



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

Job Description

**Permanent Assistant Staff Officer (Grade IV)
Further Education and Training Services Department
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.

Reporting/Accountability Relationship

The Assistant Staff Officer reports to the Department Head, Deputy Head or the Grade V in the FETS Department.

Post Summary/Purpose

The Assistant Staff Officer is a support/supervisory position within Kerry ETB and is assigned responsibility for the day to day operation of a work area, section or team.

The Assistant Staff Officer works as part of a team, supporting managers and colleagues to meet work goals and objectives and to deliver quality services to internal and external customers. The post holder will be responsible for the implementation of work programmes to achieve goals and targets.

The Post Holder will be required to be flexible, and undertake duties to support the work of the FETS Department as a whole.

The Post Holder will promote and maintain best practices throughout the FETS Department to ensure a quality service is delivered at all times.

Key Responsibilities:

- Assist with the collation of information/documentation & other preparatory work required for the BTEI ESF Annual Financial Return.
- Support the Grade V in responding to BTEI Audit Queries as they arise.
- Responsible with the Head of Department for reviewing & updating the BTEI Procedures Manual as per Paragraph 9.2 of the Administrative Agreement between the ESF Designated Body & Kerry ETB.
- Ensure all BTEI documentation i.e. Correspondence with Learners, Letter of Offer of Employment to Teachers/Tutors, Course Request Forms, Course Approval Forms, Schedules of Work, Advertisements, Brochures etc., acknowledges the support of the ESF (PEIL 2014 – 2020) & is reviewed on a regular basis.
- Responsible for maintaining an ESF Information & Communication File to demonstrate Kerry ETB's compliance with the ESF Regulations including proof that the participants have been made aware of the ESF's support for the BTEI Programme.
- Support the Grade V with the BTEI Tuition Hours Reconciliation Reports i.e. Course Approval: Letters of Offer: Attendance as per Class Registers: DCS & ESI Expenditure Reports
- BTEI Tuition Fees Report: Reconciliation of participants to: BTEI SW Form 2, BTEI HSE MC Form 1, & Skills to Advance Forms.
- Ensuring all participants recorded on the Class Register are recorded on the SOLAS PLSS Database
- Recording the Common Immediate Result Indicators for each participant on the SOLAS PLSS Database (BTEI CIRI Form 1)
- Maintaining & updating the FETS A3 CID & Fixed Term/Substitution Tuition Hours Tracking Spreadsheet
- Support the Grade V in reviewing and updating the Director of FETs combined Part-time FE Programme CID Tracking Spreadsheet
- Ensure and assist in the timely preparation and completion of monthly FET Programme budget reports.
- Reviewing the monthly budget reports/creditors expenditure analysis reports & ensuring relevant items are entered on the Fixed Asset Register.
- 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 team.
- Maintain a strong focus on self-development, seeking feedback and opportunities for growth.
- Comply with Health & Safety Regulations and Fire Safety Regulations
- Any other duties which may be designated from time to time in line with Kerry ETB Strategic priorities.

The above list of accountabilities may be varied having regard to the changing needs of the FETS Department and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

Person Specification

The following are the essential requirements for appointment to this post:

Essential requirements:

As per CL 0008/2017 and CL 46/2017, candidates for a Grade 1V 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;

Desirable Criteria

- Achieved or be at an advanced stage of working towards a Level 6 qualification or higher on the National Framework of Qualifications
- Ability to analyse complex issues
- Excellent administrative and IT Skills
- Strong Communication Skills, both written and oral
- Demonstrable initiative
- Strong attention to detail

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:

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- 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 it's objectives
- Acts as an effective link between staff and other managers

Information Management and Decision Making

- Follow procedures and ensures they are implemented in own area, understanding the rationale behind them
- Reviews completed work regularly and acts on learning points
- Evaluates current work practices to identify changes that could be made to improve efficiencies
- Can work effectively on a number of tasks at the same time
- Is comfortable working with and manipulating a range of data, e.g. numerical, written etc.
- Makes sound appropriate decisions in a confident manner and can justify and stand by them

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

- Shows respect, tact and maintains composure when dealing with customers or staff members
- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a fluent, logical, clear and convincing manner whilst remaining approachable and polite
- 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
- Influences others by actively listening and clearly expressing their position
- Produces written letters/reports in a clear and concise manner

Specialist Knowledge, Expertise and Self Development

- Displays high level of skills/expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Department/ETB and can communicate this to the team.
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team.
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/or wider ETB service

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles or setbacks
- Serves the Government and people of Ireland
- Can work independently without excessive guidance or support
- Demonstrates resilience in the face of significant demands and challenges
- Ensures that customer service is at the heart of own/team work

- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

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Respect, Quality, Equality, Inclusion and Learning