

DIAS

Institiúid Ard-Léinn | Dublin Institute for
Bhaile Átha Cliath | Advanced Studies

Job Title: Estate/Facilities Officer
Reporting to the CEO/Registrar

Contract: Permanent

1. Introduction/About DIAS

Established as a statutory body in 1940, the Dublin Institute for Advanced Studies is the only such Institute for Advanced Studies in Ireland. It is the second oldest Advanced Studies Institute in the world, after the Princeton Institute for Advanced Study, and the oldest in Europe.

It has a proud and distinguished global reputation by virtue of a track record of achievement by its constituent schools: the School of Celtic Studies; School of Cosmic Physics; and the School of Theoretical Physics.

DIAS' statutory basis stems from the Institute for Advanced Studies Act of 1940. Its role in Ireland's national higher education and research ecosystem, as a statutory, independent research institute carrying out fundamental research, was reasserted in a comprehensive review of the higher education sector conducted by the Higher Education Authority for the Minister for Education and Skills in 2013.

DIAS' current **Strategy 2018-2024: Embedded globally, Strength locally** sets out four ambitious strategic goals:

- Goal 1:** Discovery of new knowledge and understanding through excellence and researcher-led endeavour
- Goal 2:** International research collaboration benefitting Ireland and the world
- Goal 3:** Attraction and cultivation of research leaders
- Goal 4:** Strengthening disciplines and research communities nationally

A key enabler of this strategy will be the provision, operation and maintenance of suitable facilities and services.

DIAS now intends to appoint a suitable qualified and experienced professional to the new role of Estates and Facilities Officer to oversee the current and planned facilities and services in support of its strategic goals.

2. Property and Facilities

DIAS is currently accommodated at five separate properties across Dublin City and County at: 5 Merrion Square, the adjoining 31/32 Fenian Street, 31 Fitzwilliam Place, 10 Burlington Road, and Dunsink Observatory Campus.

There are 16 buildings in total across the five properties; all buildings are either protected structures or are within the curtilage of protected structures; the details are as follows:

Table 1 Building Details

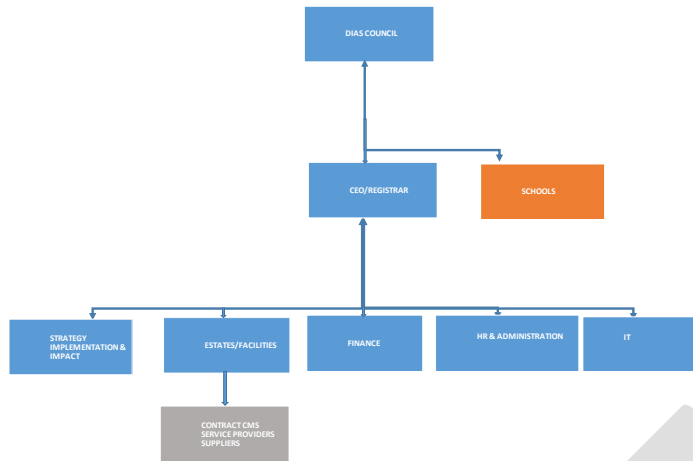
Property	Building	Description	GIFA m ²
5 Merrion Square	Georgian House	Period Georgian terrace house	599
	Outbuilding 1	Timber clad single storey office	21
	Outbuilding 2	Blockwork structure single storey office	28
	Outbuilding 3	Timber clad single storey workshop / store	28
		Total	676
Fenian Street	Factory/Mews	Steel structure workshop with mezzanine.	600
		Blockwork structure; single storey workshop /office	66
		Total	666
10 Burlington Road	School of Theoretical Physics and DIAS Central Administration – DIAS HQ	Concrete 1970s modernist office structure	1,348
	School of Celtic Studies	Georgian period structure; extension.	937
		Total	2,285
31 Fitzwilliam Place	Schools of Astronomy & Astrophysics	Georgian terrace period structure.	656
		Total	656
Dunsink Observatory Campus	Observatory	Two-storey: Historical observatory structure, with Dome. [Record of Protected Structures Ref. 0687]	735
	Outbuilding (North)	Courtyard sheds	125
	House		310
	House Outbuilding 1	Store	30
	House Outbuilding 2	1960s structure	60
	Gate Lodge		70
	South Dome	[Record of Protected Structures Ref. 0688]	45
		Total	1,375
TOTAL GROSS INTERNAL AREA [GIFA] m²			5,658

DIAS is planning, subject to funding approvals, to consolidate all of its activities to one city centre site and Dunsink Observatory Campus in the next five to ten years.

3. Role Relationships

Reporting to the CEO/Registrar the Estates and Facilities Officer will work closely with the senior administration team at DIAS and with the Heads of the School of Celtic Studies; School of Cosmic Physics; and the School of Theoretical Physics.

The following organisation chart indicates the position of the role within the structures of DIAS.



The postholder will collaborate with colleagues across the institution and will have a direct line management relationship with the CEO. The postholder will have a supervisory relationship with all relevant suppliers, contractors and service providers. There is a premises and maintenance (P&M) service provider in place. The postholder will build and maintain relationships, related to the responsibilities of the post, with Local Authorities (e.g. Fingal County Council, Dublin City Council), Statutory Bodies (SEAI, HSA), the OPW (as landlord), and Funding Authorities (e.g. Department of Further and Higher Education, Research, Innovation and Science). The postholder will also build and maintain relationships across other similar estates functions in the Further/Higher Education Sector.

4. Main Purpose of Job

The main purpose of the job is to ensure that DIAS properties are planned, developed, maintained and operated in a statutory compliant manner, in accordance with its responsibilities as owner or leaseholder, and, to the extent of available resources, in support of DIAS' strategies.

5. Main Duties and Responsibilities

This is a new and developing role and there will be scope for the right candidate to grow with the role. A typical, but not exhaustive, list of responsibilities will include:

- Develop and maintain a Health and Safety Plan for facilities and related operations.
- Ensure all statutory processes are followed e.g. planning, conduct of fire drills, fire safety certification, building regulations, disability access etc.
- Work with the CEO to develop, and have approved, policies and procedures in relation to the operation of the DIAS' estate
- Maintain all records required by statute and by best practice in property/facilities management
- Plan and manage all maintenance activities for the portfolio of properties including structure, fabric, engineering services, life safety systems etc.
- Plan and manage all statutory checks and certification of equipment and installations (e.g. lifts, boilers)
- Carry out and/or procure/organise regular inspections of the properties
- Prepare an annual risk register for all properties and related activities; implement prioritised risk elimination and mitigation plans as approved by DIAS
- As required, including as appropriate working with the P&M service provider, procure all relevant works, services and supplies in accordance with public procurement requirements

- Plan and run regular fire drills at each property
- First point of contact for essential services e.g. security, Fire Brigade and An Garda Síochána
- First point of contact for service and utility providers, and contractors incl. H&S
- Project manage/coordinate specific minor works or capital projects e.g. Dept. of Heritage award
- Oversight of all common areas (incl. storage areas, archives, lecture rooms etc.)
- Point of contact for OPW, Fingal County Council, Dublin City Council
- Develop and maintain space database and drawings for DIAS' properties
- Develop property condition/dilapidation surveys and databases
- Lead and support funding bids to Government Departments and Agencies (e.g. SEAI)
- Develop a sustainability plan for the physical infrastructure and associated services
- Point of contact on relevant policy/government matters – government departments and agencies e.g. DHFERIS, DES, HEA
- With the CEO, develop DIAS' capacity and capability in the delivery of future major capital projects including compliance with Public Spending Code, the Capital Works Management Framework, and Design Team Procedures
- With CEO, develop a business continuity plan in relation to physical infrastructure
- Collaborate with Heads of Schools in planning for premises requirements – additionality, changes of use etc.
- Other relevant duties as may be decided by the CEO.

6. Requirements for the Role

This is a new role and an exciting opportunity for an early/mid-career professional. It is anticipated that the successful candidate will have an established track record of performance in sectors such as estates management, facilities management, property management, project or construction management. The successful candidate will make a distinctive contribution to an area of strategic importance for DIAS.

The essential criteria for this role are:

- Level 8 Qualification in a relevant area – a significant body of relevant experience may be acceptable.
- Five years' experience in a similar role or roles
- Strong technical skills related to the built environment
- Understanding of the specific requirements of protected structures
- Project management skills
- Excellent communication skills, both written and oral
- Strong leadership capability and management skills
- The ability to work flexibly and to work effectively under pressure
- Ability to work on own initiative and the ability to offer new ideas
- Strong team working skills and a collaborative approach to resolving issues.
- Good Problem solving solution focused skills.

Desirable, but not essential:

- Public sector experience in a similar role
- Knowledge of the Public Spending Code and Capital Works Management Framework
- Public procurement experience.