



Legal Services Support Unit (LSSU) Manager (Maternity Cover)

Grade APO/ Ref 17.25



**Closing Date: 29th September
2025 at 12 noon**

**Interviews will take place the week beginning the week of Monday 6th
October 2025**

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

Education and Training Boards Ireland (ETBI) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. Our aim is to attract the best people who have the experience, knowledge, skills, abilities and competencies to support ETBI's mission. ETBI promotes equal opportunities, diversity, and inclusion, encouraging underrepresented groups to apply and providing accommodations for candidates with disabilities.

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Education and Training Boards Ireland (ETBI)

Overview of 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 impacts positively 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.

ETBI's LSSU Manager (Maternity Cover)

Purpose of the Role:

The LSSU Manager plays a strategic role in procurement of legal services under OGP, providing sectoral legal advice, standardising practices, and fostering collaboration between ETBs and the Department of Education and Youth. The manager leads the Legal Services Support Unit, manages its staff, and reports to both the Legal Services Management Group and ETBI leadership. Key responsibilities involve advising senior ETB personnel, implementing reporting structures, engaging stakeholders, and delivering training to reduce reliance on external legal opinions and enhance sectoral awareness and knowledge of legal responsibilities and best practise in areas of sectoral interest. The role also contributes to budgeting, policy development, and governance, ensuring legal services are delivered efficiently and compliantly

Responsibilities:

The role of the LSSU Manager will include (but not be limited to) the following:

- Supporting the compliant and effective procurement of legal services across the ETB Sector
- Monitoring and advising on new legislation including where some may require updating ETB/ETBI policies and procedures
- Provision of sectoral legal advice to ETBs and to ETBI.
- Collation of management information to inform budgeting, and resourcing requirements
- Work in collaboration with ETBI colleagues and education sector to support sectoral standardisation in line with best practice in areas of sectoral interest
- Ensure a supportive culture of knowledge sharing through the effective use of technology
- Effecting cultural change in the use of external legal services across the ETB Sector

Requirements:

Essential:

- Be a qualified solicitor or barrister with experience working in a legal setting and providing legal advice
- Have an understanding of corporate governance practices including the ability to demonstrate a strong understanding of accountability and governance requirements of public bodies
- Demonstrate the capacity to work as part of a senior management team, developing and implementing strategic plans and organisational policies and procedures
- Demonstrate the ability to maintain confidentiality and to handle sensitive issues
- Demonstrate the ability to use ICT to communicate and to manage data effectively across a large stakeholder base
- Proven record as an excellent communicator with highly developed interpersonal and influencing skills
- Proven ability in leading teams, providing direction, support, and mentoring for development

Desirable:

- Demonstrated experience of engaging productively as team member and team lead with internal and external stakeholders, individually and collectively
- Demonstrated adaptability, flexibility, resilience, and ability to work effectively under pressure

This job description is intended to give a general description of the duties assigned and it is not intended to be either restrictive or definitive and may be amended to reflect duties appropriate to the Grade of the successful candidate. It will be subject to periodic review with the individual. Opportunities for training to support delivery of new initiatives will be considered.

Competencies Required:

The LSSU Manager will be required to show evidence of the following competencies:

Leadership

Inspiring and energising others to achieve personal and organisational success.

- Actively contributes to the development of the strategies and policies of ETBI
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team ensuring effective delivery of tasks
- Considers the effectiveness of outcomes across ETBI and the ETB sector
- Clearly defines objectives and delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching and creating opportunities for skills development
- Identifies and takes opportunities to introduce new and innovative ways to improve services across ETBI and the ETB sector
- Works actively with senior management

Learner & Stakeholder Focus

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

- Research issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages with awareness of possible consequences
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on internal and external stakeholders
- Takes a firm position on issues s/he considers important

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.

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances
- Ensures quality and efficient customer service is central to and underpins the work of ETBI
- Looks critically at issues to see how things can be done better
- Is open to new ideas, initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services consistently
- Effectively manages multiple projects and personnel
- Is solution focussed

Communication

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

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork and works effectively on projects across ETBI and ETBs
- Maintains poise and control when working to influence others
- Instils a strong focus on high standards of customer service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of internal and external stakeholders, including ETB management and staff

Specialist Knowledge & Expertise

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

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.

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 is a specified purpose 6-month maternity cover contract subject to the continued funding by the DES. The appointment will be subject to a one-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 LSSU Manager will report to the Director of Organisation Support and Development.

Remuneration

The salary scale applicable to this position is the ETB Assistant Principal Officer scale. The grade APO salary scale as of 1st August 2025 is €83,525 - €101,728 (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 30 working days holidays (pro-rata) 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 appointee is seconded from the public service.

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 is eligible to join ETBI's pension scheme.

If the appointee is seconded from elsewhere in the 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 as determined by the General Secretary. The employee may be required to travel, within and/or outside, of Ireland in the performance of his/her duties. Hybrid Working may be available in certain instances 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. 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 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 well before the 12 noon on Monday 29th September 2025 deadline.

Closing Date and Time:

Your application must be submitted and received no later 12 noon on Monday 29th September 2025. 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 recommend 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 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 receipt of completed applications for the above post is: 12 noon Monday 29th September 2025.

- **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