



JMB School Buildings Advisor

The Secretariat of Secondary Schools CLG (SSS) is now recruiting for a School Buildings Advisor. SSS is the management body for all Voluntary Secondary Schools in the Republic of Ireland and exercises this function through its JMB/AMCSS divisions, the Joint Managerial Body, and the Association of Management of Catholic Secondary Schools.

JMB/AMCSS exercises a leadership role at national level in the formulation, development and implementation of policy and represents the voluntary secondary school sector in negotiations on issues which affect leadership and management in schools. JMB/AMCSS also provides support, advice, and training across a wide range of operational and leadership activities in our member schools.

The Role of the JMB School Buildings Officer

Reporting to the Director of the School Buildings Advisory Service and based in the Secretariat of Secondary Schools, the **School Buildings Officer** will join the JMB School Buildings Advisory Service and have responsibility for:

1. Advising Principals and Boards of Management on practical challenges relating to school building projects
2. Assisting Boards of Management with the tendering and appointment of consultants for smaller Additional Accommodation projects under €1m, Summer Works & Emergency Works
3. At the request of the Department of Education and Youth (DEY), providing enhanced support to specific Boards of Management of voluntary secondary and primary schools to which large Additional Accommodation projects in excess of €1m and Major Capital projects have been devolved:
 - a) Supporting the Board of Management in progressing the project from Department of Education and Youth approval through to completion of the project with particular responsibility for the appointment of the Design Team and ongoing liaison between the Board, the Department and the Design Team.
 - b) Advising on client responsibilities where a Service Level Agreement is agreed between the Board or Patron of the school and the Minister for Education and Youth.

- c) Ensuring that the Board as client is kept up-to-date and that the Board formally signs off on all Stage Reports before they are forwarded to the Department for approval
 - d) Supporting the Board in the financial oversight of the project and ensuring that the Board fulfils any financial reporting procedures that apply to individual projects
 - e) Ensuring that a Final Account is agreed in a timely fashion
 - f) Ensuring that a completed Safety File is handed over to the client
4. In cases of major capital projects where JMB agrees to fulfil the role of Project Executive, providing the following services:
 - a) Consulting with the relevant Board of Management on an ongoing basis
 - b) Advising the Board of Management on the progression of a project from Department of Education and Youth approval through to completion of the project
 - c) Leading the procurement of the Design Team
 - d) Monitoring progress of the project through the Department of Education and Youth Stages and ensuring that all DEY procedures are followed
 - e) Ensuring that the JMB as Project Executive is kept up to date with the progress of the project
 - f) Advising the JMB as Project Executive on the sign-off on all Stage Reports
 - g) Providing financial oversight of the project and advising the Project Executive on all payments including fees and construction invoices
 - h) Ensuring that a Final Account is agreed in a timely fashion
 - i) Ensuring that a completed Safety File is handed over to the client
 5. In consultation with the Department of Education and Youth (DEY), and, as applicable, the Association of Patrons and Trustees of Catholic Schools (APTCS) and other patron bodies, developing best practice policies and guidelines for the voluntary secondary school sector.
 6. Supporting Boards of Management in their engagement with procurement initiatives, ensuring a consistent sector-wide approach.
 7. Supporting the building of the capacity of Boards of Management in respect of their building management and construction functions.
 8. Gathering the necessary financial and statistical information on an ongoing basis and preparing reports as required.
 9. Assisting Boards of Management in pursuing a sustainability agenda, in terms of preventative maintenance programmes, general construction related issues, retrofitting, energy and waste management.
 10. Dealing with day-to-day queries from schools relating to building projects
 11. Liaising with the Department of Education and Youth Planning and Building Unit

12. Liaising as appropriate with patrons of schools and, as applicable, the Association of Patrons and Trustees of Catholic Schools (APTCS) and other patron bodies
13. Dealing with queries from school management via email, phone and in person
14. Undertaking school visits as required

Key Competencies Required for the Role

- a) **Experience of the Irish education system** and knowledge of the project delivery procedures of the School Planning and Building Unit of the Department of Education and Youth
- b) **Capacity to support clients** (Boards of Management) in progressing their project from approval through to completion with particular responsibility for the appointment of the Design Team and ongoing liaison between the Board, the Department and the Design Team
- c) **Capacity to lead major capital projects** where JMB is acting as Project Executive
- d) **Capacity to negotiate relationships** among clients, design team members, Department of Education and Youth officials, and, as applicable, the Association of Patrons and Trustees of Catholic Schools (APTCS) and other patron bodies i.e., across each of the stakeholders involved in school building projects
- e) **Capacity to assist clients in pursuing a sustainability agenda**, in terms of preventative maintenance programmes, general construction related issues, retrofitting, energy and waste management

A qualification in quantity surveying/project management or equivalent qualification is desirable.

The role is available on a full-time basis and is for a fixed term of three years subject to satisfactory performance. **This role is not available as a secondment.**

Location: The Building Officer will be based in the Secretariat of Secondary Schools at Emmet House, Milltown, Dublin 14 and he/she will have access to a hybrid working model subject to the approval of the Board of Directors.

Salary: Information is available from Assistant General Secretary for Corporate Services at corporateservices@jmb.ie

Hours of Work: The hours of work will fall within the standard Secretariat working week, which is Monday to Friday, with normal working hours from 9.00 a.m. to 5.00p.m. The nature of the role may require occasional attendance at meetings/training in the evenings and on Saturday.

Applications will be accepted by the deadline of Friday, 21st August at 5.00pm.

The Secretariat of Secondary Schools CLG is the employer.

The Secretariat of Secondary Schools CLG is an Equal Opportunities Employer.

An Application Form is available from: www.jmb.ie

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