

Health, Safety and Fire Administrator

Job Specification & Terms and Conditions

Job Title and Grade	Health, Safety and Fire Administrator
Closing Date	10 th September 2026 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Fixed term contract – 12 months
Salary Scale	The salary scale for the post as of 1 st June 2026 €36,470 to €56,018 per annum Secure Unit Allowance of €2756.77 pro rata
Working Hours	Full time, 35 hours per week
Annual Leave	28 days annual leave pro rata per annum
Reporting Relationship	Health and Safety Officer or designate
Purpose of the Post	The postholder will assist in maintaining compliance with statutory obligations under the Safety, Health and Welfare at Work Act 2005, the Fire Services Acts, and Oberstown's internal health and safety management systems. The role also supports the implementation and continuous improvement of Oberstown's ISO 45001 (Occupational Health and Safety Management) and ISO 45003 (Psychological Health and Safety) frameworks and ensures the accurate and effective use of the National Incident Management System (NIMS). This role contributes to Oberstown's commitment to providing a safe and healthy working environment for all staff, young people, contractors and visitors.

Principal Duties and Responsibilities

Key Responsibilities

Fire Safety Administration

- Support the coordination and documentation of fire drills, evacuation procedures and fire safety training across Oberstown premises
- Maintain up-to-date records of fire safety checks, testing and fire risk assessments
- Assist the Health and Safety Officer in tracking compliance and following up on audit findings
- Support the dissemination of fire safety information, guidance and awareness to staff

Training and Awareness

- Support the coordination and delivery of mandatory and specialist training
- On satisfactory completion of the Oberstown Fire Trainer Programme, deliver fire safety training and fire drills as set out in the Campus fire training manual and fire training matrix
- Provide fire safety training as, and when, necessary in order to equip all levels of staff with the critical knowledge, practical skills and confidence required to prevent fire and respond safely during an emergency
- Carry out periodic fire safety checks and audits in all buildings and across the campus, and report findings to the Health and Safety Officer

Incident and Risk Management

- Assist the Health and Safety Co-ordinator in recording, monitoring and maintaining all health and safety incidents, near misses and hazards in NIMS, ensuring information is accurate and up to date
- Support the Health and Safety Co-ordinator and Officer in investigating incidents and tracking corrective and preventive actions
- Generate NIMS reports and statistics to help identify patterns, risks and opportunities for improvement
- Assist with maintaining Oberstown's risk assessment documentation and monitoring the effectiveness of control measures

Administrative and Reporting Support

- Provide day-to-day administrative support to the Health and Safety team, including meeting coordination and minute-taking
- Maintain structured electronic filing systems for audits, incident reports and risk assessments
- Compile and prepare regular management reports, dashboards and safety performance indicators for review
- Draft correspondence, reports and summaries on behalf of the Health and Safety Office

General Responsibilities

- Act as a point of contact for staff queries regarding health, safety and fire compliance
- Promote a positive health and safety culture in line with Oberstown's organisational values
- Ensure confidentiality and compliance with GDPR and Oberstown's data protection policies when handling all safety-related information
- Undertake other administrative duties relevant to the post, as required

ISO Management Systems and Compliance

- Support the implementation and maintenance of Oberstown's ISO 45001 and ISO 45003 management systems, ensuring documents, registers and procedures are kept up to date
- Assist with the preparation and coordination of internal and external audits, ensuring documentation and evidence are collated and readily available

- Record and track non-conformances, corrective actions and continual improvement initiatives in line with ISO requirements

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 and desirable Qualifications

- Leaving Certificate or equivalent, with a relevant third-level qualification (QQI Level 6 or higher) in Health and Safety, Business Administration or a related discipline desirable
- A recognised health and safety qualification (e.g. IOSH Managing Safely) is desirable; candidates working towards NEBOSH National General Certificate will be favourably considered
- Willingness and ability to complete the Oberstown Fire Trainer Programme within an agreed timeframe, or hold an equivalent recognised Fire Safety Trainer / Fire Warden qualification
- QQI level 6 train the trainer qualification desirable
- Full clean manual driving licence is desirable

Essential Requirements

- Proven administrative experience within a large, multidisciplinary or public sector organisation
- Strong organisational and time management skills, with the ability to prioritise and meet deadlines
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and experience with data management systems
- High attention to detail, accuracy and record management
- Ability to work independently and collaboratively within a team environment
- Proven discretion and ability to manage sensitive and confidential information

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

- Experience in the creation of professional documents and presentations. Excellent MS Office skills to include, Word, Excel & PowerPoint and proficiency with Adobe professional applications

- Strong ability to generate and present documents in a professional manner, including writing, editing and proofreading skills
- Ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy project schedule
- Knowledge and experience of using an email system effectively e.g. Outlook
- Knowledge of IT based document management systems
- Excellent typing and data input skills

Communications & Interpersonal Skills

- Effective communication and interpersonal skills in order to deal effectively with a wide range of stakeholders
- The ability to present information clearly and concisely
- Strong oral and written communication skills
- The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role

Planning & Managing Resources

- Excellent planning and organisational skills, including structuring own workload effectively
- Exceptionally organised, detail orientated and pragmatic with an ability to manage competing demands and work to strict schedules and legislated deadlines
- The ability to use computer technology effectively
- Efficient use and maintenance of filing and document management systems
- The ability to manage deadlines and effectively handle multiple tasks
- The ability to manage within allocated resources and a capacity to respond to changes in a plan

Team Working

- The ability to work independently on own initiative and as part of a team
- The ability to establish a good working relationship with a wide range of internal and external stakeholders
- The capacity for management responsibility and initiative

Commitment to a Quality Service

- Great attention to detail and high levels of accuracy
- Awareness and appreciation of the needs of service users, colleagues, stakeholders, collaborators and wider audience members
- A commitment to promoting and maintaining high work standards
- A commitment to providing a professional service to internal and external stakeholders

Evaluating Information, Problem Solving & Decision Making

- The ability to retrieve, gather and analyse information from relevant sources
- A capacity to develop new ideas and proffer solutions to address problems

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 **Health Safety & Fire Administrator** please forward the above requested information via email to recruitmentmail@oberstown.com before 10th September 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 RECEIVE 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.