

Candidate Briefing Pack

Facilities Officer (EO)

**Closing date for applications:
17th June 2024**



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 five business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services, Skills Development Services**, and these are supported by a Corporate Communications Team. BIM's Head Office is in Dún 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 Clonakilty, Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

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

Trust
Partnership
Teamwork
Inclusion
Integrity



Role Profile

Job Title:	Facilities Officer (EO)
Contract:	Contract of Indefinite Duration
Location:	Primary Location: BIM Head Office, Dún Laoghaire, Co. Dublin (Regional office may be considered, subject to availability and work requirements. For queries regarding location please contact joanne.ogrady@bim.ie).
Reporting to:	Facilities Manager
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Overview of 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.



Accountabilities

- 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.
- Providing reception cover in BIM's Dublin office, as required.
- 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 Duties

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



Essential Experience and Qualifications

- Educated to third level in a relevant subject area and/or possess a relevant professional qualification or
- Proven experience in the area of facilities services

Desirable Experience and Qualifications

- Knowledge of public sector procurement, building operations, accounting software and vendor management
- Effective administrative expertise.
- Experience working in the area of facilities/estate management.
- Knowledge of a Facilities Management Software System.
- Excellent project management skills, with the ability to manage multiple priorities.
- Experience of Microsoft Dynamics NAV.
- Experience managing external vendors and contractors.



Personal Attributes Required for the Position

- Strong attention to detail.
- An ability to work in an organised manner and progress work independently.
- Self-sufficient while being a good team player.
- Ability to work diplomatically in resolving issues with stakeholders.
- Values the sharing of information and continuous improvement in a co-operative atmosphere of constructive evaluation and learning.

Contacts

Within BIM	<ul style="list-style-type: none">• Facilities Manager.• Corporate Services Director.• Head of Finance.• BIM staff.
Outside BIM	<ul style="list-style-type: none">• Suppliers and service providers.
Training	There are no mandatory training requirements for this role. Training needs will be identified through our Performance Management System.



Terms and Benefits

Salary

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Executive Officer with a salary range €35,687 to €58,251 (as of 1st January 2024) 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 services.

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 23 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.

Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Visual Display Unit

Employees can avail of up to €117 back on an eye test.

Travel and Subsistence

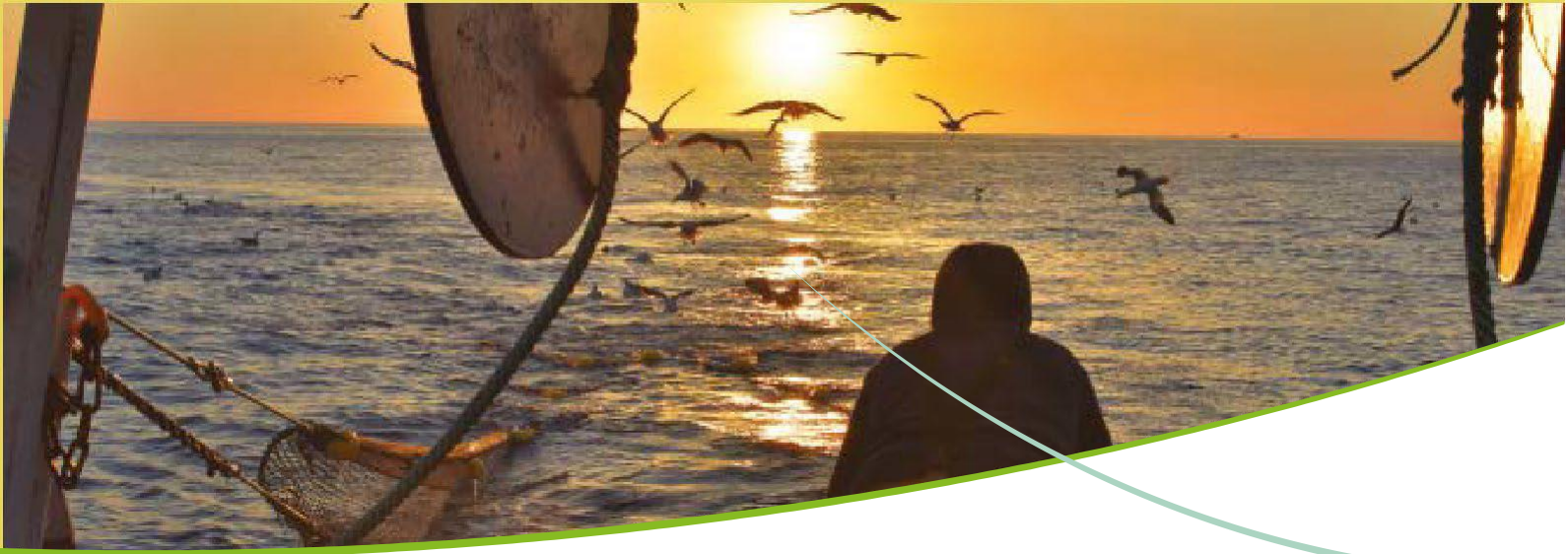
Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



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

The closing date for applications:

17th June 2024

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.

This is an Executive Officer Grade and BIM is aligned with the Public Appointment Service Competency Model [PAS Competencies](#).

Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

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

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

BIM is an equal opportunities employer.

