



Buildings Support Officer

Grade VI/ Ref 13.26



Closing Date:
Wednesday, 29th April 2026 at 12 noon

Interviews will be held the week beginning 4th May 2026

Education and Training Boards Ireland (ETBI) is an equal opportunities employer.

Education and Training Boards Ireland (ETBI) is committed to attracting, recruiting, developing and retaining the highest caliber of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. Our aim is to attract the best people who have the experience, knowledge, skills, abilities and competencies to support ETBI's mission. ETBI supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts.

Buildings Support Officer Education and Training Boards Ireland (ETBI)

Overview of main functions carried out by Education and Training Boards Ireland

Education and Training Boards Ireland (ETBI) is the national representative body established to collectively represent the sixteen Education and Training Boards (ETBs) and promote their interests, which is recognised by the Minister for the purposes of the Education and Training Boards Act 2013. ETBI comprises of the staff of ETBI, the ETBI Chief Executives, Directors of Further Education and Training, Directors of Schools, Directors of Organisation, Support and Development Forums and the respective networks and groups associated with these forums.

Mission

ETBI'S mission is to lead and advance the continued development of education, training, and youth work in Ireland.

Vision

To harness our strength to influence and promote a strong education and training sector through collaboration and collective effort.

Values

ETBI's five core values represent the core values of the ETB sector working collectively. Core values are like "branding" but on the inside. They help ETBI to make informed decisions and unify the culture. This will help ETBI hold ourselves accountable and others accountable in decision-making and in our engagement with partners and other stakeholders. The five core values are **Excellence, Care, Equality, Community and Respect**.

- **Excellence** includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of people involved.
- **Care** is about the welfare, wellbeing, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.
- **Equality** is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified in targeting resources on those who have need and prioritising a culture of inclusion.
- **Community** encompasses learners, their families, staff, and the local communities in which our services are based. It is about having shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in productive collaboration, positive contributions, and effective communication amongst all stakeholders.
- **Respect** is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that impacts positively on the rights, feelings, and aspirations of the diversity of people.

Buildings Support Officer, Role Description:

Role Description:

Due to transition within the Team, a Buildings Support officer, Grade VI, is now required for the ETBI Buildings and Climate Team. The Buildings Support Officer will report to the Buildings Officer and will be responsible for liaising with DFHERIS, DoEY, SOLAS, ETBs, SEAI, OGP and other Government Departments, and provide enhanced support to the Buildings Section in ETBI; including, but not limited to Buildings, Property, Climate Action, Sustainability and Procurement. Duties will also include, responsibility for organising and managing events, both internally and externally, including giving presentations on various subjects associated with the role.

Main Duties

The role of the Buildings Support Officer will include (but not limited to) the following:

- Provide support to the Buildings & Property Forum, Procurement Forum and Climate & Sustainability Forum and for the ETB sector, contributing to the development and implementation of ETBI strategy in these areas.
- Support ETBI engagement with procurement initiatives, ensuring an ETB-wide consistent approach and compliance with national procurement requirements.
- Build and maintain effective working relationships with internal and external stakeholders (including DFHERIS, DoEY, ETBs, SOLAS, SEAI and other funding agents) and represent ETBI/ETB sector interests, as appropriate.
- Provide administrative and operational support, including planning and prioritising work, efficient management of role-related tasks, and maximising the use of technology to improve service quality and efficiency.
- Support the Buildings Officer and the ETB sector with meetings, events, conferences, working group and forum coordination (internal and external), including engagement with sector and external stakeholders.
- Develop, deliver and support energy and sustainability courses and/or advice to the ETB sector, as required and under the direction of the Buildings Officer.
- Support ETBI in achieving appropriate governance, compliance, controls and performance measures to deliver efficient, high-value services consistently.
- Develop, in conjunction with ETBI management, KPIs appropriate to capital projects within the ETB sector and support achievement against agreed targets.
- Maintain accurate administrative and financial records, including compiling and managing records on spending against PM Services within ETBs.

- Generating reports as required and submission to SOLAS, DoEY as required.
- Disseminating timely reports to the Executive, Board and other stakeholders, as required.
- Attend conferences and trade shows as required and represent ETBI and the ETBs.
- Ensure regular two-way communication between line management and senior management and undertake other related duties as required.
- Provide administrative support to the ETB sector
- Provide support to the procurement team, as directed, from time to time
- Plan and prioritise work in terms of importance, timescales, changing requirements and other resource constraints
- Explore and support enhanced ways of collaboration as a sector to deliver on sectoral procurement initiatives e.g. hubs of expertise, development of ETB led frameworks through EPS.

This job description is intended to give a general description of the duties assigned and this not intended to be either restrictive or definitive and may be amended to reflect duties appropriate to the Grade of the successful candidate.

Competencies Required:

The Buildings Support Officer will be required to show evidence of the following competencies:

Leadership

Inspiring and energising others to achieve personal and organisational success.

- Creates team spirit and helps direct individuals towards the achievement of the team and organisational goals.
- Works as part of the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the forums / groups as required
- Lead the team by example, coaching and supporting individuals as required.
- Places high performance on staff development, training and maximizing skills and capacity of team.
- Takes a stand on issues he/she feels strongly about but supports a decision once it is made.
- Accepts accountability for own actions and maintains a positive outlook.
- Conveys a positive outlook even during periods of stress or change.
- Accepts responsibility and holds themselves accountable for getting things done.
- Quickly adapts to changing priorities/decisions, demonstrating support for the team and organisational goals.

Developing Self and Others

Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing developmental opportunities to others and taking ownership of own learning and others.

- Promotes information sharing within the team and encourages learning as integral to the team’s daily activities.
- Provides time for the team to share information from a variety of sources, demonstrating that learning is integral to work.
- Surrenders interesting jobs to others to help broaden and strengthen their capabilities.
- Exchanges information with a wide range of contacts to keep abreast of new ideas, technology etc.
- Take responsibility for their own learning.
- Listens to feedback and makes appropriate changes.
- Finds expedient ways to develop new skills in the absence of formal training
- Shows a genuine interest and time commitment to developing their own skills and knowledge.
- Admits to, takes responsibility for, and learns from their own mistakes.

Innovation & Creative Thinking

Generating and implementing creative solutions to achieve ETBI Strategic goals, conceptualising and articulating future opportunities and trends.

- Assists the team in the development of new ideas and ways to work.
- Considers how new ideas/trends may affect the team.
- Shares new ideas/trends with the team, asking how those trends could be turned into opportunities for the team.
- Engages others in “what if” thinking to encourage them to find new and better ways of working.
- Provides time for brainstorming and the sharing of ideas.
- Stays informed and find more effective ways of working.
- Asks questions, reads etc. To stay well informed
- Thinks “outside the box” and is not constrained by traditional ways of doing things.
- Offers suggestions to improve the ways things are done.
- Takes the initiative to try new things.

Learner & Stakeholder Focus

Maintaining learner/stakeholder focus, understanding their needs, providing realistic commitments, and taking responsibility for delivering on those commitments.

- Works with the team to develop a better understanding of the learner or stakeholders’ circumstances to provide the most effective service.
- Engages with stakeholders whenever possible to better understand their business and build relationships.
- Works with the team to ensure that learners/stakeholders are kept informed as their requests are being managed.

- Seeks feedback from learners/stakeholders, listening and responding positively to suggestions and criticisms.
- Demonstrates awareness of their own ability to impact the learner or the stakeholder
- Asks questions to clarify the learner's/stakeholder's needs.
- Provides realistic expectations at the outset of an interaction to build confidence and trust.
- Goes out of their way to help the learner or stakeholder and offers alternate solutions where the request is impossible to meet.
- Answers learner/stakeholder questions or helps them to find the answer elsewhere.
- Provides personal attention to ensure each learner/stakeholder feels treated as an individual.

Results Focused and Business Aware

Maintaining a focus on the important issues to achieve and improve results and awareness, applying sound business principles and effective operational practices to drive a successful outcome.

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.
- Works to and meets tight deadlines.
- Applies extra effort and a positive attitude to handle periods of high demand.

Communication

Exchanging information and ideas with others to promote effective discussion and decision-making; promoting two-way communication.

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between sector, ETBI senior management and external stakeholders.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Knowledge of SharePoint and file management systems

Specialist Knowledge, Expertise and Self Development

- Demonstrates an understanding of relevant policies, standards, processes and procedures of awarding bodies
- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of ETBI and the ETB sector.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.

Essential Requirements

The successful candidate will:

- Have at least two years in a Grade IV, or higher post, or equivalent, in the Education and Training Sector.
- A qualification at Level 7 or above on the National Framework of Qualifications, or its equivalent, and/or significant relevant work experience in the area of Sustainability, Environment, or associated fields.

Desirable experience, skills and attributes:

- Excellent written communication skills.
- Highly developed analytical skills: Ability to collect and analyse large amounts of information from different sources efficiently and effectively
- Highly developed observation skills: ability to work in a highly accurate manner, paying close attention to detail and keeping records of their work.
- A good level of experience or knowledge of ETBs and their work.
- Demonstrated experience of engaging productively as team member and team lead with internal and external stakeholders, individually and collectively, in operational and project settings.
- Demonstrated adaptability, flexibility, resilience, and ability to work effectively under pressure to consistently meet targets.
- Substantial experience of project and programme management with an associated track-record of excellence in timely execution and successful completion.
- Experience of training / presentation skills
- Knowledge of Procurement, including eTenders platform, OGP services contracts and CWMF – Works and Works related contracts

NOTE: Qualifications/eligibility may not be verified by ETBI until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would

indicate a reasonable prospect of ability to render regular and efficient service.

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 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.

Citizenship Requirement:

Candidates should note that eligibility to compete 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, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

CONDITIONS OF SERVICE

Terms of Appointment

This appointment is for an initial specified purpose (1 year) but may be extended subject funding being renewed. The position includes a six-month probationary period. If, at any point during this period, the appointee is deemed unsuitable for the appointment, the probation may be terminated.

Secondment from the education sector may be considered for the filling of the position.

Remuneration

The Grade VI salary scale as of 1st February 2026 is €57,896 - €70,731 (including two long service increments)

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay-scale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Public Servant.

Annual Leave

The Buildings Support Officer will be entitled to 27 working days holidays in each year (in addition to the usual Public and Bank Holidays) to be taken at a time or times convenient to the ETBI. The successful candidate will be required to take annual leave for the period of the Christmas closure of ETBI.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETBI staff generally.

Different conditions may apply, if, the successful candidate is seconded from the education sector (public servant).

Termination

The appointment will be terminated by one month's notice in writing on either side.

Pension

The Buildings Support Officer will be required to join the ETBI's pension scheme.

If the Buildings Support Officer is seconded from the education sector (public service), the rules of the superannuation scheme applicable to their substantive grade will apply.

Location

The place of work for the Buildings Support Officer will be ETBI Head Office or such other office location within the ETBI as determined by the General Secretary. Remote working will be considered in this role in agreement with the line manager. The Buildings Support Officer may be required to travel, within and/or outside, of Ireland in the performance of his/her duties.

Maternity / Adoptive / Carers / Parental / Force Majeure Leave

Maternity / Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

SELECTION PROCESS

How to Apply

Applicants should follow the link to the online application form on www.etbi.ie/recruitment. Only applications made through the online application process will be accepted.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETBI is satisfied that such person fulfils the requirements.

Notes:

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 submitting applications are not the responsibility of ETBI. Therefore, candidates are strongly advised to submit applications well before the **12 noon on Wednesday 29th April** deadline.

Closing Date and Time:

Your application must be submitted and received not later **12 noon on Wednesday 29th April**. It will not be possible to submit applications after this date and time.

Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by the ETBI.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview

The Selection Process will include:

- A competitive interview
- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. If the numbers applying for the position are such that it would not be practical to interview everyone, ETBI may decide to employ a short-listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short-listing exercise that may be employed, ETBI examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience on the application form.

GENERAL INFORMATION

Security Clearance:

ETBI is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other Important Information

ETBI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETBI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position Education and Training Boards Ireland will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, Education and Training Boards Ireland may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

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

Data Protection

ETBI process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

Latest date for receipt of completed applications for the above post is:

12 noon on Wednesday 29th April

- **IT WILL NOT BE POSSIBLE TO SUBMIT APPLICATIONS AFTER THIS DATE AND TIME**
- **CV's WILL NOT BE CONSIDERED**
- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER