

Dún Laoghaire Institute of Art, Design and Technology is holding a competition for the purpose of recommending a person for appointment to the position of

Estates and Campus Services Manager (Senior Management Grade)

5 Year Fixed Term Full Time Contract

Ref: 57/24 Open Competition

Deadline for application: 12 Noon, Friday 20th September 2024

Applications submitted after the deadline will not be accepted

Dún Laoghaire Institute of Art, Design and Technology confirms its commitment to a policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the Institute.

Further information is available in the Terms and Conditions which govern the conduct of competitions and on line guidelines to support you in the completion of the online application form, if applicable.

Contact: Human Resource Office on: **01 2394467 / 2394913**, IADT, Kill Avenue, Dún Laoghaire, Co. Dublin, Email: recruitment@iadt.ie, URL: www.iadt.ie

The Position: Governance Lead

Reporting to the Vice President of Corporate Affairs, the post holder is responsible for all aspects of the day to day running of campus services and facilities across the Institute. This is a broad based role which will require leadership in the area of Estates & Services, Health and Safety, Sustainability and the budgeting and tendering of service and maintenance contracts and minor works contracts funded primarily through the devolved grant and in certain instances capital reserves.

This is a central leadership position and the person appointed to this position must have professional knowledge and experience appropriate to running all key services and facilities across a busy third level campus. The position requires the candidate to be detail orientated and have highly evolved interpersonal skills.

About Us.

IADT is Ireland's campus for the creative industries and a founding member of the European University for film and media arts, FilmEU. It is entering into a period of development and change, in the context of wider transformation of higher education in Ireland, the rapid development of European Universities, and strong support for the economic and cultural significance of the creative industries, particularly digital creative industries, in Ireland. For further information on the Institute, please see <http://www.iadt.ie>

Job Description

The Estates and Campus Services Manager reports to the Secretary Financial Controller and is responsible for the following duties:

Maintenance and Minor Works

- Organise day to day maintenance procedures and emergency works as necessary to ensure the uninterrupted and efficient running of the Institute's buildings and campus lands.
- Prepare, implement, manage and review the planned preventative maintenance procedures with respect to all facilities including mechanical and electrical services, building management system, building fabric, campus lands, furniture, fittings and equipment, way finding. Such activities will involve working with both Institute personnel and contracted service providers.
- Preparation of briefs, drawings, specifications, cost estimates and all necessary documentation relevant to in- house projects/minor works.
- Project management of in house projects/minor works in relation to maintenance, improvements, alterations and additions where the Institute has not appointed a design team.
- Preparation of schedules of work, snags lists, dilapidation/condition surveys.

Facilities and Campus Services

- Manage the planning and day to day operations of contracted service providers including: security, cleaning, energy management, grounds maintenance, access control systems, lifts, alarms systems, car parking, CCTV systems, waste management and pest control.
- Providing the required supports to key Institute events and activities on Campus: exhibitions, conferences, projects and other special events.
- Manage the development and maintenance of as built drawings, safety files, room occupancies, area calculations, operating and maintenance manuals, service contracts and other records in relation to the Institute's buildings, facilities and lands.
- Liaise and co-operate with all Institute staff, externally appointed consultants, contractors, statutory bodies and other groups and organisations, in the delivery of service support to the Institute.
- Assist in the management of the accommodation strategy.

Health and Safety

- Ensure compliance of contractors, craftspeople and caretaking staff, with regulations relating to Safety, Health & Welfare at Work Legislation with particular reference to relevant (Construction) Regulations and Building Regulations, Waste Management and such other legislation relevant to the Facilities and Campus Services functional responsibilities and also insurance and training requirements.
- Assist with the maintenance of the Institute's Health and Safety Statement. Carry out periodic safety audits as required and specifically in relation to the Facilities and Campus Services Department.
- Undertake the roles and responsibilities as Fire Safety Manager for the Institute.
- Maintain the Fire Safety Register. Maintain and implement fire and emergency evacuation procedures and drills. Maintain drawings in relation to layout of building for building users and the fire brigade. Perform duties in relation to statutory requirements under relevant legislation with regard to fire prevention.
- Maintain a Hot Works Permit operating system and other similar systems relating to contractors.
- Ensure the provision of training for Estates and Campus Services staff in relation to Health, Safety and Welfare matters.
- Provision of induction and training to Institute Staff, Students and Contractors in respect of emergencies and evacuations.
- Conduct accident and incident investigations as appropriate and directed.

Sustainability

- Manage and promote energy conservation and sustainability measures.
- Improve environmental awareness and the sustainability and biodiversity of the campus by progressing appropriate policies and initiatives.
- To plan, coordinate and implement a programme of minor works projects to support the achievement of the goal to be carbon neutral on campus by 2030.
- Manage energy use and internal environment across the campus using the building energy management system and other controls.

Management and Leadership

- Management and supervision of estates and campus services staff, including being responsible for the efficient management of the staff and systems within the department.
- Undertake emergency call-outs as needed and on call situations in relation to special events, critical construction/maintenance activities, and be the primary campus emergency contact.
- Maintain records of materials, plant, and other records as necessary to ensure best value procedures and accountability.
- To work with the Estates & Campus Developments Manager, ensuring high levels of information exchange and decision making appropriate to the effective operations of both functions.
- Assist with insurance matters and ensure all contractors comply with insurance requirements.
- Liaise with the Estates and Capital Developments Manager to ensure that the operational requirements of campus lands and buildings are incorporated into Capital Development proposals and realised in the delivery of capital projects.
- Agree procedures with the Estates and Capital Development Manager for controlled transfer of completed capital projects to the operational control of Estates and campus development department.
- Preparation of reports and documents for statutory requirements and internal monitoring.
- Provision of appropriate staff training and development
- Participation on various cross institute and national committees.
- Prepare, evaluate and manage procurement processes for the department, including tenders for services, supplies and works in line with national and/or EU public procurement regulations and the Institute's procurement policy.

Person Specification

The post requires an energetic, detail orientated, and motivated individual who is end user focused with the technological knowledge and commitment to lead and work with staff, students and external agencies across the Institute in a live campus environment.

The ideal candidate should be able to give evidence in their application of:

Professional Experience and Knowledge

- Good working knowledge of project development from inception to completion and snagging.
- Working knowledge of AutoCAD, MS Office Suite of Programmes and MS Project and BMS systems and understanding of BIM.
- Good working knowledge and understanding of public procurement procedures.
- Proven ability to ensure the achievement of medium and long term goals while also managing short term priorities.

Interpersonal/Communications Skills

- Effective written and verbal communications skills, including the ability to present information in a clear and concise manner.
- A strong degree of self-sufficiency, being capable of personally evaluating proposals and recommending decisions on a proactive basis while accepting feedback and working then to achieve the desired outcome.
- Proven capacity to lead, organise and motivate staff.
- An ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues.
- Good interpersonal skills.
- A proven ability to facilitate and manage groups through complex processes.

Planning and Managing Resources

- Good management skills including forward planning, problem anticipation, conflict resolution, flexibility, decisive decision making.
- Proven ability to manage deadlines and effectively handle multiple tasks.

Building and Maintaining Relationships including Leadership, Managing People and Team Skills

- A capability of setting high standards for Facilities and Campus Services department and building team commitment of organisational goals.
- Excellent interpersonal, networking and influencing skills.
- Good ability to work as a team member.

Essential Academic Qualifications, Professional Experience and Specific Personal Qualities:

Applicants for this position must have:

- An appropriate honours degree in Architecture, Engineering, Quantity Surveying, Surveying or other equivalent degree or professional qualification suitable for this position.
- Excellent communication and analytical skills.
- Not less than 5 years post qualification experience relevant to the position being advertised.

Health: Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

** Individuals who do not possess the specified qualifications in the above disciplines and who are applying on the basis of an approved equivalent qualification to the undergraduate honours degree specified in (i) above **must submit a detailed case supported by full documentation** justifying their contention that their qualifications are or have been judged to be equivalent to the undergraduate honours degree in the relevant discipline sought.*

Where English is not the first language of the applicant, they must possess fluency in written and spoken English. All programmes and work are conducted through English. Where formal certification of fluency has already been acquired, this must be referred to in your application. Where certification has not been obtained then the applicant should address this competency when completing their personal statement.

Desirable:

- Experience in planning and managing systems implementations and integrations.
- Good leadership and interpersonal skills.
- Experience in Sustainability.
- Experience working in a third level environment in a similar role would be distinct advantage.

Conditions of Service

The below information represents some of the key conditions of service and is not intended to be a comprehensive list of terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

A full statement of Terms & Conditions of employment will be given to the successful applicant in accordance with Terms of Employment (info) Acts 1994 & 2001.

Tenure and nature of the appointment*:

Subject to the satisfactory completion of the probationary period, this appointment is being initially made on a 5 year fixed term, whole-time basis.

**This post may be extended subject to retirement and / or organisational re-design.*

Remuneration:

The remuneration of this post will be as authorised by the Minister for Further and Higher Education, Research, Innovation and Science and may be adjusted from time to time in line with Government Pay Policy. Appointments to this post, save in very exceptional circumstances, will be made at point 1 of the salary scale.

Appointments to the post are at Senior management grade

The current scale as at 1st June 2024 is: €84,797– €109,061 per annum (9 pt scale).

Important Note re. Salary:

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.

Subject to satisfactory performance increments may be payable in line with current Government policy. Different terms and conditions may apply if, immediately before appointment, you are a currently serving public servant in a comparable role.

A contributory pension scheme applies.

The precise contractual arrangements to apply to an appointee will be outlined in any letter of offer, which may issue because of this competition.

Annual Leave

Leave will be in accordance with the collective agreements approved by the Minister for Further and Higher Education, Research, Innovation and Science from time to time.

Hours of Work

35 hours per week with flexibility required from time to time.

Travel

You may be required to travel from time to time both in Ireland and abroad.

Reporting Structure

This role will initially report to the Vice President of Corporate Affairs in IADT. All roles are Institute roles and reporting structures may change from time to time subject to the requirements of the Institute.

IADT Recruitment & Selection Process

How to apply

- A. To apply Candidates must complete the online registration form, where there are online questions that require consideration and the candidate's response.

Candidates must then upload TWO documents in MS Word or PDF format containing their cover letter and CV. Please note that omission of any or part of the requested application documentation in the correct format, as set out below, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

- B. Cover Letter CV Not exceeding 1 A4 page. Letter should detail relevant key competencies and explain how you meet the requirements of the role being advertised.
- C. Up to date CV not exceeding 3 A4 pages (See Appendix 1 for Guidance Note and sample CV layout. Applicants are requested to provide details in their CV of their current salary and public service grade (if applicable) along with the following information:
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- Educational qualifications, level and awarding institute
- Full employment history to date including key responsibilities
- Professional or other qualifications and experience
- Key professional achievements
- Must provide a minimum of 3 References. References will only be contacted should you reach the next stage of the competition.

The competition details will also be hosted on the PAS website and the IADT website. Only applications submitted online and on time through IADT's recruitment portal will be accepted into the competition.

Note: Where an application received does not comprise all three documents **(a)**, **(b)** and **(c)** above, the application will be deemed incomplete and will not be processed.

Closing Date: 12 noon, Friday 20th September 2024

Please note, applications submitted after 12:00pm will not be shortlisted. If you have any queries regarding your application, please contact Sulekha Kerhalkar on (01) 239 4618 or by email Sulekha.kerhalkar@iadt.ie

Please consult appendix 2 at the end of this booklet regarding information on our commitment to Equality, Diversity and Inclusion and to supporting candidates and staff with disabilities.

Competition Updates and Correspondence

- Competition updates will be issued to your registered personal email address contained in the candidate's CV and as entered on the online application portal.
 - The Institute will endeavour to send all correspondence during normal business hours but this is dependent on the volume of applications and business needs.
 - The onus is on each applicant to ensure that they are in receipt of all communication from the Institute.
 - You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.
 - The Institute accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by
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Institute and should make sure that the contact details specified on their application are correct.

Selection Methods

Dún Laoghaire Institute of Art, Design and Technology is the appointing entity. The Institute will convene a selection board, as prescribed by the relevant regulations under the Institutes of Technology Act 1992-2006, to carry out the competitive stages of the selection process. The approach employed may include:

- Short-listing of candidates on the basis of the information contained in their application to reduce the list of candidates to an appropriate number for interview;
- An initial / preliminary interview which may also include a presentation or other exercise by the candidate either to the Selection Board or a group nominated by the Board;
- A final interview, for those successful at preliminary interview, which may also include a presentation or other exercise by the candidate.

Should the person recommended for appointment decline, or having accepted it, relinquish it, IADT may at its absolute discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by IADT. IADT will not be responsible for refunding any expenses incurred by candidates.

Please note that any offer of employment is subject to satisfactory:

- Qualification & Reference verification
- Pre-employment Medical
- Garda Vetting (in certain circumstances)

Shortlisting

Regularly the number of applications received for a position exceeds that required to fill existing and future vacancies.

While candidates 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 Institute decide to reduce the number of applicants to be called to interview.

In this respect, the Institute provides 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 the most suitable for the position.

An expert board will examine the application forms against a pre-determined criteria based on the exceeding the essential requirements and the desirable requirements of the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to demonstrate that they are more appropriately qualified and/or have more relevant experience.

It is therefore in candidates' interests to provide a precise, detailed, accurate account of their qualifications/experience in their application. Following the shortlisting process, the HR Department will advise candidates via email as to whether they have been selected for the final competitive interview part of the competition process.

Final Competitive Interview

In advance of the Interview process all candidates will be written to and asked if they have any additional requirements or needs. These are in line with our code of practice for disabled staff.

- Video conferencing software may be used in the interview process.
- Interviews will be structured in format, with candidates asked to provide details of their skills and competencies as they relate to the role.
- Depending on the role being interviewed for candidates may be required to make a presentation (10-12 minutes in duration).
- Every role will have a question on the candidate's commitment to Equality, Diversity and Inclusion.
- The Institute will endeavour to give as much notice as possible of interview dates and times but not less than 10 days where a presentation is required.
- Where a presentation is required, candidates are requested to submit a copy of the presentation to HR not later than 2 working days prior to the Interview date. Failure to submit a presentation on time without any correspondence as to why will mean that the Institute will deem the candidate has withdrawn from the competition process.

The Importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the recruitment and selection process. Candidates must not canvass any person with or without inducements; personate a candidate at any stage of the process or interfere with or compromise the integrity of the process in any way. No communication, in any form, beyond that specifically requested by the Human Resources Office is permitted.

The Institute will not be responsible for any expenses, including travelling expenses that may occur in connection with their application for this competition.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Interfere with or compromise the process in any way
- A third party must not personate a candidate at any stage of the process.
- Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence.

Please note: Any person who is found guilty of an offence maybe liable to a fine/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate;
and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

In submitting a completed online application form and supporting documentation, candidates are declaring:

- That all the particulars furnished in their application are true and correct without omission and that they are aware of the qualifications and particulars for this position.
- That to the best of their knowledge that there is nothing in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in which they would be placed by virtue of this appointment.
- Their irrevocable consent to IADT making such enquiries as deemed necessary in respect of their suitability for the post in respect of which their application is made.
- Their acceptance and confirmation of the entitlement of IADT, as appropriate to, reject their application, or to terminate their employment (in the event of a contract of employment having been entered into on foot of this competition) if they have omitted to furnish IADT with any information relevant to their application or their continued employment or where they have made any false statement or misrepresentation relevant to this application or their continuing employment with the Institute.

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for the post.

Candidates who do not attend for interview when and where required by IADT, or who do not, when requested, furnish such evidence as IADT require in regard to any matter relevant to their candidature, will have no further claim to consideration. Should the person recommended for appointment decline, or, having accepted it, relinquish it or if any additional vacancy arises, the Institute may, at its discretion, select and recommend another person for appointment based on the results of this selection process.

Feedback & Appeals

Should a candidate can seek feedback on the recruitment and selection process should they be unhappy with an action or decision in relation to their application.

- To request an initial feedback, a candidate must write to the HR contact within 5 working days of receiving notification of the decision on their application.
- Feedback from the selection panel will be sent in written format to the candidate.
- If the candidate is dissatisfied with the outcome, they may resort to the formal appeal procedures within 2 working days of receiving feedback from the HR contact
- Should the candidate not be satisfied with the initial feedback, it will be referred to the HR Manager who acts as the decision arbitrator.
- The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review.
- The decision of the decision arbitrator in relation to such matters is final.

General Information

The admission of a person to a competition, or invitation to attend interview, or being appointed number one on the Institutes selection board report, is not to be taken as implying that IADT is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important, therefore, for candidates to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position IADT will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Eligibility to compete

Citizenship / Permit Requirement

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having or obtaining an appropriate work permit for the nature and duration of the position.

Former Public Service employees

Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER).
- Department of Health and Children Circular (7/2010) / or Collective Agreement: Redundancy Payments to Public Servants.

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Garda Vetting

Applicants are advised that nominated candidates will be required to undergo Garda vetting prior to appointment and if appointed they will be subject to Garda Vetting at regular intervals thereafter.

IADT's Applicant Privacy Notice can be found on the vacancies page of our website.

Data Protection Acts 1988 to 2018 and the Freedom of Information Acts 1997 to 2014 as amended Data collected for the purposes of recruitment activities

IADT conducts recruitment processes to fill vacancies within the institute. When applying for these competitions applicants are asked to submit a range of documents, e.g., a completed application form, CV and/or a personal statement or cover letter. For the purposes of recruitment activities, we will not collect any personal data that we do not need to assess your candidature for a role with us.

Legal Basis for Processing

IADT's legal basis for the processing of this data is a combination of individual consent, contractual necessity and legal obligations.

Withdrawal of Consent

Applicants can withdraw their consent for the processing of their personal data at any time by notifying the Institute. It is important to note that withdrawal of consent prior to the completion of the process will be considered as a withdrawal of the application.

What we do with your data

People who are directly employed by IADT and are based in Ireland process all the personal data collected for both recruitment and HR purposes.

Shortlisting

HR draft up the shortlisting documents and provide the initial screening to determine if a person meets the essential criteria of the competition. A shortlisting panel is generally made up of two senior grade staff members from the relevant department for which the role is being recruited.

Sharing of your data

Where you have been successfully shortlisted for a post, each interview panel member will be furnished with a hard copy of the relevant information of those who will be attending interview in order that they can review applications in advance of the interview process. All such information will be returned to IADT and shredded following the competition process. Some of the interview panel will be external interviewers, who are not employees of IADT but are engaged for the purpose and are strictly subject to the rules and policies of the Institute.

Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

Erasure

Applicants can request the data held be erased. In this case, the application for a position is considered withdrawn.

Rectification

Applicants can have any incorrect information corrected.

Objection / Withdraw

Applications can object to this information being processed and/or can request to withdraw from the application process.

Complain

Applicants can make a complaint to our internal Data Protection Officer "DPO":

IADT DPO Contact Details

· Email: dataprotection@iadt.ie or

Data Protection Officer, IADT, Kill Avenue, Dun Laoghaire, Co Dublin, A96 KH79.

And/or make a complaint to the relevant authority

Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28. Tel:
+353 (0) 761 104 800

Appendix 1 - CV Guidance Note

Your CV should be no longer than 3 A4 pages in length and should clearly state your relevant achievements and experience in your career to date. The selection process may include shortlisting of candidates on the basis of the information contained in their cover letter and CV. It is therefore in your own interest to ensure your CV clearly and accurately reflects your track record of achievements in the relevant areas as well as your track record in delivering on key strategic projects.

Your career history is best presented in reverse chronological order so that the most recent roles appear first. Please ensure you cover relevant work experience or last 3 or 4 roles in some level of detail depending on what you have done. For each position, please ensure you clearly indicate you're the level you were at in the organisation. Positions held more than 15 years ago require only a summary description.

You are also asked to include an indication of your current salary and if you are working within the Public Service grade if applicable.

Education Details: Please specify status of award if not complete. Should you come under consideration for appointment, you may be required to provide evidence of any qualifications awarded (Parchment & Transcripts).

At the end you may want to briefly note other achievements that you feel may be relevant to the particular role, for example - other roles you may hold (e.g. Board Member); Key Presentations; Language Skills (including level of fluency); Industry/Sectoral recognitions; Publications etc.

Appendix 2 - Our Commitment to Equality, Diversity and Inclusion:

IADT is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

We want to go beyond the legislative duties to create a culture where all our staff feel included and supported.

Additionally, as members of the Athena SWAN Charter, we are committed to advancing intersectional gender equality across the Institute.

IADT is an equal opportunities employer. We aim to reflect the diversity of the community we serve and welcome applications from all from all suitably qualified persons including those who are underrepresented in our workforce.

The Institute has a range of policies to support a family friendly working environment.

For further information on our commitment to EDI please see our website at <https://iadt.ie/about/equality-diversity-inclusion/>.

Our Commitment to supporting candidates and staff with disabilities:

All staff in IADT are required to take personal and individual responsibility to ensure that they do not discriminate against disabled staff.

Every member of IADT staff is expected, and encouraged, to show consideration towards disabled colleagues and visitors, and is required to implement our **Code of Practice**.

Discrimination on the grounds of disability will not be tolerated and could result in disciplinary action being taken against anyone who is in breach of this policy.

As an employer, IADT will take reasonable steps to ensure:

- Recruitment processes and terms of employment do not discriminate for reasons related to disability.
- Opportunities offered for promotion, transfer, training, or other benefits are the same for all employees.
- A disabled person is not put at a disadvantage because of their disability when reasonable accommodation can be provided to support them.

The term 'reasonable accommodation' is used as an umbrella term for any additional disability related support that is required.

Recruitment and Selection

Disabled people are encouraged and entitled, by law, to apply for any post in IADT for which they are qualified and to have their applications considered fairly and based on their abilities, qualifications, and suitability for the work in question. IADT will not create unnecessary barriers to prevent disabled people applying for posts.

We are committed to consulting with disabled job candidates, and to providing reasonable accommodation and support as necessary so that candidates may fully participate in the recruitment and selection process. A disabled person may require reasonable accommodation to apply for a role before interview, and where possible this will be provided.

All successful applicants are written to in advance of Interview and are asked if they have any additional requirements and are given the opportunity to disclose any disability at that stage.

Where a disability or additional requirements are identified or disclosed then we brief the interview board and will adapt the interview to suit the candidate needs e.g. if the candidate has Autism, we may adapt the question bank for the candidate to include only direct questions.

All interview boards are briefed on the relevant policies and practices as they relate to inclusivity and equal opportunities.

Any queries or requests for advice please contact the HR contact assigned to the competition.