

## Buildings and Estates Support Officer

### Job Specification & Terms and Conditions

<b>Job Title and Grade</b>	Buildings & Estate Support Officer
<b>Closing Date</b>	16 July 2026 @ 5pm
<b>Location of Post</b>	Oberstown Children Detention Campus
<b>Contract Type</b>	Permanent contract
<b>Salary Scale</b>	The salary scale for the post as of 1 <sup>st</sup> June 2026 €36,470 to €56,017 Secure Unit Allowance of €2756.77 pro rata
<b>Working Hours</b>	Full time, 35 hours per week
<b>Annual Leave</b>	28 days annual leave pro rata
<b>Reporting Relationship</b>	Buildings and Estate Manager or designate
<b>Purpose of the Post</b>	The Buildings and Estates Support Officer will support the effective operation and maintenance of the campus estate, facilities and fleet. The role will have responsibility for supporting the management, coordination and administration of the campus vehicle fleet, ensuring vehicles and associated resources are maintained, compliant and available to meet operational requirements. The post holder will also support a range of estates and facilities functions, contributing to the safe, efficient and effective operation of the campus.

## Principal Duties and Responsibilities

### Key Responsibilities

- Support the day-to-day management and coordination of the campus vehicle fleet.
- Coordinate vehicle servicing, inspections, maintenance and repair programmes.
- Maintain fleet records and ensure vehicle-related documentation is current and compliant.
- Liaise with external service providers, contractors and suppliers in relation to fleet and estates services.
- Provide "first-line" practical repairs and general services
- Provide practical, hands-on support for operational projects, event setups, and campus initiatives.
- Support the operation and maintenance of buildings, grounds, facilities and equipment.
- Assist in coordinating maintenance, repair and improvement works across the campus.
- Conduct routine inspections and report issues requiring attention.
- Monitor contractor performance and compliance with organisational requirements.

- Maintain appropriate operational records and documentation.
- Support health, safety, environmental and security requirements across the campus.
- Provide practical support for operational projects and initiatives.
- Contribute to the efficient use and management of campus resources.
- Undertake such other duties appropriate to the grade and nature of the post as may be assigned.

### Confidentiality

In the course of employment, the successful candidate will have access to or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

## Eligibility Criteria Qualifications and/ or experience

### Essential Criteria

- Leaving Certificate or equivalent
- Relevant experience in fleet management, transport coordination, estates operations, maintenance services or a related operational environment.
- Experience coordinating service providers, contractors or external suppliers.
- Experience supporting facilities or maintenance operations.
- A full clean Category B driving licence

### Desirable Criteria

- Experience maintaining fleet or asset management records.
- Experience in a public sector, residential care or similar environment.
- Knowledge of health and safety requirements relevant to operational and estates services.
- Must be able to demonstrate sufficient evidence of; Leadership, Management, Communication, Interpersonal, Organisational and Decision-Making skills relevant to this role.
- Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
- Good organisational, administrative and record management skills.
- Ability to work on own initiative and as part of a team.
- Good communication and interpersonal skills.

## Competencies

- Planning and Organising
- Service Delivery
- Communication and Interpersonal Skills
- Teamwork and Collaboration
- Problem Solving and Initiative
- Health and Safety Awareness
- Accountability and Attention to Detail

## Application and Selection Process

### How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.

In order to apply for the post of **Buildings and Estate Support Officer** please forward the above requested information via email to [recruitmentmail@oberstown.com](mailto:recruitmentmail@oberstown.com) before 16<sup>th</sup> July 2026 @ 5pm.

### Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates based on the information contained in their application
- Competitive interview(s)

### Shortlisting

The number of applications received for a position generally exceed that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Oberstown Children Detention Campus may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Oberstown Children Detention Campus provide for the employment of a shortlisting process to select a group who, based on an examination of the applications, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the applications against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable

criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED – YOU WILL NOT RECEIVED AN EMAIL IF YOU HAVE NOT BEEN SHORTLISTED FOR INTERVIEW**

### Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person be recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

**Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.**

### Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

### Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

## Eligibility

### Citizenship

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

### Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

### Character

Each candidate must be of good character.

### Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

## Other requirements of the role

### Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.