

Buildings & Estate Assistant Manager

Job Specification & Terms and Conditions

Job Title and Grade	Buildings & Estates Assistant Manager, Grade VI
Closing Date	15 th October 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent Contract
Salary Scale	The salary for this post ranges from €58,476 to €71,442 per annum. Secure Unit Allowance of €2,756.77 pro rata per annum.
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net per week.
Annual Leave	30 days annual leave pro rata
Reporting Relationship	The person appointed to the position of Buildings & Estate Assistant Manager will report to the Buildings and Estate Manager and be accountable to the Head of Corporate Services.
Purpose of the Post	The Assistant Manager Buildings and Estate will support the effective management, maintenance and development of the buildings, infrastructure, grounds, utilities, plant and physical assets across Oberstown. The post holder will contribute to ensuring that the campus provides a safe, secure, compliant, efficient and fit for purpose environment for young people, staff, visitors and service providers. Working within a complex 24/7 secure environment, the assistant manager will support the delivery of planned and reactive maintenance, facilities management, capital and minor works, statutory compliance, energy and sustainability initiatives, contractor management and estates related projects. The post holder will work closely with operational, residential, security, health and safety, finance, procurement and senior management colleagues to ensure that buildings and estate service support the organisations core purpose and the delivery of high quality care to young people.

Principal Duties and Responsibilities

Buildings and Estate Management

- Take direct responsibility for day-to-day operation, integrity, and continuous service delivery of all campus building systems, physical fabric, plant and infrastructure
- Supervise, schedule, and assign daily tasks to the in-house maintenance craft team and external contractors, ensuring minimal disruption to the front-line care and educational services on campus

- Coordinate, execute, and monitor comprehensive Planned Preventive Maintenance (PPM) and reactive maintenance programs.
- Partner with the Buildings & Estates Manager to evaluate, update, and optimize maintenance regimes, adjusting strategies to align with evolving institutional needs and international best practices
- Identify operational risks, structural defects, and improvement opportunities, ensuring swift and appropriate corrective action is taken.
- Actively assist in overseeing and management of the Total Facilities Management (TFM) contract to ensure vendor KPIs, SLAs, and service standards are met.
- Ensure all statutory inspections, equipment certifications, fire safety systems, and health & safety requirements are meticulously documented and kept up-to-date, maintaining an "everyday-auditable" profile for HIQA inspections.
- Oversee the rigorous testing, maintenance, and compliance documentation of all campus maintenance and reactive services
- Maintain clean, digitized asset registers and manage an efficient spares stock control system for operational consumables and critical components to minimize downtime
- Develop, update, and maintain an efficient spares stock control system for operational consumables and critical components to minimize system downtime.
- Assist in planning, procuring, and executing minor capital works, facility refurbishments, and building modernization projects.
- Support procurement processes, contract management efforts, and routine budget monitoring.
- Efficiently administer financial workflows, including validating contractor invoices, supporting procurement processes, and compiling cost-benefit analyses to ensure value for money.
- Identify risks, defects and improvement opportunities and ensure appropriate action is taken.
- Support energy efficiency, sustainability and value-for-money initiatives.
- Work collaboratively with the multi-disciplinary campus structure, including Residential Care Units, Care Unit Managers, Security, Finance, Procurement, and the Health & Safety function.
- Provide reports and advice to senior management.
- Participate in emergency response arrangements where required.

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

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.

Professional Knowledge & Experience

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

Commitment to providing a Quality Service

- Demonstrates a strong commitment to the delivery of quality service.
- Display awareness and appreciation of the young person and the ability to empathise with and treat others with dignity and respect.
- Demonstrates integrity and ethical stance.
- Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

Teamwork

- Demonstrate the ability to work on own initiative as well as part of a team.
- Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.
- Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues.

Problem Solving & Decision Making

- Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.
- Shows sound professional judgement in decision-making.
- Uses a range of information sources and knows how to access relevant information to address issues.
- Demonstrate resilience and composure in dealing with difficult situations.

Communications & Interpersonal Skills

- Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
- Demonstrates the ability to influence others effectively.
- Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
- Maintains effective working relationships with other departments and contributes to multidisciplinary quality and service improvement meetings.

Specialist Knowledge, Expertise & Self Development

- Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post.
- Demonstrate evidence of workshop machinery skills and in particular be able to demonstrate knowledge of safe working practices with machinery.
- Demonstrate a commitment to continuing professional development.
- Demonstrate a willingness to develop IT skills relevant to the role.

Eligibility Criteria Qualifications and/ or experience

Qualifications

The selection criteria below outline the qualifications, skills, knowledge and/or experience that the successful candidate will need to demonstrate for successful discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

Essential Criteria

1. Candidates must possess the requisite technical knowledge and ability, including a high standard of suitability for proper discharge of duties. e.g. engineering, construction management, electrical engineering, mechanical engineering, building services etc
2. Membership of a relevant professional body
3. Experience of capital projects, building regulations, budget management and public sector procurement
4. Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace and manage information in a shared system
5. Experience in a secure, residential, education or similarly regulated environment
6. Experience of working with children and particularly of working with children in challenging situations

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.
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:

- Confirmation of whether you hold a current, full, clean driving licence.
- Disclosure of any criminal convictions, where applicable.

In order to apply for the post of **Buildings & Estates Assistant Manager**, please forward the above requested information via email to RecruitmentMail@oberstown.com **before 15th October 2026 @ 5pm.**

Selection Methods

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

- shortlisting of candidates, on the basis of the information contained in their application.
- competitive interview.

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 HAVEN'T 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 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

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

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.