

**Grade V – 2 Year Fixed Term**

**Initial Duties for Further Education and Training Access and Pathways Information**

**Centre of Initial Assignment: Admissions Office, Kerry College, Denny Street, Tralee**

**Job Description**

**Nature of Post:**

Fixed Term Contract (2 years) - 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 Admissions Office, Kerry College, Denny Street, Tralee, Co Kerry.

**Reporting/Accountability Relationship**

Kerry College Admissions Office Manager

**Salary Scale:** €43,633 - €52,401

**Post Summary:**

The Further Education and Training (FET) Access and Pathways Information Officer (APIO) will join the Kerry College Admissions Office team and work in providing up-to-date, accurate, user-friendly and relevant information and advice to potential Kerry College FET learners, parents/guardians, re accessing FET Programmes on the National Framework of Qualifications (NFQ), with particular emphasis on levels 4,5, and 6, pathways for progression within FET programmes, pathways to Higher Education and pathways to employment.

**Key Areas of Responsibility:**

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

1. Researching all Kerry ETB FET provision on the National Framework of Qualifications (NFQ) level 1 to 6, acquiring a full understanding of access requirements, progression pathways between levels 1 to 6 and progression pathways to higher education.
2. Assisting leaners, parents/guardians from the point of initial request by providing accurate and timely information regarding access and progression pathway options.
3. Develop, implement and manage a comprehensive and up-to-date Access and Pathways Information Centre/Database.
4. Raise awareness of the opportunities available in Co. Kerry through participation in FET programmes (NQF Level 1-6).
5. Presenting information, planning and delivering webinars, radio interviews etc. addressing FET Access and Pathways Information.
6. Addressing enquiries by telephone, email and in person from members of the public, local agencies, community groups etc.
7. Developing and delivering presentations and/or information sessions to staff or learner groups.
8. Developing and delivering Access and Pathway publications and resources i.e. flyers, posters, reports etc.
9. Identification and development, in consultation with Management, of possible progression pathways to Higher Education for Kerry College learners.
10. Undertaking necessary research based on access and pathways information requests and providing tailored information as required.
11. Preparation to a standard ready for publication of bi-weekly articles for local newspapers, social media platforms etc. re FET Access and Pathways Information.
12. Developing and maintaining appropriate links with other service providers.
13. Undertaking appropriate activities to publicise and market the service.
14. Report and provide information as required to the Director of FET, Kerry College Senior Management, Board of Kerry ETB and Kerry College Governance Board.
15. Work with the Admissions Office management and staff to ensure the strategic performance and effective operations of Kerry College.
16. Complete the necessary administrative and reporting duties associated with the role.
17. Other duties appropriate to the grade, may be assigned from time to time.

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**

**Essential Requirements**

**As per Circular Letter 8/2017 and 46/2017 candidates must (*by closing date for receipt of applications):***

* have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
* be capable and competent of fulfilling the role to a high standard;
* have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;

**Desirable Requirements**

* Achieved or be at an advanced stage of working towards a Level 6 qualification or higher on the National Framework of Qualifications
* Good Marketing and Promotional Skills
* Good working knowledge of social media
* Excellent interpersonal and communication skills
* Strong, well developed information interpretation and writing skills
* Good planning and organisational skills
* Full clean driving licence

**Competences required**

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.

The person appointed to the above post will be required to show evidence of the following competences:

**Specialist Knowledge, Expertise and Self Development**

* Clearly understands the role, objectives and targets and how they fit into the work of the Organisation.
* Develops the expertise necessary to carry out the role to a high standard and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
* Is proactive in keeping up to date on issues and key developments that may impact on the Department and/or wider ETB service
* Consistently reviews own performance and sets self-challenging goals and targets

**Leadership Potential**

* Is flexible and willing to adapt, positively contributing to the implementation of change
* Contributes to the development of policies in the Department/Organisation
* Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
* Formulates a perspective on issues considered important and actively contributes across a range of settings

**Analysis and Decision Making**

* Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
* Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
* Uses numerical data skilfully to understand and evaluate service issues and adjudicating tenders.
* Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
* Sees the logical implications of taking a particular position on an issue

**Delivery of Results**

* Assumes personal responsibility for and delivers on agreed objectives/goals
* Manages and progresses multiple projects and work activities successfully
* Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
* Maintains a strong focus on meeting the needs of customers at all times
* Ensures all outputs are delivered to a high standard and in an efficient manner
* Use resources effectively, at all times challenging processes to improve efficiencies

**Interpersonal and Communication Skills**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing
* Is able to listen effectively and develop a two-way dialogue quickly
* Maintains a strong focus on meeting the needs of internal and external customers
* Effectively influences others to take action
* Works to establish mutual understanding to allow for collaborative working

**Drive and Commitment to Public Service Values**

* Consistently strives to perform at a high level
* Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
* Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
* Is personally trustworthy and can be relied upon
* Places the citizen at the heart of all process and systems

***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.***