



Employment Information Package

**Facilities and Security Manager**

**Job Title:** Facilities and Security Manager  
**Contract:** Permanent, subject to probationary period  
**Grade:** Higher Executive Officer  
**Reports to:** Head of Operations & Administration  
**Location:** Chester Beatty, Dublin Castle, Dublin, Ireland  
**Date:** December, 2021

### **Chester Beatty**

Described by the Lonely Planet as ‘not just the best museum in Dublin, but one of the best in Europe’, the Chester Beatty (CB) is a museum and library housing a world-class collection of Islamic, East Asian and European art assembled by the great philanthropist and collector Sir Alfred Chester Beatty (1875 – 1968).

The collection comprises of some of the finest treasures of the great cultures and religions of the world, and captures the richness of human creative expression from 3,000 BC to the present day. Located in the grounds of Dublin Castle, the museum welcomes over 360,000 visitors a year and is widely known as the pre-eminent centre in Ireland for the understanding of world cultures.

The Chester Beatty is one of Ireland’s National Cultural Institutions. It is a public charitable trust established under the will of the late Sir Alfred Chester Beatty and is governed by a Board of Trustees. Our mission is to maintain and preserve the museum’s collections and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research, in order to promote a wider appreciation and understanding of the international cultural heritage embodied in the collections and to foster relations between Ireland and the peoples whose cultures are represented in the collections.

For more information on the CB, its holdings and a full schedule of events and activities please visit [www.chesterbeatty.ie](http://www.chesterbeatty.ie).

### **Summary Job Purpose**

The Facilities and Security Manager has overall management responsibility for the security, safety, buildings and facilities at the Chester Beatty. S/he will report to the Head of Operations & Administration who will supervise and evaluate the performance of the successful candidate.

The Chester Beatty is a collaborative organisation and the global nature of the collections are reflected in our multicultural and intercultural programming. The successful candidate will be

an energetic individual with a passion for the arts and excellent interpersonal skills. They will form part of a small but dynamic team with the flexibility to adapt to the CB's constantly changing environment. In the course of their work, they will also liaise closely with the Director and Senior Management Team.

**Key responsibilities:**

- To manage and maintain the property and facilities at CB
- To act as a key-holder for the premises and be called upon to respond to out-of-hours calls
- To hold overall responsibility for the technical and procedural security systems in the museum
- To manage the Visitor Service staff and supervisors in relation to rosters, attendance, training and performance appraisal
- To lead the Emergency Response Team with overall responsibility for managing, reviewing and updating the Chester Beatty Emergency Response Plan
- To liaise closely with CB management, the OPW and external contractors on matters of maintenance of the building and its facilities
- To be an active participant in the advancement of the Chester Beatty Capital Development Plan
- To liaise closely with the CB's technical staff on all matters relating to the technical installations for security, ICT and building management control systems
- To procure, manage, co-ordinate and oversee all facilities-related contracts.
- To hold the post of Fire & Safety Officer for CB and to manage Health & Safety for the building and facilities, including the management of the safety management systems and response plans
- To maintain all documentation and records legally required in compliance with Health & Safety, fire safety, building maintenance and security issues
- To own and manage the relevant risks as identified in the CB Risk Register.
- To assist in the mounting of exhibitions and internal movement of collections
- To organise external contractors as necessary to carry out routine remedial works in the building and during the changeover of exhibitions
- To manage the off-site storage facility and the movement of exhibition equipment, shop stock and other items to and from the off-site unit
- To assist with the technical/ICT & audio-visual requirements for exhibitions and events on the premises, in consultation with the CB's ICT, events and education staff
- To carry out other appropriate duties, as required

## **Essential qualifications and abilities:**

### **Required**

- A minimum of three years' experience managing property, facilities and security preferably in a museum/heritage environment
- Third level qualification in one or more of the following areas: building management; security, facilities management; business studies; engineering; management
- A minimum of one year's experience as a Safety Officer/Safety Manager and a solid working knowledge of Fire Safety and Occupational Health & Safety
- Ability to read and understand complex electrical, mechanical and automation systems
- Strong technical skills
- Demonstrated leadership skills, including proven staff relations and industrial relations skills
- Impeccable verbal and written communication skills
- Excellent project management skills
- An interest in and commitment to the work of the Chester Beatty

### **Desirable**

- A qualification in Occupational Health & Safety and/or Fire Safety
- A qualification in Risk Management
- Knowledge of the Irish language will be considered an advantage
- A strong interest in culture and the arts

## **Salary Scale:**

In line with Department of Public Expenditure and Reform regulations and guidelines on public service pay, the salary for this position will differ for new entrants from outside the Irish public/civil service and for existing Irish civil/public servants.

### New Entrants outside the Irish public/civil service:

An incremental salary scale applies and all new entrants from outside the Irish public/civil service will be required to commence employment at the minimum point of the Higher Executive Officer Grade PPC scale which is €50,345 per annum. They will also be required to join the Single Public Service Pension Scheme.

### Existing Irish public/civil servants:

For existing Irish public/civil servants, the Higher Executive Officer non-PPC salary scale of €47,947 to €60,324 applies, subject to approval of the Department of Public Expenditure and Reform.

## **Annual Leave**

The annual leave allowance will be 29 working days a year, subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

## **Conditions**

The post will be subject to satisfactory Garda clearance, a medical check and a probationary period of one year.

This is a full-time position which will average 43.25 hours gross/37 hours net per week and this role will require occasional work on weekends and mornings/evenings.

## **Application Instructions**

To apply, interested candidates should submit a cover letter expressing interest in the position and outlining relevant experience, together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two professional references by email to Mary Corless, HR Manager, Chester Beatty at [personnel@cbl.ie](mailto:personnel@cbl.ie) with "Facilities and Security Manager" in the subject line.

Closing date for receipt of applications is 5.00 pm on Wednesday 19 January, 2022.

Canvassing will disqualify.

Referees will not be contacted until the search committee has informed the candidate of doing so.

***The Chester Beatty is an equal opportunities employer. We welcome applications from people with disabilities and can make arrangements to accommodate candidates with disabilities at interviews.***

## **General Data Protection Regulation (GDPR)**

*The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a recruitment competition with Chester Beatty, we record your name and contact details. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit your request by email to: [dataprotection@cbl.ie](mailto:dataprotection@cbl.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). The Chester Beatty Privacy Policy can be found on the website at [The Chester Beatty Library – Privacy Policy | Chester Beatty](#)*

**Please note:** All data received relating to the application will be held in line with the Chester Beatty's record retention and data protection policies.