INFORMATION BOOKLET

Executive Assistant – Office of the General Secretary

Grade IV/ Ref 31.26



Closing Date: Monday, 7th of December 2026 at 12 noon.

Interviews will be held on Wednesday, December 16th, 2026

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 supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications .and accommodates candidates with disability to apply for posts.

Executive Assistant – Office of the General Secretary (Ref: 31.26)
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.

Purpose.
To represent and support Ireland's Education and Training Boards as the leading state providers of education, training and youth work in Ireland.

Vision
To enhance the capacity of Education and Training Boards to lead high quality and inclusive education and training.

Mission
ETBI's mission is to empower Education and Training Boards to advance education and training in Ireland through strong representation, collaboration, innovation and supports.

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;** we aim to do our best by staying professional, improving constantly, and being innovative. We focus on high-quality results, learning, developing skills, and working together successfully.
- **Care;** we support and look out for each other. Building positive relationships and focusing on wellbeing. By being empathetic, communicating openly, and working together, we create a welcoming and caring environment.
- **Equality;** we treat everyone fairly, with respect and inclusivity. We provide equal opportunities, celebrate diversity, and work to remove bias, ensuring everyone feels valued and able to succeed.
- **Community:** we create a strong community by encouraging teamwork, inclusion, and meaningful connections. With open communication and shared goals, we ensure everyone feels they belong and can contribute.
- **Respect:** we treat everyone with respect, appreciating their dignity, views, and contributions. By being fair, understanding and professional, we build trust and celebrate diversity.

Executive Assistant (Grade IV) Job Description

The Executive Assistant (Grade IV) will report to the General Secretary and will work as part of the wider Organisation Support and Development (OSD) team. The Executive Assistant will provide administration support to the General Secretary, the Chairs of the ETBI Council, CE Forum and Reserve Members Forum.

Main Duties:

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

1. Provide comprehensive executive and administrative support to the General Secretary, including managing correspondence, information flow, and administrative processes associated with the role.

2. Support communications and coordination between the General Secretary, the Chairpersons of the ETBI Council, Chief Executives' and Reserve Members Forum, and other key internal and external stakeholders.

3. Manage the General Secretary's office communications, including screening telephone calls, monitoring correspondence, triaging emails, and ensuring matters are prioritised and addressed within agreed timeframes.

4. Manage and coordinate the General Secretary's diary and schedule, including appointments, meetings, events, travel arrangements, and associated logistics. Ability to act as an effective gatekeeper to the General Secretary, exercising judgement in managing access, prioritising requests and ensuring that the General Secretary's time is protected to focus on key strategic and organisational priorities.

5. Coordinate executive meetings and engagements, including scheduling, preparation of agendas, briefing materials, reports, meeting packs, and ensuring appropriate follow-up actions are completed.

6. Monitor, track and coordinate agreed actions, projects, meetings and events, ensuring timely follow-up and reporting on progress where required.

7. Draft, review and coordinate correspondence and responses on behalf of the General Secretary, liaising with colleagues and stakeholders to ensure accurate and timely communication.

8. Provide high-quality administrative, secretarial and document management support to the General Secretary, including preparation of reports, presentations, minutes and other documentation.

9. Support stakeholder engagement and media-related enquiries, ensuring appropriate coordination, escalation and briefing of the General Secretary as required.

10. Liaise with finance and corporate services functions and maintain familiarity with relevant organisational procedures, financial processes, procurement arrangements and governance requirements.

11. Advanced proficiency in Microsoft Office applications, particularly Copilot, Outlook, Word, Excel, PowerPoint and Teams to enhance productivity, information management, collaboration and efficiency across the office of the General Secretary. Demonstrated ability to quickly learn, adapt to and effectively utilise new systems and technologies in response to evolving organisational needs.

12. Maintain governance records, action logs, decision registers and meeting schedules associated with ETBI Council, Executive Support Committee, Chief Executives' Forum and other governance structures.

13. Demonstrated ability to navigate complex organisational environments with diplomacy, sound judgement and an understanding of the sensivities associated with supporting a senior executive.

14. Experienced in coordinating projects, monitoring actions and supporting the delivery of strategic organisational priorities.

Competencies Required:
The Executive Assistant 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:

- Sound understanding of corporate governance principles, organisational structures and decision-making processes, ideally within a public sector environment.
- Proven ability to professionally and diplomatically engage with senior internal and external stakeholders, including governmental departments, public bodies and sectoral representatives.
- Excellent written and verbal communication skills, with expertise in preparing professional correspondence, reports, briefing documents and presentations.
- An expert in coordinating senior-level meetings, including agenda preparation, accurate minute-taking, action tracking and the timely circulation of documentation.
- Strong understanding of organisational priorities, with the ability to anticipate executive requirements, exercise initiative and proactively support the delivery of strategic objectives.
- Strong understanding of confidentiality and GDPR and information management requirements, with the ability to handle sensitive information with discretion and sound judgement.

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.

Essential Requirements

The successful candidate will have:

1. An honours bachelor degree in Business/ related areas plus 3 years post graduate administration experience, two of these year's working as an Executive/ Personal Assistant.
2. Experience of the ETB/ Educational Sector.
3. Experience supporting Boards, Councils, Committees or governance structures.
4. Experience managing confidential and sensitive information.
5. Demonstrated experience in accurately recording, preparing and presenting clear, concise meeting minutes, including capturing key discussions, decisions and agreed actions.
6. Advanced proficiency in Microsoft Office applications, particularly Copilot, Outlook, Word, Excel, PowerPoint and Teams.

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 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 IV scale. The Grade IV salary scale as of 1st June 2026 is €39,490 - €56,015 (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' holiday in each year in addition to the usual ten public holidays to be taken at a time or times agreed with 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 for the Executive Assistant will be ETBI Head Office or such other office location within the ETBI as determined by the General Secretary. The Executive Assistant will 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 Wednesday, 25th of November 2026** deadline.

Closing Date and Time:
Your application must be submitted and received no later than **12 noon on Monday, 7th December 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 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 Monday, 7th December 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