

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

**Contract:** Permanent and Full time working across our current five sites in Dublin.

## 1. Introduction

Established as a statutory body in 1940 under the Institute for Advanced Studies Act, the Dublin Institute for Advanced Studies (DIAS) is the only such Institute for Advanced Studies in Ireland. It is the oldest Advanced Studies Institute in Europe, and the second oldest in the world after the Princeton Institute for Advanced Study in the USA. It's 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 has a proud and distinguished global reputation by virtue of a track record of achievement by its academics and researchers.

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 newly established 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 <sup>2</sup>
5 Merrion Square	Georgian House	Period Georgian terrace house	599
	Outbuilding 1	Timber clad single storey office	21

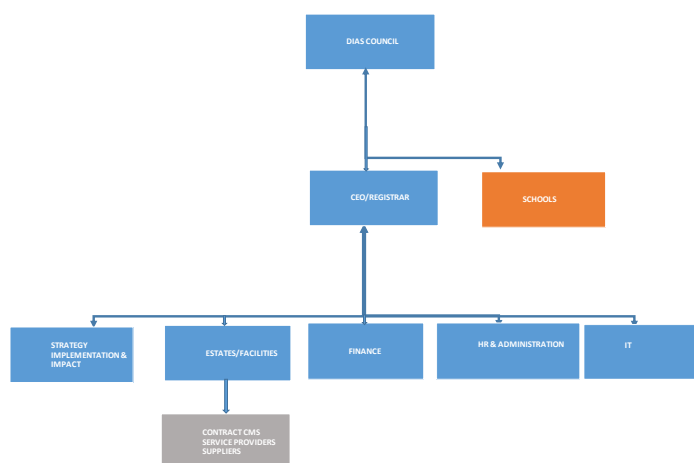
Property	Building	Description	GIFA m <sup>2</sup>
	Outbuilding 2	Blockwork structure single storey office	28
	Outbuilding 3	Timber clad single storey workshop / store	28
		<b>Total</b>	<b>676</b>
<b>Fenian Street</b>	Factory/Mews	Steel structure workshop with mezzanine.	600
		Blockwork structure; single storey workshop /office	66
		<b>Total</b>	<b>666</b>
<b>10 Burlington Road</b>	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
		<b>Total</b>	<b>2,285</b>
<b>31 Fitzwilliam Place</b>	Schools of Astronomy & Astrophysics	Georgian terrace period structure.	656
		<b>Total</b>	<b>656</b>
<b>Dunsink Observatory Campus</b>	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
		<b>Total</b>	<b>1,375</b>
<b>TOTAL GROSS INTERNAL AREA [GIFA] m<sup>2</sup></b>			<b>5,658</b>

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 post holder will collaborate with colleagues across the institution and will have a direct line management relationship with the CEO. The post holder 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 post holder 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 post holder 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 the DIAS strategic plan.

#### **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:

##### Routine maintenance planning and management

- Plan and manage all maintenance activities for the portfolio of properties including structure, fabric, engineering services, life safety systems etc.
- Carry out and/or organise regular inspections of the properties
- Procure, and as appropriate with assistance from the P&M service provider, all relevant works, services and supplies in accordance with public procurement requirements

##### Statutory obligations, policies and procedures

- 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.
- Plan and manage all statutory checks and certification of equipment and installations (e.g. lifts, boilers)
- Maintain all records required by statute and by best practice in property/facilities management

##### Planning and Estates management

- Work with the CEO to:
  - develop policies and procedures in relation to the operation of the DIAS' estate
  - develop a business continuity plan in relation to physical infrastructure
  - develop a sustainability plan for the physical infrastructure and associated services
  - plan for future premises requirements – additionality, changes of use etc.
  - commission and maintain space database and drawings for DIAS' properties
  - commission property condition/dilapidation surveys and databases
  - support funding bids to Government Departments and Agencies (e.g. SEAI)

- 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
- Prepare an annual risk register for all properties and related activities; implement prioritised risk elimination and mitigation plans as approved by DIAS

#### Project management

- Project manage/coordinate specific minor works or capital projects

#### External Relations

- 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
- Point of contact for OPW, Fingal County Council, Dublin City Council
- Support CEO on relevant policy/government matters – as required engagement with government departments and agencies e.g. DHFERIS, DES, HEA

#### **6. Requirements for the Role**

This is a new role and an exciting opportunity. 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.

7. **Salary and Conditions:** Scale: €55,564 - €66,883 (PPC scale). Starting salary will be in line with public sector pay guidelines. (A lower salary scale will apply for existing public servants serving before April 1995).