Leabharlann Náisiúnta na hÉireann
National Library of Ireland

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Candidates' Information Booklet

Open competition for the appointment to the position of

Buildings and Security Manager

at Higher Executive Officer level

at the National Library of Ireland

Closing date for applications: **4th December 2026, at 3pm**

The National Library of Ireland is committed to a policy of equal opportunity

Contact: HR Department

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BACKGROUND

The National Library of Ireland (NLI) is the library of record for Ireland. Established in 1877, the NLI became an autonomous cultural institution on 3rd May 2005 under the National Cultural Institutions Act, 1997, with a Board and a Director who operate under the Board's overall governance. The Board, made up of a chairperson and 11 ordinary members, reports to the Minister for Culture, Communications and Sport. The NLI employs some 130 staff who work to deliver five priorities under our current strategy: to collect, protect, reveal, engage and innovate.

The NLI shares the story of Ireland with the world through our unique collections. We care for more than twelve million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media. The NLI's sites in Dublin, including the National Photographic Archive in Temple Bar, are open, free of charge, to all those who wish to consult and explore the collections - through reading rooms which are visitor attractions in their own right, via rich and varied exhibitions, and by means of an active public programme. Further information is available at: About | National Library of Ireland

THE ROLE

The NLI is committed to providing a safe place of work, safe equipment and safe systems of work. Buildings and security management promote an effective and positive working environment throughout the organisation and assist management in delivering the effective and efficient use of all facilities and property resources.

With responsibility for facilities management, buildings and security in the NLI, the role of the Buildings and Security Manager is to ensure the NLI estate is maintained in order that all NLI functions and services can continue to operate. This role is a specialist position and is of critical importance to the NLI's operations and infrastructures and in safeguarding the National Collections under our stewardship. The role involves combining risk management and planning for people and collections as well as assisting with the preparation of emergency procedures for NLI buildings. The Buildings and Security Manager will also be responsible for responding to the challenge of Climate Action.

Working as part of the NLI's Estates team and currently reporting to the Head of Estates, the successful candidate will possess the specialised knowledge and experience in facilities management, buildings and security required to ensure the proper management of the NLI estate and the security of the buildings, National Collections and all persons employed by the NLI and visiting the NLI. The Buildings and Security Manager will advise the Head of Estates on strategies for managing the NLI estate and ensure senior

managers and the Leadership Team in the NLI are informed of planned works and changes to the NLI facilities and systems.

DUTIES AND RESPONSIBILITIES

Currently reporting to the Head of Estates, the successful applicant's duties will include the following:

Buildings & Security

- To understand the role's responsibility in delivering the NLI's obligations to care for more than twelve million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media as well as facilitating all those who wish to consult and explore the collections - through reading exhibitions, and public programmes;
- Support the Head of Estates to plan and deliver the strategic aims and objectives of NLI;
- To manage all day-to-day building maintenance, security and fire/life safety systems;
- Direct and co-ordinate building maintenance and management activities for all sites occupied by NLI;
- Ensure that NLI buildings are adequately secured on a 24-hour basis, that all security and fire alarm/suppression/life safety systems are reviewed regularly and maintained through documented maintenance checks and that emergency contacts list is kept up to date;
- To facilitate and coordinate with the Health & Safety Manager and other Estates Managers to deliver a coordinated Estates service to enable the NLI deliver on its goals and mission;
- To coordinate with the Estates Project & Procurement Manager to ensure the delivery of Capital Development Projects;
- Ensure that all Library premises operate in the most energy efficient manner possible consistent with the NLI Climate Action Plan, 'Reduce Your Use', 'Optimising Power at Work' and other public energy saving and Climate Action projects;
- To manage the NLI Green Team to develop strategies to develop more sustainable solutions and policies for the NLI;
- To ensure the NLI front of house estates team provide an excellent visitor and user experience to the public;
- Ensuring the Estates Science & Art Attendants and Service Attendant teams are suitably trained and equipped to deliver their roles;
- Manage the out of hours on-call system to ensure there is an appropriate chain of communication at all times;
- Ensuring the Contract Security and Contract Cleaning teams are suitably procured (i.e. developing the services & requirements for inclusion in the tender packs), trained (understand all NLI procedures for the various buildings) and managed to deliver their contractual requirements;

- Liaise with the Office of Public Works (OPW) with regard to all OPW held contracts and maintenance works and ensure the required standard of service is delivered;
- Assess existing buildings and work with OPW to introduce a planned preventative maintenance programme and upgrade works to reflect NLI requirements;
- Assist in developing, commissioning, and operating new NLI facilities & equipment;
- When required, liaise with the Houses of the Oireachtas and RCPI and other organisations regarding facilities and security matters of mutual interest;
- Contribute to the development of the NLI Business Continuity and Disaster Management Plan;
- Organise security awareness and training for NLI Staff appropriate to their role;
- Coordination with NLI Health & Safety Manager and OPW about managing life safety system maintenance & installations;
- Manage all safety documentation from contractors and maintenance companies, including inductions, RAMS, insurance requirements etc;
- Undertake all required training relevant to the role;
- Liaise with An Garda Síochána, Fire Services, Defence Forces (Leinster House) on the NLI fire & security matters.

Contribute to Reviewing and Updating of Policies & Procedures

- Security Policy;
- CCTV Policy;
- Evacuation Procedures for all NLI Buildings, including managing & coordinating Fire Drills, with the NLI Health & Safety Officer; and following up on any issues/learnings after drills & develop solutions where required ;
- Preparing, updating and implementing Standard Operating Procedures (SOPs) for the building & security teams;
- Preparing new policies to address any potential new risks arising from the introduction of new facilities and/or equipment.

Records Management

- Ensure detailed digital records of NLI buildings and security operations are maintained.
- Review existing hardcopy files, update / archive as required with the agreement of the Head of Estates & Estates colleagues.

General

- Seek improvements in efficiency & improvement of standards in estates operations on an ongoing basis;
- Advise the Head of Estates on annual budgetary estimates and business plans for the Estates Department;
- Ensure that PMDS is operated by Estates staff reporting to you;
- Directly manage the Facilities Manager;
- Ensure the Facilities Manager is suitably trained to manage the Science & Art Attendant and Service Attendant teams;
- Contribute to NLI committees and interdepartmental projects as required.

The above is a general guide to the role and is not an exhaustive description of duties which are associated with the role or tasks which may be assigned to the role of Buildings and Security Manager in the NLI.

QUALIFICATIONS

Essential Requirements

- A minimum of a Level 7 qualification in a relevant discipline/trade or subject relating to the Buildings and Security duties and responsibilities of this role;
- A minimum of two years' demonstrated excellent and impactful performance in at least one of the following areas: buildings management, collections management, facilities management, and security;
- Proven staff management skills, including leadership skills, interpersonal and communication skills and team-working ability;
- Experience of devising and implementing projects and business plans;
- Demonstrated working knowledge and experience with safety management principles, systems and standards;
- Demonstrated experience of developing security policies and procedures;
- Demonstrated experience of devising disaster and emergency plans and knowledge of risk management;
- Proven ability in managing maintenance and capital work programmes, including related project management skills;
- Demonstrated experience of buildings & facilities management related procurement (i.e. contract cleaning & security) and contract management, particularly in the public sector.

Desirable

- Excellent organisational and analytical skills with strong attention to detail and the ability to identify solutions;
- Experience in the library, museum, gallery, heritage or culture sectors;
- Ability to prioritise and manage workloads and to cope with conflicting demands.
- Strong interpersonal skills & proven ability to work within a team & to develop professional relationships with diverse groups of people.

The Competencies and Key Performance Indicators associated with the role of Buildings & Security Manager at the NLI are in Appendix 1.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The payscale applicable to the position is as follows (rates effective from 1st June 2026):

Personal Pension Contribution (PPC)
The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

€60,029 €61,785 €63,537 €65,286 €67,044 €68,792 €70,547 €73,077* €76,546**

**LSI 1 is Long service Increment after 3 years on Max of scale*
***LSI 2 is Long service increment after 6 years on Max of scale*

Non-Personal Pension Contribution (Non-PPC)
The Non-PPC (Personal Pension Contribution) salary for the position will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

€57,173 €58,823 €60,471 €62,131 €63,794 €65,470 €67,134 €69,528* €72,829**

**LSI 1 is Long service Increment after 3 years on Max of scale*
***LSI 2 is Long service increment after 6 years on Max of scale*

Important Note
Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Candidates should note that different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy (see Public Service Stability Agreement 2021 - 2022 paragraph 5.1 for recent changes).

The rate of pay offered will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit. Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

Tenure
The successful candidate will be appointed to a permanent post, subject to successful completion of a 9-month probationary contract. This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

(i) has performed in a satisfactory manner.
(ii) has been satisfactory in general conduct.
(iii) is suitable from the point of view of health with particular regard to sick leave.

Outside Employment
The position will be full time and the appointee may not engage in private practice or be connected with any outside business which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Location
The successful candidate will initially be based at The National Library of Ireland premises in Kildare Street, Dublin 2, but can be based at any of the NLI premises in Dublin.

Organisation of Working Time Act 1997
The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this position.

Hours of Attendance
Hours of attendance will be fixed from time to time but will amount, on average, to not less than 41.25 gross hours per week (35 net hours per week).

Annual Leave
The annual leave allowance is 29 working days a year, rising to 30 working days after 5 years. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

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.

Important notice:
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 employment contract to be agreed with the successful candidate.

COMPETITION PROCESS

How to Apply

Applicants should submit a copy of their current Curriculum Vitae with a letter of interest by e-mail to the Human Resources Unit of the National Library of Ireland at **careers@nli.ie**

Please note that all application documentation should be submitted in a single PDF document.

Applicants will be shortlisted on the basis of the information contained in their application. It is the responsibility of applicants to be available for interview on the allotted time and date.

The names and contact details of two referees will be required following an interview. The Library reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post.

Closing Date

Please note that the deadline for receipt of applications is **4th December 2026,** at **3pm**. This closing date and time will be strictly adhered to.

Canvassing will disqualify.

Panel

A panel may be formed from this competition from which applicable vacancies at Higher Executive Officer Level, both permanent and temporary, should they arise may be filled.

Special Accommodations

If you require any special accommodations in relation to any aspect of this competition, please notify hr@nli.ie

Format of the Competition

The selection process for this competition may comprise of a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the National Library may decide that a number only will be called to interview. In this respect, the National Library provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather than there ae some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Deeming of candidature to be withdrawn

Candidates who do not, when requested, furnish such evidence as the National Library of Ireland requires in regard to any matter relevant to their candidature will have no further claim to consideration.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the "Code of Practice: Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments - the Code can be accessed at www.cpsa.ie

The National Library of Ireland will consider requests (addressed to the HR Unit) for review as follows: -

- informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).
- The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this affect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

Candidate Feedback

In accordance with the principles of the above Code of Practice, the National Library of Ireland is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the National Library of Ireland's policy to provide written feedback to candidates. This will comprise the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates and a comment from the assessment board in relation to the candidate's overall performance under each of the Capability Framework headings.

Access to Information

Three copies of application material will be generated from the softcopy submitted at the time of application, to be used by the interview board. On completion of the competition **ONE** copy will be retained by the HR unit and the remaining **TWO** copies will be destroyed. Data Protection Acts 1988 - 2018 will apply.

APPENDIX 1

HEO Level – Key Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and 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 team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	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
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	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
	Collaborates and supports colleagues to achieve organisational goals
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	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
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity