



## Facilities Officer

### Role Profile

#### A. Details

Position:	<b>Facilities Officer</b>
Grade	Executive Officer (EO)
Whole time equivalent	Full-Time – 5 days per week
Reports to:	Corporate Services Director
Duration:	Permanent

#### B. Role Overview

The Arts Council is currently based in two Georgian buildings, 69 & 70 Merrion Square. We have a growing workforce with a headcount of 120 plus and we are introducing a blended working policy.

We are looking for a highly motivated self-starter to play a significant role in the day-to-day running of our premises and act as a main point of contact for staff, contractors, vendors and suppliers.

The successful candidate will have outstanding organisational and interpersonal skills, will be highly motivated and enthusiastic with a customer service focus and "can-do" attitude.

#### C. Key Responsibilities

As an Officer:

- Drive and support the values, vision and mission of the Arts Council;
- Have a clear understanding of the Officer role, objectives and targets and how they support the objectives of your Department, the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop, implement and support new ways of working effectively to meet objectives;
- Actively share information, knowledge and expertise to help the team to meet its objectives;
- Be flexible and willing to adapt, positively contributing change implementation;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Successfully manage a range of different projects and work activities at the same time;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Create and maintain collaborative internal and external relationships;
- Utilise and promote project management guidelines and templates.

#### As Facilities Officer

- Main point of contact for any building issues;
- Schedule, coordinate and monitor repair and maintenance activities of the buildings;
- Obtain quotes as required from vendors and suppliers as to price, delivery, and other relevant details;
- Oversee contractors including management of preventative maintenance and cleaning;
- Liaise with Landlord(s) on any building issues;
- Liaise with building management agents;
- Operate workspace management software in conjunction with HR & IT Teams;
- Introduce and maintain security card system for all employees, contractors, visitors;
- Manage maintenance stores and stock control in order to ensure that there are adequate stocks of equipment, materials for upkeep, stationery and other office supplies at all times;
- Ensure all PPMs are carried out as per agreed schedule;
- Organise regular review meetings with key contractors;
- Champion recycling and energy efficiency strategies, provide feedback and suggested improvements;
- Respond to all staff / and external queries or refer them to the relevant person. Escalate to Senior Manager as required;
- Assist when requested by other departments with in-person meetings, online events and other activities that take place in the Arts Council throughout the year.

#### Health & Safety

- Ensure the Health & Safety Statement is up to date in line with any changes in legislation;
- Ensure consistent compliance with the Arts Council's Health & Safety policies and procedures;
- Complete daily Health & Safety site checks and paperwork;
- Liaise with HR to ensure Health & Safety compliance throughout the office;
- Manage and oversee all DSE assessments, monitoring and reporting;
- Source, order and manage delivery of recommended equipment following ergonomics assessments both onsite and in remote working spaces/home working;
- Liaise with HR & IT to ensure office equipment is sourced and delivered to and collected from staff as appropriate. Maintain on/offsite office equipment data base;
- Manage the delivery of and maintain records on mandatory training including First Aid, Fire Warden, manual handling training etc;
- Ensure adequate supplies of First Aid equipment on-site;
- Ensure defibrillator is serviced and in good working order;
- Conduct and oversee risk analysis evaluations as per Health & Safety Statement;
- Introduce and chair Health & Safety committee.

#### Procurement & budgeting

- Product research, tendering and procurement support;
- Control the costs for all building works and renovations;
- Prepare accurate progress reports;
- Ensure all invoices are processed on finance system and all costs are tracked against the budget.

Other

- Take ownership of the role, work on own initiative, anticipate needs and plan ahead;
- Carry out any reasonable task requested of you by a member of the senior management team ;
- Provide training to team members as required;
- Any other duties appropriate to the grade that may be assigned from time to time.

**D. Skills Knowledge and Experiences**

- Ideally 3 years' experience as a facilities/office coordinator/administrator;
- Diploma in Occupational Health and Safety or similar qualification;
- Proactive, self-starter with a high level of attention to detail;
- Confident communication skills (both verbal and written) with the ability to engage with all levels of the organisation;
- Excellent organisational skills with the ability to manage multiple, competing priorities and deliver results under pressure and within deadlines;
- Knowledge and understanding of public procurement processes;
- DSE assessor qualification preferable but not essential;
- Highly motivated and enthusiastic with a "can-do" attitude;
- A professional and enthusiastic approach with a strong focus on delivering excellent customer service;
- Excellent interpersonal skills, including the capacity to deal with situations requiring diplomacy and tact;
- A proven ability in the area of project management;
- Ability to operate the various elements within the Arts Council's IT systems; including online services, CRM, EDM, the Microsoft Office suite of programmes;
- A commitment to high standards of public service;
- The ability to communicate through the Irish language, both verbal and written, is desirable but not essential.