

**OPW**Oifig na
nOibreacha Poiblí
Office of Public Works**Candidate Information Notice****Open Recruitment Competition for position of****Safety Officer****in the Building Maintenance Service, Dublin****Competition Reference: 2024/010****Closing Date: 5:30pm on Friday, 2nd February 2024**

The Office of Public Works (OPW) invites applications for appointment to one position of **Safety Officer** in the OPW Building Maintenance Service based in Dublin. The successful candidate will be appointed as a Safety Officer for the daily operations of Building Maintenance Service, focussed on adherences to the Health, Safety and Welfare at Work Act. The appointee will be required to work on location at a variety of Heritage Services and Estate Portfolio sites/locations throughout Dublin and may be required to attend meetings and work in other OPW work, building and heritage site locations nationwide.

The position of a Safety Officer is a permanent Non-Established State Industrial post based on a 39-hour week (full-time) Monday to Friday, and the appointment will be subject to a probationary period of 7 months, which may be extended to 10 months under certain circumstances. Continuation in employment in the position, once appointed, is subject to satisfactorily meeting the requirements of the position and performing the duties as directed.

This is an OPW recruitment competition to which applicants with the minimum eligibility requirements may apply. Persons who wish to be considered for appointment to the above position should submit a completed application form, and copies of specified required documentation. Selection for appointment to the position will be determined by the Interview Board through a competitive interview process. The Interview Board will make its decisions based on the interview with each candidate who is invited to the interview.

Any offer of a position will be subject to the candidate satisfactorily meeting the OPW's requirements with regard to references, health and Garda vetting. In the event that the candidate does not satisfactorily meet the OPW's requirements in these regards, the candidate will receive no further consideration under the competition and will not proceed to appointment.

OPW Areas of Responsibility

The OPW's areas of responsibility include Heritage Services and Flood Risk Management. The OPW's Heritage Services has responsibility for the protection, care and maintenance of 780 heritage sites, nationwide, including national monuments, historical parks, gardens and buildings. The approach of the OPW Heritage Services is one of protection, management and presentation. It has a conservation remit to maintain the built heritage in State care, and an active role in facilitating presentation and public access. Over 10 million visitors are attracted to these high profile sites on an annual basis. The OPW's portfolio of properties is therefore a key national asset and plays a vital role in meeting the demand of foreign and domestic visitors in this regard. The OPW Heritage Services works with the SCA (State Claims Agency) and are guided by the principals of Visitor Safety in the Countryside Group (VSCG www.vscg.co.uk) in the management of public access to our sites.

Building Maintenance Service

OPW Building Maintenance Service (BMS) is part of OPW Heritage Services and comprises just over 150 staff across 8 no. depots in Dublin. BMS is responsible for the maintenance and conservation of over 140 buildings in the Dublin area, which includes the OPW National Historic Properties portfolio of buildings such as Dublin Castle and the Royal Hospital Kilmainham. It also includes buildings such as the Four Courts and Collins Barracks, all of which are very busy sites with complex staffing and public arrangements. The staff is made up of general operatives, specialist crafts persons, craft foremen, service managers and two area managers, as well as support staff in procurement and health and safety. Technical advice is offered from conservation architects who work closely with the BMS staff and have a role in the management of operations. BMS carries out the following services on its building portfolio; planned and reactive maintenance; small scale projects carried out in-house or with external contractors, conservation repairs to existing building fabric, advice and undertaking of projects in specialist craft area such as historic joinery, plasterwork and historic metalwork. BMS are also on call to provide services and in line with the vision of the OPW Statement of Strategy, BMS assists OPW *“to be the recognised lead in, and set the standard for the management and conservation of our buildings and heritage”*.

Essential Eligibility Requirements (at the closing date):

Candidates must have, on the closing date for receipt of applications the following minimum requirements:

- **A Level 7 Qualification (National Framework of Qualifications), in Occupational Health and Safety, (or equivalent) ***

OR

- A Level 8 Qualification (National Framework of Qualifications), in Occupational Health and Safety (or equivalent) ***

** Irish or Foreign qualification (deemed in a similar field of study) recognised as equivalent to the above qualification on the Irish National Framework of Qualifications.*

- **Satisfactory experience of Occupational Health & Safety and construction work, knowledge of construction methods, site and visitor management;**
 - **no less than one year post-graduate experience for applicants with a Level 8 Qualification;**
 - **no less than three years’ post-graduate experience for applicants with a Level 7 Qualification.**
- **A full, clean and current driving licence, minimum category B & W and use of own transport;**1,2**

Note:** ⁽¹⁾ If your Irish driving licence is restricted to driving cars with an automatic transmission only (denoted by the code 78 appearing on the licence), you are not eligible. ⁽²⁾ From 1 January 2021 if you are resident in Ireland and hold a UK/NI driving licence it is no longer valid to drive on here in Ireland. It is not legal for driving purposes and must therefore be exchanged. It is vital that you have a valid driving licence and that you are legally allowed to drive in Ireland by exchanging a UK/NI licence for an Irish driving licence. Further information available on: www.ndls.ie

In addition to the minimum eligibility requirements, ideally candidates must:

- Have a comprehensive knowledge of hazards associated with this work and knowledge of how to control same;
- Have a comprehensive knowledge of construction and general health and safety management systems;
- Have a comprehensive knowledge of Health and Safety Management as it applies to publically accessible sites and visitor attractions;
- Be computer literate and have the necessary IT skills to carry out duties;
- Possess a high level of interpersonal and communication skills;

- Have comprehensive knowledge of systems management including records management and reporting. Have experience of working with occupational health and safety management systems such as ISO45001

The Safety Officer Role

To fulfil the duties of Safety Officer as set out in the Safety Health and Welfare at Work (Construction) Regulations 2013.

The successful candidate will operate within Building Maintenance Service with the primary duty to assist Line Managers and Supervisory Staff in complying with health and safety legislation and any ancillary legislation that apply to their operations.

Responsibility

- Make recommendations on Health and Safety and request changes to practices on site through the site supervisor;
- Take corrective action on site up to and including suspension of work where there is a serious risk of accident or injury. (The Manager in charge must be informed of the action).

Responsibilities and Principal Duties of a Safety Officer.

Note: The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a Safety Officer in Building Maintenance Service. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

- Be familiar with the relevant Health and Safety Legislation, which affects the types of work being carried out;
- Carry out regular safety audits, including audits of site files/records/documentation;
- Carry out regular auditing of contractors work activities;
- Oversee a safe system of work for Building Maintenance Services;
- Identify hazards and assess risks on site as they arise;
- Advising the Building Maintenance Services managers and supervisors on the most appropriate control measures and systems of work to minimise risk;
- Communicate the Health and Safety requirements to managers, supervisors and workers on sites;
- Assist in the implementation, management and upkeep of Building Maintenance Services accredited Occupational Health and Safety Management system currently in place. To include: updating of Safety Statement, guidance documentation, SOP's etc. as required, Auditing of systems, Implementing of corrective and preventative actions, assist staff in the preparation and application of new Safe Operating Procedures(SOPs);
- Assist managers, supervisors and staff in the introduction, accreditation and ongoing auditing of an integrated management system to relevant ISO standards. (ISO9001 and ISO45001);
- Assist managers, supervisors and staff to ensure that Health & Safety issues arising in the workplace are addressed and work with all towards continual improvement;
- Maintain and update Risk Assessments and the Register of Health & Safety Legislation. Undertake risk assessments;
- Carry out and co-ordinate emergency procedures in conjunction with the site Managers/Safety Managers/Architect;
- Attend at Senior Staff meetings as required;
- Attend when required seminars/conferences with agency's such as the H.S.A. State Claims Agency, CIF, NISO, IOSH etc.;
- Provide induction Health and Safety training for new staff;
- Control, supervision, and instruction of staff as directed by the Site Managers/Safety Managers/Architect or Area Manager;
- Control & management of Health and Safety Training (hard copy and on the current safety training database);
- Assessment and development of Safety Training Courses;

- Develop and implement staff health & safety promotion policies and initiatives;
- Set up, management and control development of the Project Risk Assessment and Safety Plan Database;
- Ensure that all relevant registers e.g. chemical register & fire register are in place in all BMS districts;
- Co-ordinate statutory certification and update records for all lifting equipment and other plant as required;
- Organise Noise, Occupational Hygiene, and Vibration. monitoring where required;
- Co-ordinate Portable Appliance Testing every six months;
- Co-ordinate the certification of ladders, safety harnesses, lanyards every six months;
- Assist site managers in the management of public events as required;
- Identifying changes in existing relevant Health & Safety Legislation;
- Communication of Health & Safety matters to all employees (Training, Safety Statement, and Inspections);
- Organise & Minute Quarterly BMS Safety Committee Meetings as required;
- Organise the election of safety representatives when required;
- Provide assistance, advice and arrange training for Safety Representatives;
- Be available to discuss local safety issues with safety representatives as they arise;
- Investigate incidents. Report on incidents (accidents) and dangerous occurrences on a monthly basis and identify trends;
- Compile Health & Safety Statistics/Reports;
- Liaise with the State Claims Agency (SCA) in relation to accidents/incidents;
- Review, source and audit, PPE to ensure its suitability and report findings to line manager;
- Audit Health & Safety documents from contractors as required;
- Advising on scaffold safety in line with the current H.S.A. Code of Practice;
- Liaise with OPW asbestos unit in relation to BMS districts and suspected asbestos finds;
- Advise on obtaining specialist reports and investigations into hazardous materials, and mould/Lead based paint;
- Carry out and direct external consultants engaged on a programme of site audits;
- Carry out all other reasonable duties as may be directed by the Director / Principal Conservation Architect / Assistant Principal Conservation Architect, or by any other person to whom authority has been delegate and/or assigned, from time to time.

A Safety Officer is required to:

- demonstrate flexibility and mobility, consistent with the needs of the service;
- Carry out all work in a safe manner both to colleagues and to the public through understanding, observance and application of Health and Safety regulations;
- To successfully undertake training as and when required;
- To carry out other duties/works deemed by management as appropriate to the grade and to the position;
- Co-operate with the introduction of new work practices and technology.

Reporting Relationship

The Safety Officer reports to the Assistant Principal Architect Conservation, and to any other person to whom authority has been delegate and/or assigned.

Contacts with:

- staff of the Office of Public Works;
- members of the public;
- external contractors and suppliers;
- land/property owners,
- Other government agencies as appropriate,
- Various safety bodies.

Age

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age;

- the minimum age requirement for potential applicants is 18;
- the appointee, if a new entrant or an existing State Industrial Employee appointed on or after 1

January 2013, will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

Outside Employment

The position is whole-time and the appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

Ill-Health Retirement

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Health

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health and character. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status and character. The appointee will be asked to complete a health self-declaration statement and complete an on-line health questionnaire. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

Security Clearance

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The proposed appointee will be required to complete and return a Garda Vetting form that will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee resided. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointees.

Pay

The weekly pay scale for the Safety Officer position, as and from the 1st October, 2023 is as follows:

Incremental Progression	Point	Non – PPC (This rate will apply where the appointee is not required to make a Personal Pension Contribution)	PPC (This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and is required to make a Personal Pension Contribution.)
On commencement	1	€1,077.19	€1,131.85
After 2 Years	2	€1,194.41	€1,255.13

The successful candidate will be paid at the appropriate point of the pay scale.

Important Note: Increments may be awarded subject to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Payment will be made weekly by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of Public Works. Statutory deductions from salary will be made as appropriate.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

Other important information

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

Candidates' Obligations

- Candidates must not knowingly or recklessly provide false information;
- Candidates must not canvass any person with or without inducements;
- Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
- Candidates must not interfere with or compromise the process in any way;
- a third party must not personate 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/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post, or, if appointed, continue in employment in the post unless they:
 - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
 - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

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

Data Protection and Confidentiality Statement

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the driving licence, which will be retained for identification purposes in the event that a candidature proceeds to appointment and the qualification/training certificates which will be retained for administrative purposes, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations.

Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

Application Process and Selection Process

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process will be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When completing the Application Form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being the most suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, may be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same.

Appointments by the OPW to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to:

- Receipt of satisfactory references for the candidate;
- The candidate meeting the health requirements for the position;
- The candidate passing Garda Vetting Requirements.

If a candidate does not accept an offer of appointment, when made, that candidate may not receive further offers of appointment.

Candidates may be required to provide satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

An application form for the position is available on the OPW Website www.gov.ie/opw under 'Jobs at the OPW'. Advice and information that may be of assistance to applicants and interviewees is available on the OPW website www.gov.ie/opw.

Applicants **must** include, with their application form:

- A **clear copy** of the applicant's certificates of relevant qualifications in occupational health and safety;** (or equivalent);
*** Irish or Foreign qualification (deemed in a similar field of study) recognised as equivalent to the above qualification on the Irish National Framework of Qualifications.*
- A **clear copy** of the applicant's Driving Licence, back and front.
Note: A copy of your Drivers Licence will be used to verify your eligibility for the position and your identification, should you be offered an appointment to the advertised position.
- A **clear copy** of their Employment Permit, if applicable (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

If you are interested in being considered for the above position and you are satisfied that you meet the criteria as outlined above, please complete an Application Form and send with copies of the requested documentation by email to:

Recruitment@opw.ie

The closing date for receipt of completed Application Forms and the required documentation is **5:30pm on Friday, 2nd February 2024**. Applications received after this time will not be considered for the competition.

As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to recruitment@opw.ie as soon as possible.

The OPW will not be liable for any costs incurred in applying for the positions and/or attending an interview.

The OPW is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.