

**Assistant Principal Officer  
Estate Management Unit, Climate,  
Sustainability and Capital Development Officer  
Permanent Position  
Ref: APOEM26**

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

<b>Proposed Timeframe</b>	Shortlisting will commence week beginning: 9 <sup>th</sup> March 2026 Interviews will be held the week commencing: 23 <sup>rd</sup> March 2026 <i>*All dates are subject to change and are for guidance only</i>
<b>Salary</b>	For persons entering public service for the first time, starting pay will be at the minimum point of the scale, €84,360. This is not negotiable. An incremental salary scale applies thereafter.  Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.
<b>Annual Leave</b>	30 working days per annum (pro rata).
<b>Hours of Work</b>	35 hours per week.
<b>Location of Position</b>	The position will be based in Camden Row, Dublin 8.
<b>Summary of Position</b>	<ul style="list-style-type: none"> <li>• The successful candidate will work within and support all aspects of Estate Management activities across City of Dublin ETB's wide and diverse Built Estate.</li> <li>• The successful candidate will be involved in all aspects of the management, upkeep and structural and strategic development of City of Dublin ETB's physical facilities including rented accommodation and infrastructure.</li> <li>• They will undertake management, supervision and implementation of planned capital development, planned maintenance procedures, health and safety, supervision of external professionals, contractors and other operational and commercial duties.</li> <li>• They will be involved in the ongoing development and management of City of Dublin's Climate Action plan and general Climate Action and Sustainability Strategy.</li> <li>• They will be involved in the ongoing development and management of City of Dublin ETB's developing Estate Strategy.</li> </ul>
<b>Requirements</b>	The ideal candidate will demonstrate the following: <ul style="list-style-type: none"> <li>• Minimum Level 8 on the National Framework of Qualifications or equivalent, in Civil Engineering, <b>or</b> Construction Management, <b>or</b> Architecture <b>or</b> Quantity Surveying.</li> <li>• Minimum of 5 years' post qualification experience at a senior level of an organisation engaged in significant building projects.</li> <li>• Display a solid understanding of, Public Sector Procurement, particularly Capital Building Procurement, CWMF procedures (Capital Works Management Framework), Building Regulations, Building Control Regulations Health &amp; Safety</li> </ul>

	<p>legislation generally, Health &amp; Safety Construction Regulations, Public Works Contract administration.</p> <ul style="list-style-type: none"> <li>• Display a solid understanding the European and Domestic legislative environment underpinning the challenge to decarbonise City of Dublin ETB’s wide and diverse building stock.</li> <li>• Display an understanding of the aims and objectives of the National Climate Action Plan 2025 (and predecessors) and the Climate Action and Low Carbon Development Act 2021 together with knowledge of key climate action areas, including: Energy, Decarbonisation, Retrofitting, Sustainable Mobility, Sustainable Energy, Just Transition, and Biodiversity.</li> <li>• Display a high level of technical competence in the area Climate change and demonstrates experience in formulating, implementing and managing strategies, plans, studies or processes including stakeholder engagement.</li> <li>• Display an ability to gather and assess technical data and to convey this information across a spectrum of stakeholders in a language that is understandable and significant.</li> <li>• Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace and manage information in a shared system.</li> <li>• Be a self-starter capable of working on their own initiative with strong multitasking capability and flexibility.</li> <li>• Excellent planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment.</li> <li>• Technically competent with the ability to set and track project milestones and deliverables.</li> <li>• Excellent leadership skills with the ability to manage staff and other resources effectively to deliver high quality output within tight timeframes.</li> <li>• Proven records as a team player with a flexible approach.</li> <li>• Highly developed oral and written communication skills, including negotiation, project management, report writing and presentation skills.</li> <li>• Experience of developing procedures and implementation and monitoring of same.</li> <li>• Full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.</li> </ul>
--	--

<p><b>Principal Duties and Responsibilities</b></p>	<p>The main duties and responsibilities, outlined above and listed below, are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office:</p> <p><b><i>Capital Projects and Development of Estate Strategy</i></b>  <b>Major, Minor and Small Works Contracts including but not limited to New Build, Major Extensions, Minor Extensions and Temporary Accommodation. Working with City of Dublin ETB’s Estate Management Unit the successful applicant will be required to:</b></p> <ul style="list-style-type: none"> <li>• Plan and prepare applications for funding for capital works.</li> <li>• Working with the Building Unit, assist in the managing of City of Dublin ETB’s developing Estate Strategy.</li> <li>• Supervise Professional Service Providers and Contractors to ensure compliance with their brief, the Planning and Development Act, Building Control Act, Fire Services Act, Health and Safety Act, Building Regulation, Building Control Regulations, and DFHERIS / Department of Education’s TGDs.</li> <li>• Financial Management of both DEY and SOLAS approved capital building projects, including financial monitoring of receipts and expenditure across all stages of the project, prompt payment of invoices, reconciliation of accounts, and provide the required details to allow for drawdown / cash-flow from funders providers.</li> <li>• Maintenance of a capital projects register.</li> <li>• Preparation of SOLAS buildings capital returns and liaising with Finance in relation to the submission of same.</li> </ul>
---	---

- Liaise on behalf of City of Dublin ETB between schools / centres, Professional Services Providers, DEY / DFHERIS / SOLAS and others in relation to capital, building and maintenance projects.
- Liaise with City of Dublin ETB and other Health and Safety advisors as appropriate in relation to Capital and Building projects.
- Provide an audit trail for all decisions on Capital Projects and Building Works.
- Ensure files are audited for completeness at the end of each project.
- All documentation relating to works is held in an appropriate format and is available for audit.
- Review building plans and attend buildings / extension planning meetings and handovers.

#### ***Climate Action and Sustainability***

**The Successful Applicant will be required to work with the Estate Management Unit in the design, development and delivery of City of Dublin ETB's Climate Action Plan and additional relevant climate action initiatives and policies, including but not limited to:**

- Supporting the Estate Management Unit in the development and roll-out of programmes and campaigns to promote climate action to all stakeholders within City of Dublin ETB.
- Supporting the Estate Management Unit in the development of progress reports and overseeing expenditures relevant to Climate Action.
- Support the Estate Management Unit and wider organisation in engaging with diverse external stakeholders in the area of Climate Action and assist in developing required documentation to ensure City of Dublin ETB meets all statutory and general obligations in the area of Climate Action and sustainability.
- Assist in Energy Management and Conservation Measures; develop an Organisation Energy Management Statement and oversee its implementation.

#### ***Maintenance***

**General Repairs and Maintenance, planned Preventative Maintenance, Capital and Refurbishment Projects. Working with City of Dublin ETB's Building Unit the successful applicant will be required to:**

- Develop, manage and implement the Accommodation Maintenance Strategy for all properties.
- Conduct regular technical and maintenance inspections.
- Supervise Professional Service Providers and Contractors to ensure compliance with their brief, the Planning and Development Act, Building Control Act, Fire Services Act, Health and Safety Act, Building Regulations and Department of Education's TGDs.

#### ***General Duties***

**Working with City of Dublin ETB's Building Unit the successful applicant will be required to:**

- Review leases and negotiate with potential and existing landlords.
- Ensure compliance with building contract matters ensuring the effective risk management of such contracts.
- Prepare and review tenders and assist in the procurement and appointment of
- Ensure files are checked for completeness at the end of the project including the Safety File.
- Plan and prioritise work in terms of importance, timescale and other resource constraints, reprioritising in light of changing circumstances as they may occur.
- Assist with gathering the necessary statistical information on an ongoing basis and prepare reports as required.
- Assist with insurance matters with regard to Contractor's Insurance.
- Assist with developing property portfolios, drawing registers, safety files and other records as required.
- Lead and manage staff.
- Undertake any such other duties, responsibilities and projects that may be assigned by the Delegated Officer / Director / Chief Executive.

## Competencies

### ***Leadership***

- Actively contributes to the development of the strategies and policies of the Department / Organisation.
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
- Leads and maximises the contribution of the teams as a whole.
- Considers the effectiveness of outcomes in terms wider than own immediate area.
- Clearly defines objectives / goals & delegates effectively, encouraging ownership and responsibility for tasks.
- Develops capability of others through feedback, coaching & creating opportunities for skills development.
- Identifies and takes opportunities to exploit new and innovative service delivery channels.

### ***Analysis & Decision Making***

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue.
- Understands complex issues quickly, accurately absorbing and evaluation data (including numerical data).
- Integrates diverse strands of information, identifying inter-relationships and linkages.
- Makes clear, timely and well-grounded decisions on important issues.
- Considers the wider implications of decisions on a range of stakeholders.
- Takes a firm position on issues s/he considers important.

### ***Management & Delivery of Results***

- Takes responsibility for challenging tasks and delivers on time and to a high standard.
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.
- Ensures quality and efficient customer service is central to the work of the division.
- Looks critically at issues to see how things can be done better.
- Is open to new ideas initiatives and creative solutions to problems.
- Ensures controls and performance measures are in place to deliver efficient and high value services.
- Effectively manages multiple projects.

### ***Interpersonal & Communication Skills***

- Presents information in a confident, logical and convincing manner, verbally and in writing.
- Encourages open and constructive discussions around work issues.
- Promotes teamwork within the section, but also works effectively on projects across Departments / Sectors.
- Maintains poise and control when working to influence others.
- Instils a strong focus on Customer Service in his/her area.
- Develops and maintains a network of contacts to facilitate problem solving or information sharing.
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system.

### ***Specialist Knowledge, Expertise and Self Development***

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department / Organisation.
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities.
- Is considered an expert by stakeholders in own field / area.
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.

### ***Drive & Commitment to Public Service Values***

- Is self-motivated and shows a desire to continuously perform at a high level.

	<ul style="list-style-type: none"> <li>• Is personally honest and trustworthy and can be relied upon.</li> <li>• Ensures the citizen is at the heart of all services provided.</li> <li>• Through leading by example, fosters the highest standards of ethics and integrity.</li> </ul> <p><b>Note:</b> Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.</p> <p>Ideally you should include all elements of the STAR competency framework which is outlined as follows:</p> <table border="1" data-bbox="496 465 1453 611"> <tr> <td><b>Situation</b></td> <td>Present a challenging situation you found yourself in.</td> </tr> <tr> <td><b>Task</b></td> <td>What did you need to achieve from the situation?</td> </tr> <tr> <td><b>Action</b></td> <td>What action did you personally take to achieve this?</td> </tr> <tr> <td><b>Result</b></td> <td>What was the result of your action?</td> </tr> </table>	<b>Situation</b>	Present a challenging situation you found yourself in.	<b>Task</b>	What did you need to achieve from the situation?	<b>Action</b>	What action did you personally take to achieve this?	<b>Result</b>	What was the result of your action?
<b>Situation</b>	Present a challenging situation you found yourself in.								
<b>Task</b>	What did you need to achieve from the situation?								
<b>Action</b>	What action did you personally take to achieve this?								
<b>Result</b>	What was the result of your action?								

<p><b>Terms &amp; Conditions of Appointment</b></p>	<ul style="list-style-type: none"> <li>• The appointment will be subject to the sanction of the Chief Executive.</li> <li>• Any offer will be subject to the receipt of two satisfactory references.</li> <li>• The appointment will have a probationary period, details of which will be stipulated in the contract of employment.</li> <li>• Appointment is to City of Dublin ETB as a whole. City of Dublin ETB reserves the right to transfer staff as the needs of the organisation dictate.</li> <li>• The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.</li> <li>• For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.</li> <li>• Extern work may not be undertaken without the prior consent of City of Dublin ETB.</li> </ul>
---	--

<p><b>Citizenship Requirements</b></p>	<p>Candidates should note that eligibility to compete for posts is open 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 agreement may also apply. Please visit the link below for updates to these requirements:  <a href="#">Coming to Work in Ireland - Workplace Relations Commission</a></p> <p>Please note that upon appointment the successful candidate must have valid right to work status.</p>
--	--

<p><b>Termination</b></p>	<p>The appointment will be terminated by one month's notice in writing on either side.</p>
---------------------------	--

<p><b>Garda Vetting</b></p>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
-----------------------------	---

<p><b>Sick Leave and Special Leave</b></p>	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.</p>
--	--

<p><b>Superannuation &amp; Retirement</b></p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <a href="http://www.singlepensionscheme.gov.ie">www.singlepensionscheme.gov.ie</a>.</p>
---	---

	<p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> <li>• Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).</li> <li>• Retirement Age: Scheme members must retire on reaching the age of 70.</li> <li>• Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-dated each year by reference to CPI).</li> <li>• Post retirement, pension increases are linked to CPI.</li> </ul>
<p><b>Pension Abatement</b></p>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension <b>will be subject to abatement</b> in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. <b>Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</b></p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community &amp; Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p><b>Department of Education Early Retirement Scheme for Teachers Circular 102/2007</b></p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>
<p><b>Exclusions</b></p>	<p>Candidates should note that persons who have taken part in Public Service early retirement schemes including the following are not eligible to take part in this competition:</p> <p><b>Incentivised Scheme for Early Retirement (ISER):</b> It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the <b>same employment or the same sector</b>. Therefore, such retirees may not apply for this position.</p> <p><b>Department of Health and Children Circular (7/2010):</b> The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which</p>

	<p>time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p><b>Department of Environment, Community &amp; Local Government (Circular Letter LG (P) 06/2013:</b> The Department of Environment, Community &amp; Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p> <p><b>Collective Agreement Redundancy Payments to Public Servants:</b> The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
<b>Ill Health Retirement</b>	Please note that where an individual 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.
<b>Pension Accrual</b>	A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
<b>Additional Superannuation Contribution</b>	Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.
<b>Declaration</b>	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. 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.
<b>Referees</b>	<p>Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.</p> <p>Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.</p>

**Notes:**

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link below.
- Creating a profile is **NOT** applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number. If you do not receive this confirmation you have not applied for the position.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to [applications@cdetb.ie](mailto:applications@cdetb.ie). You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Completed online applications should be submitted no later than:

**12 noon on Monday 9<sup>th</sup> March 2026**

***Late applications will not be accepted. Shortlisting may take place.***

***Canvassing will disqualify.***

***City of Dublin Education and Training Board is an equal opportunities employer.***