



INFORMATION BOOKLET

Human Resource/ Industrial Relations (HR/IR) Governance Officer

Grade VI/ Ref 01.26



**Closing Date: Thursday 12th of
February 2026 at 12 noon**

**Interviews will be held on Thursday, 5th
March 2026**

Education and Training Boards Ireland (ETBI) is an equal opportunities employer.

HR/IR Governance Officer (Ref: 01.26)
Education and Training Boards Ireland (ETBI)

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

Education and Training Boards Ireland (ETBI) is the national representative body established to collectively represent the sixteen Education and Training Boards (ETBs) and promote their interests, which is recognised by the Minister for the purposes of the Education and Training Boards Act 2013. ETBI comprises of the staff of ETBI, the ETBI Chief Executives, Directors of Further Education and Training, Directors of Schools, Directors of Organisation, Support and Development Forums and the respective networks and groups associated with these forums.

Mission

ETBI'S mission is to lead and advance the continued development of education, training, and youth work in Ireland.

Vision

To harness our strength to influence and promote a strong education and training sector through collaboration and collective effort.

Values

ETBI's five core values represent the core values of the ETB sector working collectively. Core values are like "branding" but on the inside. They help ETBI to make informed decisions and unify the culture. This will help ETBI hold ourselves accountable and others accountable in decision-making and our engagement with partners and other stakeholders. The five core values are **Excellence, Care, Equality, Community and Respect**.

- **Excellence** includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of the people involved.
- **Care** is about the welfare, well-being, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.
- **Equality** is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified by targeting resources for those who have the need and prioritising a culture of inclusion.
- **Community** encompasses learners, their families, staff, and the local communities in which our services are based. It is about having a shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in productive collaboration, positive contributions, and effective communication among all stakeholders.
- **Respect** is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that positively impacts on the rights, feelings, and aspirations of the diversity of people.

Equality, Diversity and Inclusion

At ETBI, we believe that diversity and inclusion are essential to the success of our goals and exist at the core of our values. Diversity not only includes ethnicity and gender identity but also age, disability status, sexual orientation, religion and many other parts of one's identity. We are committed to cultivating a workplace of individual differences which embraces unique perspectives and fosters a culture of belonging. Our team is strengthened by a growing diverse workforce, and we actively seek individuals representing various backgrounds, experiences, and ideas to join us in our mission. At ETBI, diversity and inclusion are everyone's responsibility and are the foundations of our collective growth and prosperity.

HR/IR Governance Officer

The HR/IR Governance Officer will report to the Director of Organisation Support and Development (DOSD). They will lead and manage the internal human resources, industrial relations, and governance functions within ETBI, ensuring compliance with statutory obligations and alignment with best practices.

Main Duties

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

- Day-to-day management of the internal HR/IR and governance/compliance functions in ETBI;
- Advise the Director of OSD on internal compliance with best practice in HR/IR and statutory obligations;
- Support the development and implementation of HR strategy to achieve business objectives;
- Embed an organisational culture that supports high performance and contributes to overall organisational effectiveness;
- Management of a small team of direct reports.
- Support the development of strategic workforce planning capacity.
- Manage and support ETBI's Performance Management and Development System (PMDS).
- Provide specialist support and advice on employment matters, industrial relations and legislation;
- Ensure that HR policies and procedures are implemented fairly and consistently, are up to date and accessible.
- Manage, evaluate and implement open and transparent recruitment and selection processes, appointments and induction and probation procedures;
- Develop organisational capability in effective people management practices;
- Implementation/oversight of ETBI Secretariat HR/IR functions;
- Develop content and deliver training, or aspects of training, as may be required from time to time as requested by the Director of OSD;
- Update of ETBI's Risk Register, together with engaging with and reporting to key stakeholders;
- Strengthen positive employee engagement within ETBI and manage initiatives in ETBI's Wellbeing Strategy 2024-2026;
- Support diversity, equality and inclusion initiatives;

- Monitor and report on key HR metrics to inform organisational developments and HR policy and practice, and dedicated projects associated with which may be assigned from time to time by the Director of OSD;
- Carrying out other duties which may be assigned from time to time.

Competencies Required:

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

Leadership

Inspiring and energising self and others to achieve personal and organisational success. Creates team spirit and helps direct individuals towards the achievement of the team and organisational goals.

- Remains visible, available, and approachable to others.
- Provides a clear definition of individual and team member roles and responsibilities.
- Explains what needs to be done and why.
- Allows the team to take the glory.
- Regularly finds ways to celebrate and reward successes with the team.
- Takes a stand on issues he/she feels strongly about but supports a decision once it is made.

Developing Self and Others

Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad range topics, providing developmental opportunities to others and taking ownership of own learning and others.

- Provides time for the team to share information from a variety of sources, demonstrating that learning is integral to work.
- Surrenders interesting jobs to others to help broaden and strengthen their capabilities.
- Exchanges information with a wide range of contacts to keep abreast of new ideas, technology etc.

Innovation & Creative Thinking

Generating and implementing creative solutions to achieve ETBI Strategic goals, conceptualising and articulating future opportunities and trends.

- Considers how new ideas/trends may affect the team.
- Shares new ideas/trends with the team, asking how those trends could be turned into opportunities for the team.
- Engages others in “what if” thinking to encourage them to find new and better ways of working.
- Provides time for brainstorming and the sharing of ideas.

Specialist Knowledge & Expertise

Develops and maintains the skills and expertise required to perform in the role effectively and be able to apply their expertise to make a positive impact in the following areas:

- Demonstrates a strong working knowledge of employment legislation.
- Contributes to the design, review, and implementation of HR and IR policies that reflect ETBI's governance standards and strategic priorities.
- Uses data and stakeholder input to inform decisions that enhance operational efficiency and staff engagement.
- Maintains and updates HR-related risk registers, monitors compliance with internal controls, and reports to key governance stakeholders.
- Promotes a culture of continuous learning and development.
- Demonstrable negotiation and conflict resolution skills.

Learner & Stakeholder Focus

Maintaining learner/ stakeholder focus, understanding their needs, providing realistic commitments, and taking responsibility for delivering on those commitments.

- Engages with stakeholders whenever possible to better understand their business and build relationships.
- Works with the team to ensure that learners/stakeholders are kept informed as their requests are being managed.
- Seeks feedback from learners/stakeholders, listening and responding positively to suggestions and criticisms.

Results Focused and Business Aware

Maintaining a focus on the important issues to achieve and improve results and awareness, applying sound business principles and effective operational practices to drive a successful outcome.

- Brings discipline to the team, encouraging them to find easier and more efficient ways of working.
- Encourages the team to continuously focus their activities to meet the team's objectives and sets measurable targets.
- Establishes team priorities and identifies critical tasks and milestones to help keep projects and individuals on track.

Communication

Exchanging information and ideas with others to promote effective discussion and decision making; promoting 2-way communication.

- Regularly asks for, and listens to, the views and opinions of others, showing genuine respect for what they have to say.
- Responds to others in a way that demonstrates he/she has heard and considered their opinions.
- Adjusts language, style and tone of communication to suit the audience.

- Brings forward to management the ideas and concerns of his/her team to ensure they are heard.
- Openly voices and constructively shares differences of opinions, yet is willing to modify perspective and demonstrate flexibility.

Requirements for the role

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, interviews or any element of the selection process is not acceptance of eligibility.

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:

1. 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.
2. 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 three-year fixed-term contract subject to a six-month probationary period. If at any time during this period, it appears that the appointee would not be suitable for the final appointment, the probation will be terminated.

Remuneration

The salary scale applicable to this position is the Grade VI scale. The Grade VI salary scale as of 1st August 2025 is €57,323 - €70,031 (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' holiday 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.

Prior to taking up duty, an appointee seconded to the post will be required to provide their annual leave record to ETBI from his/her substantive employer.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETBI staff generally. Different conditions may apply if the successful candidate is seconded from the education sector (public servant).

Termination

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

Pension

This is a seconded position from the public sector, and relevant pension entitlements apply.

Location

The place of work for the HR/IR Governance Officer will be ETBI Head Office or such other office location within the ETBI as determined by the General Secretary. The HR/IR Governance Officer may be required to travel, within and/or outside of Ireland, in the performance of their duties. Hybrid Working may be available in agreement with your line manager.

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 a 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 at 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 the interview is not to be taken as implying that the ETBI is satisfied that such a 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 before the **12 noon on Thursday, 12th of February** deadline.

Closing Date and Time:

Your application must be submitted and received no later than **12 noon on Thursday, 12th February**. It will not be possible to submit applications 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 based on the information contained in their application
- Qualifying for a preliminary interview

The Selection Process will include:

- A competitive interview
- Reference checking

Shortlisting:

Normally, the number of applications received for a position exceeds that required to fill existing vacancies in 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, but rather that some candidates 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 interest 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, invitation to attend an 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 enquiries, 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 an interview or another test when and where required by ETBI or who do not, when requested, furnish such evidence as the ETBI requires regarding any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

ETBI processes data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

The latest date for receiving completed applications for the above post is: 12 noon on Thursday, 12th February.

IT WILL NOT BE POSSIBLE TO SUBMIT APPLICATIONS AFTER THIS DATE AND TIME.

- **CV's WILL NOT BE CONSIDERED.**
- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE.**

ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER