

**Adult Education Officer Post (Permanent)**

**Initial assignment: Quality Assurance and Curriculum Development Unit**

**Kerry Education and Training Board, Head 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 Education and Training Board, QA Department, Head Office.

**Salary:** €53,323 – €83,847

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

**Post Summary:** This position involves responsibility for the leadership and management of the

Kerry College, Quality Assurance and Curriculum Development for Further Education and Training.

To participate, under the direction and advice of the Director of Further Education and Training in the management, organisation and supervision of any activities which may be involved in or arise out of the appointment within the ETB as Kerry ETB may decide.

**Key areas of responsibility:**

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

1. Management of Quality Assurance function in all Kerry ETB Further Education and Training Services / Centres / Colleges.
2. Management of programme / curriculum development and approval processes across Kerry ETB Further Education and Training Programmes Services / Centres/Colleges.
3. Oversee all Quality Assurance Standards development for Kerry ETB Further Education and Training.
4. Manage all internal and external validation processes for Kerry ETB Further Education and Training.
5. Liaise and manage all communications with QQI and other certifying bodies for Kerry ETB Further Education and Training Standards Unit
6. Management of all Staff in the Further Education and Training Standards Unit.
7. Management of all Budgetary Resources Allocated to the Further Education and Training Standards Unit.
8. Management and Monitoring Further Education and Training Programmes post validation (ensuring correct versions of programmes are being delivered)
9. Management of curriculum development through to programme validation for all of Kerry ETB Further Education and Training Programmes.
10. Gathering, Analysis and Presentation of data required by Kerry ETB on Further Education and Training Certification.
11. Participation in relevant national fora, e.g. national QA Strategy Group, PLSS Advisory Group, ETBI and QQI fora and associated working groups
12. 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.
13. 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.
14. Adhere to organisational standards following Kerry ETB policies and the development and promotion of good internal controls.
15. Conduct compliance reviews as applicable to the functions of the Admissions Office and address potential issues proactively.
16. 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.
17. 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.
18. Develop new procedures and reporting systems for the Office as required.
19. Contribute to strategic development and operation of Kerry College in conjunction with the senior management team.
20. Work with senior management to ensure the smooth interaction of operations between all administrative functions.
21. Contribute and participate in the Senior Kerry ETB Further Education and Training Management team, as required.
22. Other duties appropriate to the grade, may be assigned from time to time by the Director of FET or delegated officer.
23. Building and sustaining high levels of performance within the team, addressing any performance issues as they arise.
24. Ensure the necessary controls and performance measures are in place to deliver efficient and high-value services consistently.
25. Work with senior management to ensure the smooth interaction of operations between all administrative functions.
26. Lead, motivate and manage all staff in the Campus to achieve excellence in their work; through the use of Kerry ETB HR Policies, systems, planning and evaluation, team work/support, clearly defined organisation structures, established roles and responsibilities and effective communications.
27. Implement the policies of Kerry ETB, the relevant Government Department, QQI and SOLAS in an efficient and productive manner.
28. Engage and communicate in a professional manner with all stakeholders, setting an appropriate standard and code in terms of tone, response, methods etc.
29. Implement modern methods of communication for internal and external audiences e.g. information technology systems, on line platforms etc.
30. Proactively participate in professional development, networking etc. to extend knowledge and skill set and keep up to date with current educational and training thinking and practice.
31. Other duties appropriate to the grade, may be assigned from time to time by the Director of FET or delegated officer.

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.

**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 Education and Training Board services Gaeltacht areas.***

***Cuirfear fáilte roimh chomhfhreagras í 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.***