



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD**

**Job Description**  
**Staff Officer (Grade V Post)**  
**Open Competition**  
**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, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.

**Reporting/Accountability Relationship**

The Grade V reports to the Chief Executive Officer (liaison responsibility to the Director of Organisation Support & Development).

**Post Summary/Purpose:**

The role will be focused on enhancing the visibility of the organisations corporate governance by co-ordinating the development and dissemination of key governance documents including the Strategy Statement, Service Plan and Annual Report. Ensuring that all proposals for new programmes, activities under Circular Letter 0003/2019 have undergone rigorous documented evaluation. Co-ordinating reporting requirements of the Code of Practice for the Governance of Education & Training Boards including Circular Letter 0003/2019 and Performance Delivery and Oversight Agreements between Kerry ETB and the Department of Education & Skills (DoES).

The applicant must have the ability to multi-task, meet deadlines and be able to maintain a high degree of accuracy and attention to detail in completing their work. They must have proven research, communication, administrative and organisational skills.

**Key areas of responsibility**

1. Co-ordination of the Strategy Statement Development Process including consultation with the DoES on draft strategic reports in advance of final approval or publication.
2. Co-ordinating, reviewing and documenting of the Kerry ETB Strategy Statement Implementation.

3. Responsibility for compiling individual reports from each Directorate Area (Organisation Support & Design; Schools Youth & Music; Further Education & Training) and overseeing the design and printing of the Kerry ETB Annual Report
4. Responsibility for compiling and reviewing individual Directorate Area reports and publishing the Kerry ETB Annual Service Plan.
5. Engaging constructively in the process for the evaluation of proposals (Circular Letter 0003/2019) to 'deliver programmes or activities which are not one of the ETBs core services (i.e. the provision of primary, post-primary, PLC and further education), or which the ETB considers to be within its core services, or associated core services, but which is not already established and funded by the Department'.
6. Researching the requirements of proposed new programmes or activities in conjunction with the relevant Departments including Finance, HR and CS&CD.
7. Co-ordinating and supporting, through research, the evaluation of proposed services being supported by donations of property or goods. (CL 0003/2019)
8. Co-ordinating and reviewing memorandums required under CL 0003/2019 before being presented to the Chief Executive Officer for approval.
9. Review of DoES/SOLAS Policy documents and the provision of summary level reports.
10. Co-ordinate the structured arrangements for on-going communications, reporting and liaison between Kerry ETB and the DoES in line with the Performance Delivery and Oversight Agreements with the DoES.
11. Co-ordinating and reviewing Kerry ETBs obligations regarding Erasmus +. Ensuring the application process is centralised, requesting reports on the management of Erasmus+ projects, ensuring the appropriate use of Erasmus+ funding and meeting the European Commission's reporting requirements,
12. Conduct literature and database searches and interpret and present the findings as appropriate.
13. Attend relevant meetings and contribute their ideas, and/or enhancement of approaches or practices.
14. While working under supervision the post holder will be expected to take significant initiatives in their work and consult with the Chief Executive over the details of projects.
15. Support the development, maintenance and monitoring of effective governance systems.
16. Report any breaches or suspected breaches relating to Governance Systems to the relevant person
17. Involved in administration relevant to projects (e.g. report writing).
18. Keep up to date with developments, Circular Letters, DoES/SOLAS Report Requirements
19. Promoting a governance culture.
20. Maintain a strong focus on self-development, seeking feedback, coaching and creating opportunities for self-development.
21. Maintain an efficient and effective filing system for all key governance documents.
22. Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and department.
23. 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**

## **Staff Officer (Grade V Post)**

### **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; • Oral Irish – It may be a requirement of the post that the candidate possesses a competency in Oral Irish, to the satisfaction of the Chief Executive of the ETB/to the satisfaction of the IOT. Where there is a requirement for competency in Oral Irish in respect of a post it will be specified in the advertisement for that post.

### **Desirable:**

- Achieved or be at an advanced stage of working towards a Level 6 qualification or higher on the National Framework of Qualifications
- Excellent written communication skills.
- Highly developed analytical skills: Ability to collect and analyse large amounts of information from different sources efficiently and effectively.
- Well-developed research skills: Knowledge of research processes, methods and techniques.
- Highly developed observation skills: ability to work in a highly accurate manner, paying close attention to detail and keeping records of their work.
- Significant experience in an administrative capacity in a busy office environment
- A good level of experience or knowledge of the designated area of work

### **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