

Job Role Specification

The Role: **Facilities and Administrative Support Worker (Part time)**

Role Summary:

The purpose of the Facilities and Administrative Support role is to support the Office Team leader in the timely, effective, and efficient management and coordination of ALDP facilities across existing and planned sites and services throughout the organisation. Duties include planning and coordinating all maintenance work (including refurbishments) carrying out routine safety inspections, maintaining records, and supervising external contractors.

Reports to: The Facilities and Administrative Support role will report directly to the Office Team Leader.

Role responsibilities (include, but not limited to):

The following outlines some of the key responsibilities of the role, and these may be expanded or refined from time to time to meet the business needs of the organisation.

Facilities:

- Arrange and carry out periodic inspection of all ALDP premises in line with agreed plans to determine the need for repairs and refurbishments.
- Co-ordinate and ensure effective management of property development and refurbishments.
- Co-ordinate and ensure all staff have an operating mobile phone and contract, communicate set up with supplier, and maintain business account.
- Co-ordinate and ensure all staff have a working IT set up and maintain listing.
- Liaise with the Team Leaders and team members on Facilities and vehicle fleet related matters.
- Develop and maintain asset register for services.
- Manage a variety of contractors such as maintenance, catering, reception, waste disposal, security, and cleaning and ensure all documentation are in place before work commences.
- Support the system to track spending on external contractors ensuring transparency and efficiency.

- Ensure consistent compliance and ALDP Health, Safety and Quality policies and procedures.
- Ensure efficient management of all utilities, monitors, and documents consumption levels.
- Maintain register of vehicle fleet and log of maintenance schedule. Ensure vehicles are maintained in line with agreed schedule and that all tax and insurance matters, in line with ALDP policy, are in place.
- Ensure the interior and exterior of ALDP premises meet health and safety regulations.
- Undertake any other tasks as assigned by the Office team Leader as may be required.

Administrative Support:

- Ensure efficient stock management and maintain sufficient levels of consumables.
- Upkeep of purchase order log.
- Support the Office Team Leader in the efficient daily operations of the office, the co-ordination and monitoring of activities that occur within the office, including meetings and maintaining the smooth running of ALDP facilities and office to support smooth delivery of services.

These duties are a general guide to the responsibilities of the Facilities and Administrative Support. They are indicative of the role and above should not be seen as either definitive or restrictive. The Facilities and Administrative Support may be required to undertake other duties commensurate with the post.

Person Requirements:

- 3 years proven experience in a similar role. (Desirable)
- Well versed in facilities management best practices. (Essential)
- Knowledge of health and safety legislation alongside the practical implementation within a working environment. (Essential)
- Excellent IT/IS skills and working knowledge of Microsoft outlook, word, excel and database experience. (Essential)
- A candidate for and any person holding this position must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. (Essential)

Knowledge, skills & competencies:

- Experience of working in a team environment.
- A full valid driving licence



- Exceptional communication and interpersonal skills, with a proactive approach to engaging with others.
- Ability to meet deadlines.
- Clear evidence of self-motivation, with an ability to work under pressure in a constantly changing work environment.
- Commitment to meeting the needs of clients and providing a high standard of service.
- Respect for the values and ethos of ALDP.

Working Base:

The base location for this role will be in one of ALDP established buildings. The Facilities and Administrative Support worker will be expected to travel to other ALDP site locations for in person meetings, carry out inspections and to regularly engage with other team members.

Regarding requests for remote working, Ana Liffey works in line with the Work Life Balance and Miscellaneous Provisions Act 2023.

Avoiding and managing aggression and violence:

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the work place from the people who use our services and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations. However, in the unfortunate event of an assault taking place, the organisation will provide appropriate support to assist you to overcome this.

Terms:

HOURS: 35 hours a week between Monday to Friday 9.30am -5.30pm.

SALARY: €18,673

CONTRACT: Contract of indefinite period.

Benefits:

As set out in contract

Note: All other terms and conditions are as set out in the contract of employment.