

**OPW**Oifig na
nOibreacha Poiblí
Office of Public Works

Candidate Information Notice

Open Recruitment Competition for the position of

Foreperson Grade 2

at

Doneraile House & Parklands, Co. Cork

Competition Reference: 2024/016

Closing Date: 5.30pm on Monday, 15th April 2024

The Office of Public Works (OPW) invites applications from eligible candidates for one position of **Foreperson Grade 2** in National Historic Properties, to be based at Doneraile House & Parklands.

The position is a full-time Non-Established State Industrial post based on a standardised 39-hour week, (Monday to Friday), and will be subject to a seven-month probation period which may be extended to 10 months under certain circumstances. Continuity in employment in the position of Foreperson Grade 2 will be dependent on the appointee fully meeting the requirements of the position during the Probation Period. The actual hours of attendance are determined by local management requirements, but flexibility in attendance may be required for attendance at evenings, weekends or on public holidays. Overtime payments will apply where appropriate.

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.

The selection process may include a short-listing process based on the information supplied on the application form and the competitive interview process, will be used by OPW to select the candidate that is deemed suitable for appointment to fill the position and a reserve panel, effective for a limited period, may be formed, and may be used to fill certain sanctioned Fixed Term or Permanent positions that may arise at Doneraile House and Parklands, Co. Cork.

Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same. In the event that an offer of an appointment is made, it will be made in the order of those on the reserve panel. Appointment to approved positions of employment are made as and when considered appropriate by OPW management.

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.

Overview

Doneraile Court Gardens & Parkland comprises 400 acres of National Historic Parkland and attracted c. 500,000 visitors to the parkland in 2023. The Estate's highlights include the magnificent Capability Brown-style landscape, still water lakes, the river Awbeg, bridges, tree plantations, formal gardens, a herd of Kerry Cattle and Sika, fallow and red deer. The 18th century house has undergone extensive renovation works and opened fully to the public in 2023.

The Role

The Foreperson Grade 2 is a supervisor-working grade. The primary function of the jobholder is to provide leadership and direction for the day-to-day operation of Doneraile House & Parkland with particular responsibility for events, building maintenance, gardens and parklands, visitor facilities, staff supervision, health and safety and security. The jobholder will liaise closely with Building Maintenance Services and Architectural Services on maintenance issues in the House and associated buildings, and will be responsible for the line management of the Gardening and General Operative teams and concessionaries and contractors within his/her area of operation. The Foreperson Grade 2 must be available for overtime as and when required.

Reporting Function:

The Foreperson Grade 2 reports to and takes direction from the National Historic Property management, Regional Management and any person to whom authority is delegated and/or assigned.

Essential Eligibility Requirements (at the closing date):

- **A Craft qualification;**
Or
- **Three years' proven Staff Supervisory Experience;**
- **A current full, clean driving licence (without endorsement) – minimum category B & W;***

*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.

- **A current Safe Pass Card;****

Note: ** Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course prior to the closing date will be accepted.

Desirable Requirements

- Work experience in office administration and management;
- Staff supervisory experience;
- Suitable experience in the conservation of built and natural heritage.
- Knowledge and/or experience in the procurement of goods and services;
- A recognised qualification e.g. Electrician, Media Technician, Events Coordinator, etc.;

Other Skills and Competencies

- A strong interest in Estate Management with a thorough knowledge of Health & Safety;

- Be able to demonstrate proven leadership skills including motivational skills and communication skills;
- Have a good working knowledge of the OPW Grievance and Disciplinary procedures for State Industrial Employees.
- Be proficient in information retrieval, analysis, accuracy and attention to detail;
- The ability to plan, organise and prioritise;
- The ability to achieve results through effective and timely completion of tasks;

Requirements and Principal Duties of a Foreperson Grade 2

Note: The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a **Foreperson Grade 2** in National Historic Properties:

- To manage, motivate, supervise, assignment of duties and train and develop staff within his/her area of operation, as directed by management;
- To liaise daily with staff to develop and manage work schedules in conjunction with them;
- To work closely with Guide staff, as relevant, developing their understanding of the content of the property, enabling them to deliver targeted guided tours to visiting groups;
- To take responsibility for all staff and any students of the property, paying particular attention to time keeping, punctuality, rostering, performance management and attendance at work;
- To ensure that pay-related matters such as overtime, holidays, time off, accident reports and all staff records are managed as directed by management;
- To engage in the preparation and transmittal of wages, as required;
- To ensure that all mandatory training of staff within his/her area of operation takes place as and when required;
- To assist in dealing with any grievance, dignity at work or related harassment and disciplinary matters that may arise within his/her area of operation, in accordance with the terms and conditions set out in the relevant State Industrial Employees' policy documents;
- To ensure that all aspects of the fabric of the property are maintained in good condition, adopting a proactive approach to avoid its degradation;
- To ensure a maintenance programme is in place and liaise with architects as required;
- To liaise with all OPW personnel including, but not exclusively, senior management, Architects, Engineers and Building Maintenance Services;
- To liaise with Building Maintenance Services on metalwork and other maintenance issues, preparing requisitions as necessary;
- To liaise with the Head Gardener and gardening staff in relation to the Gardens and Parklands;
- Identifying faults, placing calls to the M & E Helpdesk and ensuring works are managed correctly in an historic building;
- To liaise with and manage contractors on site ensuring that the highest level of excellence is delivered in a safe manner;
- To arrange and supervise the careful maintenance of all records/reports required. These records/reports may take the form of asset management systems, vehicle and machinery records, service reports and health and safety management systems that are currently in place or may be put in place in the future;
- To perform the role of Safety Supervisor of the site;
- To assist Management in procuring works, preparation of tender documents for goods and services and managing them on the site;
- To liaise with caterers to ensure that the catering concession or contractors and other licensees on site abide by their signed agreements and operate in a safe manner and provide good customer service;
- To liaise with suppliers of services to the property, ensuring that there is compliance with agreed work methods and procedures as appropriate to their business;

- To assist in the preparation of safety statements for Doneraile House & Parklands and to be familiar with the Health & Safety Statement;
- To ensure compliance with health and safety requirements where temporary constructions are concerned;
- To ensure that all staff adhere to Health, Safety and Welfare Regulations in force; to attend all Health and Safety committee meetings, that appropriate records are kept and that staff members abide by the Safety Statement;
- To ensure that all staff adhere to Health, Safety and Welfare regulations in force;
- To liaise with Gardaí, Fire Brigade, and any other Emergency Services as required;
- To ensure that adequate Personal Protective Equipment is ordered, available on site and is worn as directed;
- To manage the fabric of the property in such a way as to avoid accident or injury to visitors and staff;
- Checking invoices and receipts, updating stores software and stock records;
- Sign off on invoices and source quotes for equipment and consumables. Preparing, checking, filing and day-to-day management of payments for supplies and services;
- Communicating with suppliers and the public as required;
- To liaise with the contracted security company on all security matters on a daily basis;
- Adhering to all duties in relation to procurement as outlined in Office Notices & ISO procedures;
- Ensure proper and efficient use of all stores and materials supplied to sites in your charge;
- Report any misuse/abuse of the OPW time, materials, equipment by staff/contractors on site or any serious misconduct or breaches in discipline;
- Undertake the management and handling of animals including the maintenance of records for the deer and cattle herds on site ensuring OPW compliance with all statutory obligations;
- To assist in the development and planning of the property, its collections and public role;
- To liaise with the Park Superintendent and/or OPW management for Doneraile House & Parklands on landscape maintenance issues;
- To engage in the organisation and planning of events arising both on a regular basis and at short notice;
- To arrange facilities for events, state visits, shows, etc. and ensure smooth running of same;
- To assist Management in dealing and liaising with neighbouring properties and landowners;
- To carry out other duties which are considered appropriate to the grade, and as directed by National Historic Properties management.

Additional Duties specific to Doneraile Court Gardens & Parkland

- Ensure proper and efficient use of all stores and materials supplied to sites in your charge;
- Report any misuse/abuse of the OPW time, materials, equipment by staff/contractors on site or any serious misconduct or breaches in discipline;
- Undertake the management and handling of animals including the maintenance of records for the deer and cattle herds on site ensuring OPW compliance with all statutory obligations;
- Assist and work closely with the Foreperson Gr 2 and NHP Management Team at the sister site Annes Grove House and Gardens, when required;
- Support and liaise with contractors, specialists and event organisers working at the historic properties in your charge;
- Manage site records as required;
- To assist in all other duties as may be directed by the Park Superintendent and/or OPW management

Training & Development

- Attend and successfully complete relevant training courses in conservation, construction, supervision, management, health and safety, I.T. etc., as required by the OPW;
- Liaise with the NHP management to establish the extant competencies and the competencies required for employees within his/her area of operation; arrange required training, planning ahead on a multi-year programme;
- Under PMDS or other approved performance management and development systems, plan the training needs of your staff, with input from the Estate (Service) Manager/NHP Management.

The Foreperson Grade 2 is required to:

- Operate the Performance Management & Development System (PMDS) for staff directly reporting to him/her
- Demonstrate flexibility and mobility, consistent with the needs of the service;
- Contribute to and maintain a good team spirit and an effective team-working environment;
- Remain calm while working under pressure when effectively dealing with incidents;
- Make sound judgements in emergency situations;
- Work on own initiative in accordance with supervisor/manager instructions whilst being an effective part of a larger team;
- Apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- Apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- Carry out all work in an efficient and safe manner, in accordance with the directions of the supervisor/manager, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements;
- Successfully undertake training as and when required;
- Be capable of meeting the full range of the requirements of the position;
- Carry out other duties deemed by the supervisor/manager as reasonable and appropriate to the grade and to the position, which may be assigned from time to time;
- Co-operate with the operation of and introduction of new work practices and technology.

Special conditions apply

- Flexibility in attendance is required, including evening, weekend and public holiday attendance as and when required;
- Working without management supervision and/or alone;
- A neat appearance is essential;
- Manual handling and lifting of awkward / heavy loads;
- Environmental awareness;
- Working at heights and in confined spaces;
- Working in inclement weather conditions;
- Management of traffic and plant movement;
- Dealing sensitively with members of the public;
- Hazards – sharps, chemicals, traffic, wildlife, uneven/soft ground, disorderly members of the public;
- Working in Estate House and Parkland environments.

General Skills, Expertise and Competencies

- ICT usage and application;
- Supervision, management and rostering of staff;
- Organisational, planning and administrative skills;
- Communication, interpersonal and numeric skills;
- Analysis and decision-making;
- Leading and managing teams.

- Compilation, updating and management of safety plans;
- Event management;
- Management of hospitality, especially in hosting high profile events and visits;
- Management and monitoring of construction and refurbishing projects.

Contacts with:

- Staff of the Office of Public Works;
- Members of the public;
- Service/utility providers;
- Other public bodies, local authorities, external contractors and suppliers;
- Land and property owners.

This job description is intended as a general guide to the range of duties and it is neither definitive nor restrictive.

Reporting Relationship

The Foreperson Grade 2 reports to the National Historic Properties management team and to any other person to whom authority has been delegated.

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 position, 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. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard, the appointee will be asked to complete a health self-declaration statement. 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.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for certain appointment(s). The proposed appointee may 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. The person selected for appointment under this competition may receive an offer of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointee.

Pay

The pay scale for the **Foreperson Grade 2** 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 | €893.04 | €936.34 |
| After 1 Year | 2 | €912.12 | €956.42 |
| After 2 Years | 3 | €986.26 | €1,035.41 |
| After 3 Years | 4 | €996.98 | €1,046.82 |
| After 4 Years | 5 | €1,007.80 | €1,058.31 |
| After 5 Years | 6 | €1,018.76 | €1,069.96 |

The successful candidate will be paid at the appropriate point of the pay scale and Increases in pay will be awarded in line with Public Pay Agreements.

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.

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

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 recruitment process, 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 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 and Craft Qualification (*if applicable*), which will be retained for administrative purposes in the event that a candidature proceeds to appointment, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works record retention policy.

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

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a Stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a Stamp 4 visa.

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

To qualify candidates must be eligible by the date of any job offer.

Application Process and Selection Process

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process may 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 appointment 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 panel member does not accept an offer of appointment, when made, that panel member 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 your Craft Qualification; (if applicable)**

➤ **A clear copy of your Drivers Licence;**

***Note:** In addition to meeting the eligibility criteria for the role, a copy of your Drivers Licence will be used to verify the minimum eligibility Requirement and your identification.*

➤ **A clear copy of their SafePass card;**

➤ **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 are satisfied that you meet the criteria as outlined above, please complete an Application Form. Please send the application form and copies of the required documentation by email to:

recruitment@opw.ie

The closing date for receipt of completed Application Forms is **5:30pm on Monday, 15th April 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 position and/or attending an interview.

The Office of Public Works is committed to a policy of equal opportunity.

Please note that canvassing will disqualify