

**Adult Education Officer Post**

**Initial Assignment: Management of Kerry College Admissions Office**

**Job Description**

**Nature of Post**: Permanent Full Time - 37 hours per week

**Location:** Appointment is to the Scheme – Kerry Education and Training Board (Kerry ETB) reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Kerry College, Admissions Office, Denny Street, Tralee.

**Salary:** €53,856 - €83,847

**Reporting/Accountability Relationship:** Director of Further Education and Training or delegated officer

**Post Summary:**

This is a management position reporting to the Director of Further Education and Training or delegated officer. For this management position, the appointee to post will have a proven track record in working efficiently and effectively in a multi task, target driven environment. The appointee will be responsible for the efficient and effective leadership and management of the Admissions Office in this large dispersed organisation.

**Key areas of responsibility:**

This role will include, but is not be limited to, the following:

1. Providing the necessary leadership, management and administration of the Admissions Office functional areas, staff, resources, related budgets etc. in this multi task and ever evolving environment.
2. Leadership and management of the Admission Office team, including annualised work plans, schedules, workforce planning, addressing continuous professional development needs etc.
3. Responsible for the oversight and accountability of the Admissions Office to ensure it is performing effectively and delivering its objectives.
4. Building and sustaining high levels of performance within the team, addressing any performance issues as they arise.
5. Ensure the necessary controls and performance measures are in place to deliver efficient and high-value services consistently.
6. Leading and managing of the efficient operation of the Admissions Office in consultation and co-operation with Kerry College and other ETB Management Team members.
7. Management and oversight of the recruitment and selection of learners to Kerry College Further Education and Training courses throughout the county.
8. Prepare expenditure estimates for the annual promotional Marketing plan for Kerry College Admissions Office. Management of the approved expenditure in line with approvals and the relevant Kerry ETB policies and procedures.
9. Maximise promotional budget spend by optimising web presence and social media outlets to complement scheduled events.
10. Organise attendance at trade fairs, webinars etc. throughout the year, attending where necessary.
11. Management and oversight of course information documentation. Ensuring the timely preparation and publication of accurate promotional materials i.e. leaflets, brochures etc.
12. Management of the preparation, collation and development of annual and periodic Kerry College Prospectuses.
13. Management and oversight of websites; updating course information, course schedules etc.
14. Develop and record Learner Case Studies for promotional purposes.
15. Work within the frameworks of legislative requirements, Kerry ETB policies and procedures, relevant Department of Further and Higher Education Research Innovation and Science /SOLAS regulations, Circular Letters etc.
16. Liaise with officials from the Department of Further and Higher Education Research Innovation and Science, SOLAS and other statutory bodies, as required.
17. Management and oversight of Programme Learner Support System (PLSS).
18. Management and oversight of all Data Systems and records on learner applications.
19. Management and oversight of data on learner records, placements etc.
20. Liaise with:
    * + Department of Social Protection
      + Partnership Companies
      + Represent the interests of Kerry ETB
21. Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams.
22. Develop and implement Kerry ETB policies, procedures and practices, as they relate to the functions of the Kerry College Admissions Office, in accordance with relevant legislation and Department of Further and Higher Education Research Innovation and Science provisions, and oversee their implementation.
23. Adhere to organisational standards following Kerry ETB policies and the development and promotion of good internal controls.
24. Conduct compliance reviews as applicable to the functions of the Admissions Office and address potential issues proactively.
25. Review, report and collaborate with Compliance Staff, draft responses and implement recommendations of Auditory Reports as they relate to the functions of the Kerry College Admissions Office.
26. Report and provide information on the services and operation of the Office as required to the Chief Executive, Directors, Board of Kerry ETB and Kerry College Governance Board.
27. Develop new procedures and reporting systems for the Office as required.
28. Contribute to strategic development and operation of Kerry College in conjunction with the senior management team.
29. Work with senior management to ensure the smooth interaction of operations between all administrative functions.
30. Contribute and participate in the Senior Kerry ETB Further Education and Training Management team, as required.
31. Contribute to the setting of organisational tone through policies and the development and promotion of good internal controls in relevant areas of responsibility.
32. To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Further and Higher Education Research Innovation and Science.
33. The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise
34. Other duties appropriate to the grade, may be assigned from time to time by the Director of FET or delegated officer.

**Person Specification**

The successful candidate will:

(a) Have management experience at an appropriate senior level, including leading teams and managing resources;

(b) Have relevant experience in the following:

* Leadership of teaching or learning or training in adult education or further education or training or community or voluntary sectors;
* Governance and management;
* Performance management.

(c) Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures;

(d) Demonstrate the ability to manage and lead change and to fulfil reform requirements within the ETB;

(e) Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required;

(f) Carry out the lawful orders of the Director of Further Education.

**Qualifications**

Third Level qualification(s) in relevant discipline(s) commensurate with the role would be a decided advantage

**Competencies Required**

* Leadership: Supporting, developing, leading and managing FET staff.
* Analysis and Decision Making: Programme planning, monitoring and implementation.
* Management and delivery of results: Reviewing, reporting and evaluating FET programme and service delivery.
* Interpersonal and communication skills: Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.
* Specialist Knowledge, Expertise and Self-development: Possess a clear understanding of the role and how it fits into the work of the ETB and maintain a focus on self-development, seeking feedback and opportunities for growth to help carry out the specific role requirements.
* Drive and Commitment to Public Service Values: Develop, manage and implement an ETB-wide framework approach to the delivery of further education and training provision and service.

Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

**Kerry Education & Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomh fhreagras I nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.**

**Kerry Education & Training Board is an equal opportunities employer.**

*“Creating a Learning Society in Kerry”*