



COMPETITION NOTICE and JOB DESCRIPTION

**Office of Public Works
Open Recruitment Competition for position of**

Safety Officer

**Building Maintenance Services (1 position)
Dublin**

**Competition Reference: 2019009
Closing Date: 5:30pm on Thursday, 24th January 2019**

The Office of Public Works (OPW) invites applications for appointment to one position of **Safety Officer** in the OPW Building Maintenance Services based in Dublin.

The appointee will be required to work on location at a variety of Heritage Services sites and may be required to attend meetings and work in other locations within the Heritage Services Section.

The position is a Non-Established State Industrial post based on a 39-hour week (full-time) and the appointment will be subject to a probationary period of 7 months, which may be extended to 10 months under certain circumstances.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of certificates of attainment in support of their application.

A short-listing assessment, based on the information supplied in the applications, may be used by OPW to select the applicants who are to be invited to attend for competitive interview.

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

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 Services

OPW Building Maintenance Services (BMS) is part of OPW Heritage Services and comprises just over 150 staff across 7 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”*.

Eligibility Requirements

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

- A Level 7 Qualification (National Framework of Qualifications), in Occupational Health and Safety, is an essential minimum requirement. A Level 8 Qualification in Occupational Health and Safety is desirable.
- Satisfactory experience of Occupational Health & Safety and construction work, knowledge of construction methods, site and visitor management;;
 - no less than one year for applicants with a Level 8 Qualification;
 - no less than three years for applicants with a Level 7 Qualification.

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 BS OHSAS 18001.

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 Services 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 Services. 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;
- 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 the Occupational Health and Safety presently 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 or Park Superintendent;
- Attend at Senior Staff meetings as required;
- Provide induction 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 the Training Database;
- Development, preparation and organizing of the Annual Health and Safety Training Programme in consultation with the Director/Principal Conservation Architect/ Senior Management /Safety Managers;
- Assessment of 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 regions and Depots;
- Co-ordinate and update records for all lifting equipment and other plant as required;
- 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 Regional Safety Committee Meetings as 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;
- Review and audit the PPE kit and report findings to line manager;
- Audit Health & Safety documents from contractors as required;
- Advising on scaffold safety in line with the Code of Practice.
- Advise on obtaining specialist reports and investigations into hazardous materials and mould.
- 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 officer may not engage in private practice or be connected with any outside business, which would interfere or conflict with the performance of official duties. Clarification must be sought from line management where any doubt arises.

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 and Character

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.

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 **Safety Officer** weekly pay scale for the position is as follows:

Personal Pension Contribution (PPC)

| | | |
|-----------------|---------|-----------|
| On commencement | Point 1 | €992.63, |
| After 2 years | Point 2 | €1100.75. |

This rate will apply where the appointee is a new entrant or an existing State Industrial Employee appointed on or after 1 January 2013 and **is required** to make a Personal Pension Contribution.

Non-Personal Pension Contribution (Non-PPC)

| | | |
|-----------------|---------|-----------|
| On commencement | Point 1 | €944.70, |
| After 2 years | Point 2 | €1047.50. |

This rate will apply where the appointee **is not required** to make a Personal Pension Contribution.

Applications for the post

Applications for the post are invited from candidates who meet the essential eligibility requirements above.

The selection process for interview may include short-listing of candidates, to be invited for competitive interview, based on information supplied on the Application Form. In 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. Applications from OPW staff members will be assessed under this recruitment competition before applications from non-OPW staff members.

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

- A clear copy of their certificates of relevant qualifications in occupational health and safety;
- A clear copy of their Driving Licence, back and front or Passport. (required to verify the essential eligibility requirement, to verify age in respect of the age limits and to verify identification if successful in being appointed)
- A clear copy of their Employment Permit, if applicable.

Applicants invited for interview may be required to produce relevant original documentation at interview. Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

An application form for the position is available on the OPW Website at www.opw.ie in the 'Latest News Section' or under the 'Recruitment' tab.

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 (which must be signed) and return to:

**Recruitment
HR Management (Operational)
Office of Public Works
Jonathan Swift Street
Trim
Co Meath
C15 NX36**

**The closing date for receipt of completed application forms is
5:30pm on Thursday, 24th January 2018.**

Applications received after this time in HR Management (Operational) will **not** be considered for the competition. **Email applications will not be accepted for this competition.**

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.