance programmes across all BIM facilities.
- Administration of facilities budgets, cashflow planning and all other facilities related processes/documentation.

Other:

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

Reporting Structure:

Facilities Manager, Corporate Services Director

Contacts:

Within BIM

Facilities Manager, Corporate Services Director, Head of Finance and 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 third-level qualification at level 6 or higher on the National Framework of Qualifications **and** a minimum of 2 years' experience in a Facilities Management Administration role;
or
- A Minimum of 5 years work experience in Facilities Management Administration role;
- Proven track record of client service, working with a facilities management team, external vendors and contractors.
- Proven previous responsibility for the preparation of budgets, invoicing, reconciliation and analysis.
- Proven previous responsibility for contract administration and planned preventative maintenance schedules.

Desirable:

- Knowledge of a Facilities Management Software System.
- Knowledge of public sector procurement, building operations, accounting software and vendor management.
- Knowledge of energy management and CSR practices.
- Excellent project management skills, with the ability to manage multiple priorities.

Special personal attributes required for the position:

- Dynamic and reliable.
- An ability to work in an organised manner and progress work independently.
- Self-sufficient while being a good team player.
- Experience in collaborating with technical staff.
- Ability to work diplomatically in resolving issues with stakeholders.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for EO Grade, with a salary range of €34,562- €56,969 (as at 1st October 2023) 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.

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Annual Leave:

Annual leave entitlement for this role commences at 23 working days per annum based on number of years' service and 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:

Contract of indefinite duration. The successful candidate will be on probation for the first six months of this contract.

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, Crofton Road, Dún Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 3rd November 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

