



An Garda Síochána
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Open Competition for Appointment to the role of

Facilities Manager

in Garda College, Templemore in An Garda Síochána.

Name: _____

Work Phone No: _____

Home/Mobile No: _____

Email address: _____

Candidates should note that all communications relating to this competition, including the provision of results will issue to the email address provided.

Please submit to HRPD.StaffCompetitions@garda.ie or post to Garda Staff Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath, C15 DR90 not later than 5.00 pm on 7th June, 2019.

THE DIFFERENCE IS YOU

An Garda Síochána
Open Competition for appointment to Facilities Manager

APPLICATION FORM

Section 1: Personal Details

Title (Mr, Mrs, Ms etc): _____

First Name: _____

Surname: _____

Current Position: _____

Home address: _____

Correspondence address: _____

(if different from above) _____

Work Phone No: _____

Home/Mobile No: _____

Email address: _____

Statistical Information*

Gender: _____ Date of Birth: _____

Do you require any special facilities to assist
with your participation in any stage of this competition? _____ (Yes/No)

(If "Yes", please specify) _____

Do you possess an up to date Safe Pass card? Yes / No

Please provide Expiry Date of your Safe Pass card. _____

IMPORTANT NOTE:

Candidates should note that the information presented in this application form will play a central part of any short-listing process. The decision to include you on the short-list of candidates going forward to Stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth, should you be called to interview.

Additional documentation provided by the candidate, such as a Curriculum Vitae, will *not* be considered as part of any short-listing process.

Section 2: Educational Qualifications

List each qualification and year attained. **Start with most recent qualification.**

Year obtained and Grade obtained	Full title of Qualification(s) held	Subject(s) in final exam	University, College or Examining Authority
Year:			
Grade:			
Year:			
Grade:			
Year:			
Grade:			
Year:			
Grade:			

Section 3: Career History

Starting with your current role, please give details of current post/responsibilities and prior posts. Give the start date and the end date for each period of employment and include any breaks in employment. Please also indicate if the position was Permanent (P), Temporary (T), Full time (F) or Part-time (PT)

Title of Post	Length of time in post Start Date End Date		(P), (T), (F),(PT)
Details of post and responsibilities			
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Title of Post	Length of time in post Start Date End Date		(P), (T), (F),(PT)
Details of post and responsibilities			

Section 4: Statement of Suitability

Please specify what experience, involvements and/or special qualities you have which you believe equip you for the position for which you are applying. Your answer should make reference, but is not restricted, to the criteria listed under **Requirements for the Role** in the information booklet.

Section 5: Further Information

A. Experience

For each work area listed below, indicate your level of experience (tick)			
	Extensive	Occasional	None
Management and Leadership Skills			
Statutory Inspections			
Building Services			
Implementation of Health and Safety			
Implementation of Fire Safety Controls			
Implementation and Oversight of Security Controls			
IT Skills			

B. Knowledge

For each work area listed below, indicate your level of knowledge (tick)			
	Extensive	Occasional	None
Knowledge of principles and practices of project management			
Knowledge of principles and practices of business administration			
Knowledge of financial principles and practices			
Knowledge of human resource management principles and practices			
Knowledge of tendering, procurement and contracts			

Section 6: Competencies for the grade of Facilities Manager

Applicants should have all the attributes required of an Facilities Manager and in particular they must demonstrate, by reference to specific examples from their career to date, that they possess or have the capacity to acquire the qualities, skills and knowledge as identified in the competencies below. For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome. **(Maximum of 300 words per competency)**

1. Specialist Knowledge, Facility Operational Activities

Ability to effectively run day-to-day operations/services of a facility including: Accommodation, Catering, Reception, Waste Disposal, Security and Cleaning. Optimises the workplace environment including the activities involving, space management, energy management, service management, waste recycling initiatives, building maintenance, security services and refurbishment projects. Has a clear understanding of the role, objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation. Develops and manages the procurement of all projects, addressing client requirements, developing supplier chains, managing complaints and providing customer service. Manoeuvres through complex business obstacles effectively by planning his/her approach appropriately. Implements quality and efficient management systems. Has a vast knowledge base about the industry including, services, financial and legislative requirements.

2. Strategic Thinking and Risk Management

Formulates and communicates facilities policies. Looks for new or alternative ideas from a wide range of sources; monitors developments and looks for applications to support current and future business needs and opportunities. Anticipates future consequences and trends accurately; has broad knowledge and perspective; verbalises and projects credible possibilities likelihoods and outcomes. Creates competitive and breakthrough purchasing & contract strategies and plans. Adopts a proactive approach to the management of future uncertainty, allowing for identification of methods for handling risks, which may endanger people, property, resources or credibility. Reacts positively and quickly towards emergencies like fire, safety and health hazards Implements effective Health and Safety policy and emergency procedures.

3. 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 team 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.

4. Judgement, Analysis and Decision Making

Researches issues thoroughly, consulting appropriately to gather all information needed on an issue. Understands complex issues quickly, accurately absorbing and evaluating 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.

5. Management and 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. 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.

6. Interpersonal and 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 and works effectively on projects across Departments/Sectors. Maintains poise and control when working to influence others. 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 and Public Service Colleagues.

An Garda Síochána

**Open Competition for Appointment to Role of
Facilities Manager**

CANDIDATE DECLARATION

I wish to apply for the post of Facilities Manager in An Garda Síochána.

I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I could be disqualified from the selection process.

I have indicated all special facilities, if any, that I require to facilitate my participation in each stage of this competition and confirm that I require no further special facilities other than those listed on this form.

Signature: _____

Date: _____

**All parts of the application form must be completed and
submitted by 5pm on Friday 7th June 2019**

**Garda Staff Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park,
Johnstown, Navan, Co. Meath, C15 DR90.**

Email soft copy of completed application form to HRPD.StaffCompetitions@garda.ie

**THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER AND WILL
BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACT, 1988.**

APPLICATION CHECKLIST	COPIES	Yes/No
Completed application form including photograph (Single sided pages only)	1	
Candidate declaration signed	1	