

INFORMATION BOOKLET



etbi
Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

Human Resources Administrator

Grade IV/ Ref 11.26



**Closing Date: Thursday 26th March
2026**

**Interviews will be held the week
beginning 6th April**

ETBI is committed to a policy of equal opportunity.

Human Resources Administrator (Ref: 11.26)

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.

Human Resources Administrator, Role Description:

The Human Resources Administrator will report to the HR/IR Governance Officer and will be the first point of contact for HR-related queries from our people. The successful candidate will work across all facets of Human Resources which includes but is not limited to: Induction and Offboarding, Performance Management, Recruitment and Selection, Training and Development and Employment relations.

Key Functional Responsibilities

- Supporting the Recruitment Process: Scheduling job interviews and assisting in the interview process. Preparing of all supporting document for all advertised posts, co-ordinating of interview panels, documentations, letters and interview packs.
- Development of the Learning and Development section.
- Responsible for all aspects of administration concerning contract management, probation management, absence management and any other HR processes where necessary.
- Provide assistance to the HR department in participating and delivering HR improvement projects and wellbeing initiatives.
- Liaise with new staff and organise the induction programme.
- Work with HR in ensuring training programmes are delivered both internally & externally as required.
- Inputting and management of orders on the P2P System for the area.
- Maintenance and development of communication channels on the HR Platforms.
- Management and continuous updating of Zoho People and liaise with staff on leave queries.
- Supporting HR on Committees: General systems/administration duties including word processing, updating spreadsheets (HR Reports), preparing reports, transcribing notes, and drafting minutes.

Competencies Required:

The Human Resources Administrator 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 for own learning and others.

Promotes information sharing within the team and encourages learning as integral to the team's daily activities

- provides time for the team to share information from a variety of sources, demonstrating that learning is integral to work
- surrenders the 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 trend.

Assists the team in the development of new ideas and ways to work.

- 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.

Learner & Stakeholder Focus

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

Works with team to develop a better understanding of the learner or stakeholders’ circumstances to provide the most effective service.

- Build effective working relationships in order to provide information and enhance service.
- engages with stakeholders whenever possible to better understand their business and build relationships
- works with team to ensure that learner/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 of and applying sound business principles and effective operational practices to drive successful outcome.

Works with team to ensure that sound business principles and operational practices are being applied and focuses the team on activities to achieve goals.

- brings discipline to the team, encouraging them to find easier and more efficient ways of working
- encourages 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.

Exchanges information in an open, honest and clear manner to enhance team

effectiveness.

- 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 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.

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 world of work.

- Has a clear understanding of the roles, objectives and targets of self and the HR/IR Governance Officer and how they fit into ETBIs HR Strategic Workplan.
- Has knowledge of HR, L&D, OD&D, EDI, Talent management, recruitment and People analytics. Is focused on self-development, keeps up to date with relevant developments seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future.

Essential Requirements

Required Educational Qualifications and Technical & Professional Knowledge

1. Undergraduate degree in Human Resources or relevant field or proven work experience as an HR Administrator, HR Administrative Assistant, or relevant role.
2. A knowledge and understanding of HR best practices.
3. An understanding of Irish/EU employment law/regulations.
4. Strong Organisational skills, attention to detail and problem-solving skills.
5. Possess strong organisational, analytical abilities and excellent attention to detail and accuracy.
6. Work well, both in a team and under one’s own initiative.

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 will be a five 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 final appointment the probation will be terminated.

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

Remuneration

The grade IV salary scale as of February 2026 is €39,099 - €55,460 (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.

Annual Leave

The Human Resources Administrator 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 successful candidate 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 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

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

If the Human Resources Administrator 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 for the Human Resources Administrator will be ETBI Head Office or such other office location within the ETBI as determined by the General Secretary. Remote working will be considered in this role in agreement with the line manager. The Human Resources Administrator 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 the **12 noon on Thursday 26th of March 2026** deadline.

Closing Date and Time:

Your application must be submitted and received not later **12 noon on Thursday 26th of March 2026**. 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 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
- 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 is: 12 noon on Thursday 26th of March 2026.

- **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