

INFORMATION BOOKLET

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

**Education and Training Boards Ireland (ETBI)
Assistant Staff Officer (Grade IV) (Panel)
(Ref: 06.21)**

Closing Date: Monday 28th June 2021 at 12.00 noon

Interviews will take place on Tuesday 6th July 2021.

ETBI is committed to a policy of equal opportunity.

Assistant Staff Officer (Grade IV)

The Education Training Boards Ireland (ETBI) wishes to create a panel from which Grade IV vacancies arising over the next year may be filled. Areas of work within ETBI may include Schools, Further Education and Training (FET), Organisation Support and Development (OSD) or Youth Services area.

This document outlines the main duties associated with the position of Assistant Staff Officer in ETBI.

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 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 youth work 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 and Training Policy.
- HR, IR and Legal Support.
- Procurement.
- Training.
- Corporate Services.
- ICT.
- Buildings.

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

- Excellence in Education.
- Care.
- Equality.
- Community.
- Respect.

Role Description:

Successful candidates will ideally have excellent communication skills, proficiency in Word Processing / IT and a good working knowledge of the Education and Training Boards (ETB) sector or the education sector.

Main Duties

The role of the Assistant Staff Officer will include (but not be limited to) the following:

- Supporting the Directors and their functional areas to achieve the key goals, objectives and tasks of the sector.
- Planning, scheduling activities and adhering to deadlines.
- Organising and coordinating meetings, work plans, SharePoint and Teams Channels.
- Providing secretariat and administrative support.
- Agenda preparation, minute taking and preparing documents and correspondence for distribution.
- Engaging with external colleagues and stakeholders.
- Use of Information Technology e.g., Ms Office365, Workflows, MS Teams, SharePoint including word processing, spreadsheets, database, e-mail, Internet and project management tools.
- Provision of financial administration support e.g. assist with the budget management and reporting, procurement and other associated tasks.
- Updating and maintaining reporting templates, project schedules and documents.
- Support administration of EU Projects.
- Supporting ongoing administration for CPD Conferences.
- Other administration duties as required.

Please note that the responsibilities outlined in this job specification should not be regarded as comprehensive in scope and 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.

The successful candidate will:

- Have a minimum of a relevant Degree and /or three years relevant experience in an administrative role.
- Have excellent administrative, organisational and numeric skills including competency in MS Office, SharePoint and IT systems.
- Have excellent written English and note taking skills.
- Have self-motivation with the ability to manage changing priorities and meet deadlines.
- Have proven ability to be flexible and work hard, both independently and in a team environment.

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 Assistant Staff Officer will be required to show evidence of the following competencies:

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.

Information Management & Decision Making

- Follows procedures and ensures they are implemented in own area, understanding the rationale behind them.
- Reviews completed work regularly and acts on learning points.
- Evaluates current work practices to identify changes that could be made to improve efficiencies.
- Can work effectively on a number of tasks at the same time.
- Is comfortable working with and manipulating a range of data, e.g., numerical, written etc
- Makes sound appropriate decisions in a confident manner and can justify and stand by them.

Delivery of Results

- Delivers results on time and to a high standard.
- Takes responsibility for own work and the work of the team.
- Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands.
- Evaluates the current work practices to identify changes that could be made to help them run more effectively.
- Maintains accurate records and monitors work, ensuring any errors are identified and rectified.
- Appreciates the need to delegate work appropriately rather than doing everything oneself.

Interpersonal and Communication Skills

- Shows respect, tact and maintains composure when dealing with customers or staff members.
- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite.
- Listens to others and invites feedback, dealing with information in a constructive way.
- Influences others by actively listening and clearly expressing their position.
- Produces written letters/reports in a clear and concise manner.

Specialist Knowledge, Conscientiousness, Reliability and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g., relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
- Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/Organisation and communicates this to the team.
- Leads by example, being committed to self-development and enhancing the knowledge and skills required to improve performance.
- Takes a careful approach to their work and is accurate when working with written and/or numerical information.
- Can be relied upon to undertake a task and do it properly and thoroughly, even when unsupervised.
- Takes responsibility for work and sees even difficult or tedious tasks through to completion.

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles.
- Serves the Government and people of Ireland.
- Can work independently without excessive guidance or support.
- Demonstrates resilience in the face of significant demands and challenges.
- Ensures that the customer is at the heart of all services provided.
- Is personally honest and trustworthy.
- Acts with integrity and supports this in others.

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

Appointments may be made on a temporary or contract basis and is subject to a six-month probationary period. If at any-time during this period, it appears that the appointee would not be suitable for final appointment the probation will be terminated.

Reporting Structure

The Assistant Staff Officer will report to the relevant Directorate in their functional area.

Remuneration

The salary scale applicable to this position is the Assistant Staff Officer, Grade IV scale. The salary scale as of October 2020 is €31,513 - €46,466 (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 23 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.

Termination

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

Location

The place of work will be ETBI Head Office or such other office location within the ETBI as determined by the General Secretary. The appointee 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.

How to Apply

Applications should be made by completing the application form and submitting by email to jobvacancies@etbi.ie. All sections of the application form must be fully completed. Applications must be marked in the email subject heading as '(Ref: 06.21)'.

Applications will not be accepted after the closing date and time.

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 **Monday 28th June 2021 at 12 noon** 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, Monday 28th June 2021. 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

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: Monday 28th June 2021 at 12 noon

- **LATE APPLICATIONS WILL NOT BE ACCEPTED**
- **CV's WILL NOT BE CONSIDERED**
- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER