

Title: Executive - Facilities
Grade: Level D
Department: Corporate Governance, Facilities and Procurement
Business Unit: Corporate Services
Reporting to: Senior Executive – Facilities Manager
Location: East Point, Dublin
Job Reference: EI.063.22E

Role Purpose

The Corporate Governance, Facilities and Procurement Department looks after various services for Enterprise Ireland including committee management, health and safety, facilities and procurement.

The facilities team ensures that the accommodation and services for all offices in Ireland and overseas are appropriate for carrying out the business of Enterprise Ireland. This includes property management for owned and leased properties, cleaning, security, reception and planned and reactive maintenance.

The successful candidate will play a key role in supporting the management of key facilities projects within Enterprise Ireland. They will support the Facilities Manager and will play a key role in the delivery of facilities projects including the future of office working, the review of the regional office network, in addition to supporting the management of the overseas office network and facilities related procurement contracts.

Key Deliverables

- Represent the facilities function on the future of work group and co-ordinate and manage related projects to ensure the smooth implementation of decisions arising from this group.
- Lead a project to review the regional office network to ensure that it is aligned to the organisational strategy and that it can achieve Building Energy Rating (BER), accessibility and other government targets by 2030.
- Provide support to the Facilities Manager in the ongoing maintenance of overseas office rentals including liaising with Regional Managers, landlords, co-locating agencies/government departments, the Department of Foreign Affairs and the Department of Enterprise, Trade and Employment (DETE).
- Provide support to the Facilities Manager to ensure that all facilities related procurement projects comply with procurement guidelines and are conducted efficiently and effectively
- Manage the relationship on a range of facilities service contracts including the restaurant and facilities contracts.
- Support the Facilities Manager in delivering energy saving projects and in compiling periodic reports as required by the Sustainable Energy Authority of Ireland, DETE and other government departments.
- Support the Facilities Manager in the day-to-day management of Enterprise Ireland's facility requirements.
- Supervise daily workloads of assigned team members to ensure efficient delivery of facility services.
- Provide assistance to the Facilities manager on other key projects as required.

Functional Competencies (Key Skills and Knowledge)

- Robust knowledge and understanding and demonstrated skills and experience in tender processing and contract management is essential.
- Experience of managing a property portfolio is essential.

- Significant demonstrable experience of working in a Facilities role including workspace planning is essential.
- Demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, and Excel) is essential.
- Experience of managing a range of multiple and competing priorities at one time to meet demanding and tight deadlines while maintaining accuracy and attention to detail is essential.
- Experience of engaging, networking and building relationships with internal stakeholders at all levels and with a range of external stakeholders.
- Demonstrable experience of generating reports from technology systems and ability to monitor and analyse the data from these reports.
- Excellent oral and written English communication skills is important.
- Knowledge and understanding of public sector requirements in relation to building regulations and energy management is desirable.
- A relevant 3rd level qualification is desirable.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€44,851 to €64,567 per annum contributory superannuation

Rising to €66,119 by long service increments.

€42,724 to €61,433 per annum non-contributory superannuation

Rising to €62,908 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Application and Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.063.22E** to hrconnect@enterprise-ireland.com to be received no later than **Tuesday 12th July 2022**

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact hrconnect@enterprise-ireland.com

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON Thursday 23rd June 2022 .