



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ KERRY EDUCATION AND TRAINING BOARD

Job Description Senior Staff Officer (Grade VI Post) Head Office

Nature of Post

Permanent position, 37 hours per week

Location

Appointment is to the Scheme – 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 Head Office, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry.

Reporting/Accountability Relationship

The Senior Staff Officer (Grade VI) reports to the Director of Organisation, Support & Development.

Post Summary/Purpose:

Responsible for co-ordinating and overseeing the development and maintenance of an effective system of internal controls. Development of an oversight framework for monitoring the effectiveness of the system as a whole to provide reasonable assurance that policies, processes, tasks, behaviours and facilitate its effective and efficient operation. To co-ordinate and support the on-boarding of projects under the OS&D pillar, including Payroll Shared services, Financial Shared services.

Role Duties:

1. Carry out As-is and To-be process analysis to evaluate organisation processes.
2. Co-ordinating and supporting the work of the Internal Control Steering Group in establishing and maintain an effective system of internal controls
3. Working with Heads of Department and key staff to develop improvements to current processes and preparing the necessary documentation to plot the changes.
4. Building awareness at every level of the organisation of the importance of internal controls
5. Embedding procedures for monitoring the appropriateness and effectiveness of the identified controls within the normal operations of the organisation.
6. Requesting and reviewing reports on internal controls from individual Heads/Deputy Heads of Departments/Schools and Centres.
7. Preparing monthly reports for Director of OS&D on control monitoring.
8. Providing training / guidance on the operation of newly developed procedures, operating guidelines and internal controls.
9. Monitoring activities – including reviewing compliance with internal controls
10. Liaising with key stakeholders and facilitating cross departmental working groups in relation to new projects.
11. Co-ordinating individual school/centre/department responses for the compiling of the Annual Internal Control Review – Chairperson's Statement Report to the Minister as set out in the Code of Practice for the Governance of ETBs.

12. Attending Audit & Risk Committee meetings as requested.
13. Review and respond to Internal and External Audit Reports incorporating any outcomes to Internal Control reviews
14. Co-ordinating periodic thematic governance reviews or such other reviews as may be requested by the DoES in line with Performance Delivery and Oversight Agreements between the ETB and the DoES.
15. Ensuring that appropriate consideration is given to the internal control requirements of proposals to deliver new programmes or activities (Circular Letter 0003/2019 or Circular Letter 13/14) including reporting requirements.
16. Report any breaches or suspected breaches relating to Governance Systems to the relevant person
17. While working under supervision the post holder will be expected to take significant initiatives in their work and consult with the Director of OSD on the details of projects
18. Attend relevant meetings and contribute their ideas, and/or enhancement of approaches or practices.
19. Involved in administration relevant to projects (e.g. report writing).
20. Keep up to date with developments, Circular Letters, DoES/SOLAS Report Requirements
21. Promoting a governance culture.
22. Maintain a strong focus on self-development, seeking feedback, coaching and creating opportunities for self-development.
23. Maintain an efficient and effective filing system for all key governance documents.
24. Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and department.
25. Carry out any other duties appropriate to the grade and administrative functions which 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
Senior Staff Officer (Grade VI Post)

ESSENTIAL REQUIREMENTS

As per Circular Letter 46/2017 candidates must:

- 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
- Highly developed observation skills: ability to work in a highly accurate manner, paying close attention to detail and keeping records of their work.
- Ability to collect and analyse large amounts of information from different sources efficiently and effectively.
- Knowledge/experience of process mapping software.
- Excellent writing and verbal skills
- Excellent administrative and IT skills

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 & 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
- 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 of 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 & 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 & 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.