

**INFORMATION BOOKLET
PLEASE READ CAREFULLY**

Open Competition for the purpose of recommending person(s) for appointment to the position of:

**ETBI HR/IR - Governance Officer with
Education and Training Boards Ireland (ETBI)**

Ref: HR/IROF20

Closing Date: 16th March 2020

ETBI is committed to a policy of equal opportunity.

ETBI HR/IR – Governance Officer Education and Training Boards Ireland (ETBI)

Introduction

The ETBI HR/IR – Governance Officer is a new role within the ETBI structure. This document outlines the main roles associated with this position.

Overview of main functions carried out by Education and Training Boards Ireland

Under the Education and Training Boards Act 2013, Education and Training Boards Ireland (ETBI) is defined as: “An association established to collectively represent education and training boards and promote their interests, which is recognised by the Minister for the purposes of this Act.”

Under the Act the Minister may request ETBI to:

- Make representations on behalf of an ETB in respect of its functions.
- Conduct surveys in respect of information sought by the Minister in respect of the performance of functions by ETBs.
- Give such assistance to an ETB as the Minister considers necessary for the effective discharge of its functions.
- Assist two or more ETBs in the joint performance by them of any of their functions.
- Assist an ETB that has entered into an arrangement with an education or training provider for the joint performance of any of the functions of the Board.

Education and Training Boards (ETBs) were statutorily established on 1 July 2013 and they are constituted from the former VECs and FÁS Training Centres. ETBI was also established on 1 July 2013.

The principal objective of ETBI is to promote the development of education, training and youthwork in Ireland.

ETBI therefore:

- Represents, negotiates and advocates on behalf of member ETBs.
- Consults and negotiates at national level on behalf of ETB members with Government Departments, Trade Unions and with a range of other relevant bodies and authorities.
- Promotes the development and implementation of appropriate education and training policies, procedures and guidance for member ETB.
- Conducts research, devises and delivers education and training programmes targeted at the general ETB membership.

ETBI head office services to its members include:

- Education Policy
- HR, IR and Legal Support
- Procurement
- Training
- Corporate Services

ETB schools are state funded, co-educational and underpinned by the core values of:

- Excellence in Education
- Care
- Quality
- Community
- Respect

Role Description:

The ETBI HR/IR – Governance Officer in ETBI will primarily be responsible for supporting the HR/IR – Governance function within ETBI.

Main Duties

The role of the ETBI HR/IR – Governance Officer will include (but not be limited to) the following:

- The day-to-day management of the internal HR/IR and governance/compliance functions in ETBI.
- Advising the Director of OSD on internal compliance with best practice in HR/IR and statutory obligations.
- Implementation/oversight of ETBI Secretariat HR/IR functions.
- All aspects of recruitment and selection in ETBI.
- Overseeing implementation of Performance Management and Development System (PMDS) in ETBI.
- Conducting annual and multi-year training needs analysis within ETBI and developing an appropriate CPD programme.
- Developing content and delivering training, or aspects of training, as may be required from time to time as requested by the Director of OSD.
- Develop policies, practices and procedures for HR in ETBI
- Maintain a register of organisation-wide policies and log of when they require updating.
- Maintain the Code of Conduct register for ETBI staff.
- Updating of ETBI’s Risk Register, together with engaging with and reporting to key stakeholders.
- Maintenance and upkeep of the ETBI flexi-time system.
- Representing ETBI at meetings and/or fora as deemed appropriate.
- Dedicated projects associated which may be assigned from time to time by the Director of OSD.
- Assist the external ETBI HR/IR function, as required by the Director of OSD.

Experience and Qualifications:

The successful candidate will:

1. A relevant qualification in Human Resource Management/Industrial Relations/Business/Compliance/Governance.
2. Have a minimum of four years’ experience in a similar role.

NOTE: Qualifications/eligibility may not be verified by ETBI until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Competencies Required:

The ETBI HR/IR – Governance Officer will be required to show evidence of the following competencies:

Leadership Potential

- Is flexible and willing to adapt, positively contributing to the implementation of change
- Contributes to the development of policies in own area and the broader Department/Organisation
- Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Formulates a perspective on issues considered important and actively contributes across a range of settings

Analysis and Decision Making

- Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written/oral)
- Uses numerical data skilfully to understand and evaluate business issues
- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
- Sees the logical implications of taking a particular position on an issue
- Is resourceful and creative, generating original approaches when solving problems and making decisions

Delivery of Results

- Assumes personal responsibility for and delivers on agreed objectives/goals
- Manages and progresses multiple projects and work activities successfully
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
- Maintains a strong focus on meeting the needs of customers at all times
- Ensures all outputs are delivered to a high standard and in an efficient manner
- Uses resources effectively, at all times challenging processes to improve efficiencies

Interpersonal and Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of internal and external customers
- Effectively influences others to take action
- Works to establish mutual understanding to allow to collaborative working
- Works effectively

Specialist Knowledge, Expertise and Self-Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and department/organisation
- Develops the expertise necessary to carry out the role to a high standard and shares this with others

- Is proactive in keeping up to date on issues and key developments that may impact on own area, the department and/or wider public service
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her own field that is recognised and utilised by colleagues

Drive and Commitment to Public Sector Values

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency
- Is personally trustworthy and can be relied upon
- Places the citizen at the heart of all process and systems
- Upholds the highest standards of honesty, ethics and integrity

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.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed;
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

Citizenship Requirement:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

CONDITIONS OF SERVICE

Terms of Appointment

This appointment will be a 2-year fixed-term contract. The appointment is subject to the continued funding available to ETBI. The appointment will be subject to a 9-month probationary period. If at any time during the probation period, it appears that the appointee would not be suitable for final appointment the contract will be terminated.

Secondment from the education sector may be considered for the filling of the position.

Reporting Structure

The ETBI HR/IR – Governance Officer will initially be a member of the XX Directorate in ETBI and will report to the Director of OSD. ETBI reserves the right, re-assign the appointee to another Directorate within the organisation.

Remuneration

The salary scale applicable to this position is the ETB Grade VI scale. The salary scale as of 1st September 2019 is €47,589-58,157 (including two long service increments)

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay-scale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Public Servant.

Prior to taking up duty an appointee seconded to the post will be required to provide a comprehensive statement to ETBI from his/her substantive employer confirming salary and pension details.

Annual Leave

The appointee will be entitled to 27 working days holidays in each year (in addition to the usual Public and Bank Holidays) to be taken at a time or times convenient to the ETBI. The appointee will be required to take annual leave for the period of the Christmas closure of ETBI.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETBI staff generally.

Different conditions may apply, if, the appointee is seconded from the education sector (public servant). Prior to taking up duty an appointee seconded to the post will be required to provide to ETBI their sick leave records for the previous 4 year rolling period from his/her substantive employer.

Other Statutory Leave

Prior to taking up duty an appointee seconded to the post will be required to provide to ETBI a record from his/her substantive employer of any other leave taken (such as force majeure leave).

Termination

The appointment will be terminated by one month's notice in writing on either side.

Pension

The appointee will be eligible to join the ETBI's pension scheme after 6 months satisfactory service.

If the appointee is seconded from the education sector (public service), the rules of the superannuation scheme applicable to their substantive grade will apply.

Location

The place of work will be ETBI Office in Naas or such other office location within the ETBI as determined by the General Secretary. The post holder may be required to travel, within and/or outside, of Ireland in the performance of his/her duties.

Maternity / Adoptive / Carers / Parental / Force Majeure Leave

Maternity / Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

General

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 successful candidate's employment contract.

SELECTION PROCESS

How to Apply

Applicants should follow the link to the online application form on www.etbi.ie/recruitment. Only applications made through the online application process will be accepted.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETBI is satisfied that such person fulfils the requirements.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of ETBI. Therefore, candidates are strongly advised to submit applications well before **12 Noon on Monday 16th March 2020** deadline on the specified closing date.

Closing Date and Time:

Your application must be submitted by email to jobvacancies@etbi.ie not later than **12 Noon on Monday 16th March 2020. Applications will not be accepted after this date and time.**

Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by the ETBI.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview

The Selection Process will include:

- A competitive interview which may include a presentation
- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. If the numbers applying for the position are such that it would not be practical to interview everyone, ETBI may decide to employ a short-listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short-listing exercise that may be employed, ETBI examines the application forms and assesses them against pre-determined criteria based on the requirements of the

position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

GENERAL INFORMATION

Security Clearance:

ETBI is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other Important Information

ETBI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETBI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position Education and Training Boards Ireland 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 should another vacancy arise, Education and Training Boards Ireland may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality

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.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by ETBI or who do not, when requested, furnish such evidence as the ETBI require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

ETBI process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

Latest date for receipt of completed applications for the above post by email to jobvacancies@etbi.ie is: than 12 Noon on Monday 16th March 2020.

- **LATE APPLICATIONS WILL NOT BE ACCEPTED**
- **CVs WILL NOT BE CONSIDERED**
- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER