

ETB Legal Services Support Unit (LSSU)

Staff Officer (Grade V)

Assignment to Education and Training Boards Ireland (ETBI)

6 January 2017

To: HR Managers in each ETB/ETBI

- HR Managers are requested to bring this to the attention of all staff within their organisations. Please note that the closing date is **20 January 2017**.
- Expressions of interest are sought from officers for assignment to the post of **ETB Legal Services Support Unit (LSSU) Staff Officer (Grade V)**. The assignment, to the role of LSSU Staff Officer, is a temporary re-assignment for an initial period of 18 months, at which point the Unit's performance will be reviewed.

General Information

- Education and Training Boards (ETBs) are statutory bodies which were established on 1st July 2013 under the Education and Training Boards Act 2013 to replace the Vocational Education Committees (VECs) and to take on an enhanced role in the delivery of training.
- The Act created a new structure that better positions the sector to support the evolution of service delivery in schools and in delivering further education and training where ETBs have a strong relationship with SOLAS, the further education and training authority.
- There has been a major transformation of the ETB sector as a result of the Education and Training Boards Act 2013. ETBI has played and will continue to play a key role in supporting the ETB sector during this period of change and transformation.
- The Department of Education and Skills supports the ETB sector through the ETB/SOLAS Programme Board and its Project Management Office. The ETB/SOLAS Programme Management Office (PMO) manages a range of projects detailed in the ETB/SOLAS Programme Plan aimed at ensuring the structures and systems within the ETB Sector will enable it to deliver on the challenges faced by the Sector over the coming years. The plan includes shared payroll and financial services for the ETB sector.
- The ETB Legal Services Support Unit Staff Officer will report to the LSSU Manager and will work with and support the other members of the Unit in establishing the Unit and in supporting the ETBs in the compliant and effective procurement of legal services.
- The successful candidate's headquarters will be at ETBI, Piper's Hill, Kilcullen Road, Naas, Co. Kildare but may be required from time to time to work from other locations.

Job specification

- To carry out the duties of the Legal Services Support Unit (LSSU) Staff Officer under the supervision and control of the LSSU Manager
- To assist with and support the LSSU Manager in implementing the ETB Legal Services Strategy and the ETB Legal Services Framework
- To contribute to the design and management of the Unit's programme of work
- To assist with and support the tendering process attaching to the ETBs utilisation of the ETB Legal Services Framework and to support the ETBs in challenges that may arise in relation to the use of the procurement framework
- To assist and support the LSSU Manager in providing advice and guidance to ETBs as required
- To assist with and support the establishment of a mechanism to collate management information to inform future budgeting and resourcing requirements and to allow for benchmarking
- To support the introduction of a client relationship management system that will assist a high-quality customer focus from all staff in the LSSU
- To work and liaise with the ETBs, DES, OGP and other key stakeholders to encourage collaboration and utilisation of the Unit and to encourage a common understanding of the role and work of the Unit
- To engage directly with ETBs on a regular basis and to establish a point of contact for the Unit within every ETB
- To assist with and support the LSSU Manager in arranging regular training/upskilling events for ETBs
- To contribute to the production of progress reports/work updates on a quarterly basis for the LSMG and the ETBI General Secretary/Assistant General Secretary
- To work as part of a moderate sized team of staff at one or more levels
- To perform such other duties, appropriate to the post as may be assigned

As the ETB Legal Services Support Unit is newly established, the roles within the Unit may grow and develop over time. Personnel appointed to the Unit may therefore, be required to vary their work and take on different duties and responsibilities as roles grow and develop.

Please note: The above job specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.



Competencies Required for the Role

Competencies - Grade V Officer

Effective Performance Indicators

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritization.
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results
	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication Skills	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation.
	Negotiates, where necessary, in order to reach a satisfactory outcome



	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Displays high levels of skills/ expertise in own area and provides guidance to
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
Drive & Commitment to Public Service Values	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/team work
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others

Eligibility

Essential Criteria

The successful candidates will on or before the closing date for the competition have the following:

- Currently be an employee of an ETB/ETBI
- Significant experience in an administrative capacity and in managing the administrative function in a busy office environment
- Experience in supporting tendering processes including the utilisation of the procurement frameworks
- Experience in handling and responding to procurement queries and of using the eTenders portal to manage same
- Experience in the establishment of mechanisms to collate management information to inform future budgeting and resourcing requirements
- Experience in planning, prioritising, executing and assigning work programmes and ensuring implementation of same
- Excellent Microsoft Office skills, particularly Word, Excel and PowerPoint
- Experience in working as part of a team
- Experience of staff supervision

Desirable Criteria

- Experience of working in a direct procurement function particularly, experience of procuring legal services
- Experience of working in support of a legal department/unit or as part of a team with responsibility for legal matters

Conditions of Assignment

1. The successful candidate must be in a position to take up duty without undue delay on assignment to ETBI for a minimum period of 18 months.
2. At the end of the 18-month period, a review of the Unit will take place and a decision will be made based on the review, on whether to continue the operation of the LSSU.
3. At the end of the 18-month period, if the Unit is discontinued, the individual will return to his/her organisation.
4. While on assignment to ETBI, the officer will continue to have access to promotional opportunities in his/her organisation and to other competitions for which s/he is eligible.
5. In the event of the officer's service with ETBI not being satisfactory during the period of assignment, the officer will be returned to his or her organisation.
6. The officer will report to the LSSU Manager.

To Apply

1. Applications must be made by e-mail to **aoife.orourke@etbi.ie** no later than **5.00 p.m. on 20 January 2017** and should comprise the following:
 - a short (no more than 2 pages) cover letter/personal statement outlining why you wish to be considered for the assignment,
 - a comprehensive CV clearly detailing relevant professional experience and achievements to date,
 - a completed Application Questionnaire, and
 - a completed and signed EOI Form (see below).
2. If you do not receive an acknowledgement of receipt of your application within two working days of applying, please contact **Aoife O'Rourke**.
3. If the numbers applying for the position are such that it would not be practical to interview everyone, it may be decided to shortlist candidates and call to interview only those who appear to be the most suitable for the position. It is envisaged that interviews will take place week commencing **30 January 2017**.
4. HR Departments in ETBs will be informed of any member of staff who has applied for an assignment to this role. In addition, the relevant HR Manager will be required to certify that a candidate has worked well in his or her present post, has been satisfactory in general conduct and in respect of sick leave prior to the candidate being offered a position.
5. Selection will be by way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
6. For additional information about the position, you may contact –

Aoife O'Rourke, aoife.orourke@etbi.ie



ETB Legal Services Support Unit (LSSU) Staff Officer (Grade V)

Expression of Interest (EOI) Form

Expression of Interest in ETBI Legal Services Support Unit Staff Officer role from
_____ ETB to ETBI

Section 1 - Details of the post for which Expression of Interest is invited

Post title

**LEGAL SERVICES SUPPORT UNIT STAFF
OFFICER**

Description of Role: This role will report to the Legal Service Support Unit Manager. The Unit will also have a project reporting responsibility to a project steering group. The role will support the implementation of the ETB Legal Services Strategy, whilst supporting the work of the Unit and ensuring targets and objectives are reached (see role profile for further detail).

Grade at which post is salaried

Grade V

Section 2 - Personal Details (please complete in Block Capitals)

Name

Current Grade

Title of current post

Date of Appointment



Section 3 - Eligibility Details

Are you currently employed in training functions?	Yes/No	<input type="checkbox"/>
Are you employed in administrative duties?	Yes/No	<input type="checkbox"/>
Are you an Instructor or Tutor delivering courses?	Yes/No	<input type="checkbox"/>
Are you a Teacher or SNA?	Yes/No	<input type="checkbox"/>
Are you employed in any other position within a school setting?	Yes/No	<input type="checkbox"/>

Section 4 - Certification by employee

I certify that the information which I have supplied above is true and correct.

Signature of Employee

Date

[Staff should note that a deadline of 5.00 p.m. on 20 January 2017 has been placed for the receipt of applications \(as outlined above\) via email to the address below:](#)

[Aoife O' Rourke, aoife.orourke@etbi.ie](mailto:aoife.orourke@etbi.ie)



Application Questionnaire

ETB Legal Services Support Unit (LSSU) Staff Officer (Grade V)

Name

Candidates are reminded that information given may be used to shortlist candidates. In answering the questions below, you should provide clear examples which evidence how you have demonstrated the experience or skill required. Candidates should use different examples wherever possible. Candidates should pay particular attention to the competencies for the role in selecting appropriate examples.

Please provide examples of relevant work experience in an administrative capacity and in managing the administrative function in a busy office environment (50 words max)

Please provide examples demonstrating your experience of working in a direct procurement function particularly, experience of procuring legal services, tendering processes and the utilisation of the procurement frameworks (50 words max)

Please provide examples of your experience of working in support of a legal department/unit or as part of a team with responsibility for legal matters (50 words max)