



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ KERRY EDUCATION AND TRAINING BOARD

Job Description

Permanent Grade VII – Head of Corporate Support and Capital Department Kerry ETB Head Office

Nature of Post

Permanent full-time 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 Grade VII reports to the Director of Organisational Support and Development.

Post Summary/Purpose:

This post holder will have responsibility for the development and management of a broad based functional area including fulfilling the role of the designated Kerry ETB Data Protection Officer. As Data Protection Officer the post holder will be required to advise Kerry ETB on its obligations under, and to monitor compliance with General Data Protection Regulations (GDPR).

Functions of the Department will include but are not limited to the following;

- Corporate Governance
- Legislative compliance including
 - Freedom of Information
 - GDPR - Data Protection
 - Protected Disclosures
 - Ombudsman Liaison
- Capital and Buildings
 - Capital Balances
 - Estate Management/Maintenance
 - Energy Efficiency
 - Leases and Licence Agreements etc.
- Health and Safety
- Administration of Garda Vetting of Non-Staff Members
- Organisational Insurance administration and oversight
- Audit and Finance Committee administrative support
- Section 29 administrative support

Key areas of responsibility

1. Oversee, plan, organise, control, manage and co-ordinate the functions of the Department.
2. Ensure the efficient operation of the department in consultation and co-operation with other ETB Management Team members.
3. Ensure controls and performance measures are in place to deliver efficient and high value services consistently.
4. Contribute to the overall vision and strategic direction of Kerry ETB.
5. Research issues thoroughly, consult appropriately to gather all information needed on an issue.
6. 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.
7. Maintain records to meet legal requirements.
8. Cooperate with and act as the contact point for the Data Protection Authority.
9. Be involved in all issues which relate to the protection of personal data within Kerry ETB, in particular by organising training and establishing a network of persons who are aware of the data protection issues within Kerry ETB.
10. Act as the contact point for individuals within or outside the organisation with regard to all issues relating to the processing of their personal data and to the exercise of their rights under GDPR.
11. Monitor performance and provide advice on the impact of data protection efforts.
12. Maintaining comprehensive records of all data processing activities conducted by Kerry ETB, including the purpose of all processing activities, which must be made public on request.
13. Advise on/promote/organise/participate in, as appropriate, staff development programmes.
14. Promote teamwork in the section.
15. Engage effectively with a range of internal and external stakeholders, including ETB staff.
16. Contribute to the development and implementation of appropriate management information systems.
17. Conduct audits to ensure compliance and address potential issues proactively.
18. Attend Audit and Risk Committee and Finance committee meetings as required.
19. Contribute to the setting of organisational tone through policies and the development and promotion of good internal controls.
20. Ensure sufficient oversight and accountability within the department to ensure it is performing effectively and delivering its objectives.
21. Effectively manage multiple projects and personnel.
22. Develop capability of others through supportive feedback, coaching & creating opportunities for skills development.
23. Bring a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
24. Maintain a strong focus on self-development, seeking feedback and opportunities for growth.
25. Carry out the lawful orders of the Chief Executive Officer.
26. Carry out any other duties appropriate to the grade 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

This post is open to existing members of Kerry ETB administration and caretaking staff.

As per CL 0008/2017, candidates for a Grade VII post 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 comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- Have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling vacancies in Grades IV, V, VI and VII in ETBs only, at least two years' service in an ETB Caretaker Grade will also be considered valid.
- Have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade.

Desirable Criteria

- Have good knowledge of data protection law and practices
- Achieved or be at an advanced stage of working towards a Level 8 qualification or higher in a relevant area
- Experience of staff supervision
- Excellent administrative and IT Skills
- Strong Communication Skills, both written and oral.
- Demonstrable initiative
- Strong attention to detail

Competencies 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 appointee to the Grade VII post will be required to show evidence of the following competencies:

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the ETB and effectively communicates this to others.
- Displays high level of skills/expertise in the area and provides guidance to colleagues.
- Has a high level of expertise and broad Kerry ETB sector knowledge and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
- Is focused on self-development and strives to improve performance.
- Has the required level of knowledge and expertise to undertake the technical aspects of the role.

Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Draws accurate conclusions and makes balanced and fair recommendations backed up with well-reasoned rationale and stands by these.
- Has capacity to work on own initiative to support other staff and to deal with unexpected problems that can arise.
- Understands the practical implications of information in relation to the broader context in which s/he works – procedures, service objectives, etc.

Management & Delivery of Results

- Takes ownership of tasks and sees them through to a satisfactory conclusion.
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Minimises errors, reviewing learning and ensuring, remedies are in place.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.
- Deals with any tensions within the team in a pro-active manner.
- Encourages, listens to and acts on feedback from the team to make improvements.
- Actively shares information, knowledge and expertise to help the team to meet agreed objectives.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.

- Presents information clearly, concisely and confidently when speaking and in writing.

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Is flexible and open to change.
- Is resilient and perseveres to achieve objectives despite obstacles or setbacks.
- Is personally trustworthy and can be relied upon.
- Behaves with integrity and encourages this in others.