

Job Opportunity at IMMA

Security Team Facilitator (Fulltime, Specific Purpose Contract of Employment covering Career Break for one year)

Role Purpose:

To provide a safe working environment for staff and visiting public to the Irish Museum of Modern Art, its galleries, exhibitions, programmes, and events.

To ensure that the museum, its property, assets, and environs are kept secure to provide a safe environment for all visitors, clients, contractors and employees through due diligence, patrols of all environs.

To maintain a professional approach to all aspects of the position and ensure that the museum and its environs comply with the regulations as set down by Fire Legislation, Health and Safety at Work Act and relevant legislation that may govern their dealings with visitors within IMMA. Provide support cover Warehouse Supervisor at IMMA's Collection Warehouse when necessary

Primary Objectives/Key Responsibilities:

Key Tasks and Result Areas

Reporting to the Security Supervisor and ultimately to the Head of Department.

Key responsibilities to be undertaken based on priorities agreed with HOD and subject to the needs of the Department/ Programme.

DUTIES

To follow all Security Standard Operating Procedures in relation to:

- Providing a visible and active Security presence in the Museum
- Assisting with CCTV surveillance
- Monitor and maintain the flow of visitors to the galleries ensuring adherence to Fire Safety Policies
- Ensure visitors adhere to the policies of the museum and enforce these appropriately.
- Identifying or reporting of hazards, incidents or accidents to the Security Supervisor
- Assist with Emergency Evacuation Plans and Fire Drills
- Provide Security at external Museum Events as Required

KEY PERFORMANCE INDICATORS

Essential Abilities

Skills and Experience Required

- A minimum of 5 years experience in a security role in a customer service environment
- Hold or be willing to obtain the Door Supervisor (licensed premises) licence and or the Security Guard (static) licence issued by the PSA
- Experience of working in a multifunctional control room including operation of security management systems, multicast CCTV systems, asset protection systems, integrated fire and security management software and access control systems and protocols.
- Demonstrate an extensive working knowledge of emergency fire procedures and be capable of operating all emergency fire-fighting equipment throughout the building and complex including lift evacuation.
- Demonstrated Fluency in English language – written and verbal
- Competent and trained in first aid and CPR
- Warehouse experience desirable

Behaviours

- Excellent Interpersonal Skills
- Effective communication skills both written and oral
- Capable of working as part of a team and using your own initiative
- Ability to work under pressure, particularly in crisis situations
- Understands the importance of discretion and confidentiality and be fully supportive of a positive attitude to equality, diversity and inclusion in the workplace.

TERMS AND CONDITIONS

Salary: Mediator Public Information Scale (ppc) scale as at 01st October 2023

Scale : €35,190.00; €36,882.00 ; €38,702.00 ; €40,852.00 ; €43,452.00 ; €46,230.00

Candidates should note the Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and pension provisions. Entry level will be at **Point 1 of this Grade**.

Contract Duration: One Year full time specific purpose term contract. The role is offered on a specific purpose term contract basis subject to an agreed probationary period and is pensionable.

Hours of Work

The normal hours of work will be 39 hours per week (inclusive of breaks) and will be set out in the Contract of Employment.

You will be required to work a total of 20 days in each four week period. The pattern of work will be on a 20 day reoccurring roster basis of week one – 6 days and week two – 5 days. The roster will include working bank holidays and every second weekend.

Annual Leave: Annual leave will be 22 working days pro rata per year.

This leave is based on a rostered working week and is exclusive of public holidays.

Closing date for receipt of applications: by 5pm on Sunday, 05th May 2024.

Interview dates: May 2024

Commencement Date: To be confirmed

Application Process: Applicants should submit a cover letter and Curriculum Vitae via the Bamboo HR link provided.

IMMA is an equal opportunities employer.

Deis Fostaíochta ag IMMA (Áras Nua-Ealaíne na hÉireann)

Éascaitheoir na Foirne Slándála (Conradh Fostaíochta Sainfheidhme, Lán-aimseartha lena gcumhdaítear Sos Gairme ar feadh bliana)

Cuspóir an Róil:

Chun timpeallacht oibre atá sábháilte a chur ar fáil don fhoireann agus don phobal ar cuairt chuig Áras Nua-Ealaíne na hÉireann, lena n-áirítear na gailearaithe, na taispeántais, na cláir agus na himeachtaí dá chuid.

Chun a chinntiú go gcoimeádtar an t-áras, a chuid réadmhaoine, a chuid sócmhainní, agus a limistéar máguaird sábháilte d'fhonn timpeallacht shábháilte a chur ar fáil do chuairoteoirí, do chliaint, do chonraitheoirí agus d'fhostaithe uile trí dhícheall cuí agus trí phatróil ar na limistéir máguaird uile.

Chun cur chuige gairmiúil a choimeád maidir le gnéithe uile an phoist agus chun a chinntiú go gcloíonn an t-áras agus a limistéar máguaird le rialacháin arna leagan síos ag Reachtaíocht Dóiteáin, ag an Acht um Shláinte agus Sábháilteacht ag an Obair agus ag reachtaíocht ábhartha a d'fhéadfadh a dhéileáil le cuairteoirí laistigh de IMMA a rialú. Cumhdach tacaíochta a chur ar fáil do Mhaoirseoir an Ollstóir ag Ollstór Bailiúchán IMMA nuair is gá

Príomhchuspóirí/Eochairfhreagrachtaí

Réimsí Príomhthascanna agus Torthaí

Ag tuairisciú don Mhaoirseoir Slándála agus sa deireadh chuig Ceann na Roinne

Eochairfhreagrachtaí a bheidh le cur i bhfeidhm bunaithe ar thosaíochtaí arna gcomhaontú le Ceann na Roinne agus faoi réir riachtanais na Roinne/an Chláir.

DUALGAIS

Chun cloí le Nósanna Imeachta Oibriúcháin Caighdeánacha Slándála uile maidir le:

- Láithreach Slándála infheicthe agus ghníomhach a chur ar fáil san Áras
- Ag cuidiú le faireachas TCI
- Sreabhadh na gcuairteoirí chuig na gailearaithe a choimeád agus monatóireacht a dhéanamh air, ag cinntiú go gcloítear le Beartais Sábháilteachta Dóiteáin
- Ag cinntiú go gcloíonn cuairteoirí le beartais an árais agus iad sin a fhorfheidhmiú go hiomchuí.
- Guaiseacha, teagmhais nó timpistí a shainaithint nó a thuairisciú chuig an Mhaoirseoir Slándála
- Ag cuidiú le Pleananna Aslonnaithe Éigeandála agus le Druileanna Dóiteáin
- Slándáil a chur ar fáil ag imeachtaí seachtracha an Árais de réir mar is gá

PRÍOMHTHÁSCAIRÍ FEIDHMÍOCHTA

Cumais Bhunriachtanacha

Scileanna agus Taithí a Theastaíonn

- Taithí 5 bliana ar a laghad ar ról slándála i dtimpeallacht seirbhísí do chustaiméirí
- I seilbh an cheadúnais um Maoirseoir Dorais (áitreabh ceadúnaithe) nó an cheadúnais um Gharda Slándála (seasta) arna n-eisiúint ag an PSA (An tÚdarás Slándála Príobháidí) nó a bheith toilteanach iad a fháil.
- Taithí ar obair a dhéanamh i seomra rialaithe ilfheidhmeach lena n-áirítear córais bainistíochta slándála, córais TCI ilchraolta, córais cosanta sócmhainní, bogearraí bainistíochta comhtháite dóiteáin agus slándála agus córais agus prótacail rialaithe rochtana a oibriú.
- Eolas oibre fairsing a léiriú ar nósanna imeachta dóiteáin éigeandála agus an cumas aige/aici trealamh comhraicthe dóiteáin éigeandála uile a oibriú ar fud an fhoirgnimh agus an choimpléisc lena n-áirítear aslonnú ó ardaitheoirí.
- Líofacht Thaispeánta i mBéarla - i scríbhinn agus ó bhéal
- Inniúil agus oilte ar gharchabhair agus ar ACS
- Taithí ar ollstór inmhianaithe

Iompraíochtaí

- Scileanna Idirphearsanta Sármaidhe
- Scileanna cumarsáide éifeachtacha i scríbhinn agus ó bhéal araon
- An cumas obair a dhéanamh mar chuid d'fhoireann agus chun feidhmiú as do stuaim féin

- An cumas obair a dhéanamh faoi bhrú, go háirithe i gcásanna géarchéime
- Tuiscint ar thábhacht discréide agus rúndachta agus in ann tacaíocht iomlán a thabhairt maidir le dearcadh dearfach i leith comhionannais, éagsúlachta agus ionchuimsitheachta san áit oibre.

TÉARMAÍ AGUS COINNÍOLLACHA

Tuarastal: Scála Eadránaí um Fhaisnéis Phoiblí (ppc) amhail an 1ú Deireadh Fómhair 2023

Scála : €35,190.00; €36,882.00 ; €38,702.00 ; €40,852.00 ; €43,452.00 ; €46,230.00

Ba cheart d'iarrthóirí a thabhairt faoi deara go gcomhlíonann Áras Nua-Ealaíne na hÉireann treoirínte maidir le pá agus coinníollacha fostaíochta agus forálacha pinsin na hEarnála Poiblí de chuid na Roinne Caiteachais Phoiblí agus Athchóirithe. Beidh an leibhéal iontrála ag **Pointe 1 den Ghrád** sin.

Fad an Chonartha: Conradh téarma sainfheidhme lán-aimseartha ar feadh bliana. Déantar an post a thairiscint ar bhonn conradh téarma sainfheidhme faoi réir tréimhse promhaidh chomhaontaithe agus tá pinsean iníoctha.

Uaireanta Oibre

Is iad na gnáthuaireanta oibre a bheidh ann ná 39 n-uair in aghaidh na seachtaine (agus sosanna san áireamh) agus leagfar iad amach sa Chonradh Fostaíochta.

Beidh sé riachtanach go n-oibreoidh tú 20 lá san iomlán i ngach tréimhse de cheithre seachtaine. Beidh patrún na hoibre ar bhonn uainchlár athfhillteach 20 lá de sheachtain a haon - 6 lá agus de sheachtain a dó - 5 lá. Áireofar leis an uainchlár laethanta saoire bainc ar a n-oibreofar agus gach dara deireadh seachtaine.

Saoire Bhliantúil: Beidh 22 lá oibre pro rata sa tsaoire bhliantúil in aghaidh na bliana.

Tá an tsaoire sin bunaithe ar sheachtain oibre de réir uainchláir agus níl laethanta saoire poiblí san áireamh léi.

Is é an spriocdháta chun iarratais a fháil: faoi 5in Dé Domhnaigh, an 05ú Meitheamh 2024.

Dátaí agallaimh: Go luath i mBealtaine 2024

Dáta Tosaigh: le deimhniú

An Próiseas Iarratais: Ba cheart d'iarratasóirí litir chumhdaigh agus Curriculum Vitae a chur isteach trí nasc HR Bamboo atá curtha ar fáil.

Is fostóir comhdheiseanna é IMMA.