

# An Garda Síochána



ATTACH  
RECENT  
PASSPORT  
SIZE  
PHOTOGRAPH  
HERE

## Competition for appointment to Facilities Manager in Divisional Headquarters, Cork City, 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](mailto:HRPD.StaffCompetitions@garda.ie) or post to Garda Staff Competitions Unit, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath, C15 ND62  
Not later than 5.00 pm on 29<sup>th</sup> November, 2019.**

**An Garda Síochána**  
**Open Competition for appointment to Facilities Manager**

**APPLICATION FORM**

**Section 1: Personal Details**

|                           |                      |
|---------------------------|----------------------|
| Title (Mr, Mrs, Ms etc):  | <input type="text"/> |
| First Name:               | <input type="text"/> |
| Surname:                  | <input type="text"/> |
| Current Position:         | <input type="text"/> |
| Home address:             | <input type="text"/> |
|                           | <input type="text"/> |
|                           | <input type="text"/> |
| Correspondence address:   | <input type="text"/> |
| (if different from above) | <input type="text"/> |
|                           | <input type="text"/> |
| Work Phone No:            | <input type="text"/> |
| Home/Mobile No:           | <input type="text"/> |
| Email address:            | <input type="text"/> |

**Statistical Information\***

|   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| Gender:   | <input type="text"/> | Date of Birth:       | <input type="text"/> |
| Do you require any special facilities to assist with your participation in any stage of this competition? |                      | <input type="text"/> | (Yes/No)             |
| (If "Yes", please specify)  |                      | <input type="text"/> |                      |
|   |                      | <input type="text"/> |                      |

**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<br>Full title of<br>Qualification(s) held             | Grade obtained | Subject(s) in final<br>exam | University, or<br>Examining Authority |
|---|----------------|-----------------------------|---------------------------------------|
| <b>Year:</b> <input type="text"/><br><b>Title:</b> <input type="text"/> |                |                             |                                       |
| <b>Year:</b> <input type="text"/><br><b>Title:</b> <input type="text"/> |                |                             |                                       |
| <b>Year:</b> <input type="text"/><br><b>Title:</b> <input type="text"/> |                |                             |                                       |
| <b>Year:</b> <input type="text"/><br><b>Title:</b> <input type="text"/> |                |                             |                                       |

### 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               |          | (P), (T),<br>(F),(PT) |
|--------------------------------------|--------------------------------------|----------|-----------------------|
|                                      | Start Date                           | End Date |                       |
|                                      |                                      |          |                       |
| Details of post and responsibilities |                                      |          |                       |
|                                      |                                      |          |                       |
| Title of Post                        | Length of time in post<br>Start Date | End Date | (P), (T),<br>(F),(PT) |
|                                      |                                      |          |                       |
| Details of post and responsibilities |                                      |          |                       |
|                                      |                                      |          |                       |
| Title of Post                        | Length of time in post<br>Start Date | End Date | (P), (T),<br>(F),(PT) |
|                                      |                                      |          |                       |
| Details of post and responsibilities |                                      |          |                       |
|                                      |                                      |          |                       |
| Title of Post                        | Length of time in post<br>Start Date | End Date | (P), (T),<br>(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 to, but is not restricted to, the criteria listed under '***Essential and Desirable Requirements***' in the Information Booklet.

## Section 5: Further Information

### A. Experience

| For each work area listed below, indicate your level of experience <b>(please tick)</b> |   |   |                                   |
|---|---|---|-----------------------------------|
|   | <b>Extensive Experience<br/>(Daily Use)</b> | <b>Occasional Experience<br/>(Weekly/Monthly Use)</b> | <b>No Relevant<br/>Experience</b> |
| Construction  |   |   |                                   |
| Building maintenance  |   |   |                                   |
| Provision of Building Support Services  |   |   |                                   |
| Implementation of Health and Safety   |   |   |                                   |
| Implementation and Oversight of Security Operations                                     |   |   |                                   |
| Computer Skills   |   |   |                                   |
| Team working and Supervisory experience   |   |   |                                   |

### B. Knowledge

| For each work area listed below, indicate your level of knowledge <b>(please tick)</b> |                            |                       |                       |
|--|----------------------------|-----------------------|-----------------------|
|  | <b>Extensive Knowledge</b> | <b>Good Knowledge</b> | <b>Some Knowledge</b> |
| 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 procurement and contracts   |                            |                       |                       |

## Section 6: Competencies for the grade of Facilities Manager

Applicants should have all the attributes required of a 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. Understanding of Facilities Operations

Please provide details of your depth and breadth of knowledge of facilities operations

**2. Construction and Maintenance**

With reference to one or more examples, please provide details of your approach to and any specific experience you have in construction and in the planning and management of building refurbishment and maintenance projects.



**3. Electrical and Mechanical Systems**

With reference to one or more examples, please provide details of any specific experience you have of managing electrical and/or mechanical systems.

**4. Health & Safety Management**

With reference to one or more examples, please provide details of your approach and any specific experience you have in Health & Safety Management.

**5. Interpersonal & Communication Skills**

With reference to one or more examples, provide details of your skills in this area.

**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 29<sup>th</sup> November, 2019 to:**

**Garda Staff Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA Business  
Park, Johnstown, Navan, Co. Meath, C15 ND62.**

**Email soft copy of completed application form to [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie)  
Please enter *Facilities Manager Cork* in the subject bar of your email.**

**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 | TICK<br>ù                |
|--|--------|--------------------------|
| Completed application form including photograph ( <b>Single sided<br/>pages only</b> ) | 1      | <input type="checkbox"/> |
| Candidate declaration signed   | 1      | <input type="checkbox"/> |