



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

**Job Description and Person Specification  
Staff Officer (Grade V Post) –  
Further Education & Training Services (FETS) Department, 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 Staff Officer (Grade V) reports to the Head of the FETS Department

**Post Summary/Purpose:**

Appointees at this grade will have supervisory responsibility and will work under the direction of the Head of Department. The jobholder would be required to take decisions involving the conscious exercise of judgement and be responsible for decision making in the section relating to the **full time further education programmes**. The work of the section would be reasonably complex and broad in scope.

- Assist the Head of Department in the provision of an efficient and effective service.
- Develop systems/processes to encourage good governance and ensure compliance with:
  - the Code of Practice for the Governance of Education and Training Boards.
  - Relevant Legislation,
  - Policies & Procedures,
  - Department of Education & Skills Operating Guidelines the VTOS & Youthreach Programmes
  - SOLAS Overarching Planning and Funding Parameters and Requirements
- Annual review of the internal controls, including risk management of the full-time further education programmes.
- Keep up to date with Policy and Procedural changes from SOLAS, DSP or other bodies in relation to the regulations governing the payment of learner/trainee allowances and be proactive in preparing for changes that will arise.
- To contribute to the development and implementation of new system processes for the payment of Learner/Trainee Allowances (TACS), (LPPS).
- Conduct a regular sample audit of learner applications to ensure compliance with DOES regulations.
- Monitor VTOS & Youthreach Centre timetables including prompt receipt and in accordance with their staffing allocation as per CL 45/99 Management Structure for VTOS & the Operator Guidelines for the Youthreach Programme.
- Responsible for sending all FETS weekly payment through banking-on-line i.e. VTOS/Youthreach Learner Payments, Trainee/Apprenticeship Payments, Contracted Trainer Payments.

- Monitoring the therapeutic counselling and psychological budget allocation & ensuring current SLA's with the service providers are on file to support the payments.
- Monitor budgets and maintain proper records of EU funded programmes (Youthreach). Monitor expenditure transactions for the programmes and prepare the Financial Declaration reports for uploading to the SOLAS eCohesion system.
- Prepare and maintain a procedures manual in respect of the tasks, organisation structure, procedures and controls in place for the implementation of EU co-financed operations in accordance with Administrative Agreement between the ESF Designated Intermediate Body (SOLAS) and the Beneficiary (Kerry ETB).
- Ensure that the ESF Logo and YEI (Youthreach) tagline is applied to relevant documentation as appropriate and that ESF Information and Publicity guidelines are adhered to.
- Supervise the Contracted Training process, including reviewing the start-up/amendments of contracts on SAP and contract closures.
- Checking contracted training Purchase Orders and transactions to ensure all financial commitments have been paid/cleared down on the SAP system.
- Monitor the receipt of PLC/VTOS LDA Returns.
- Calculate the LDA payments to FE Teachers as in accordance with SOLAS Guidelines & prepare the ETB Summary Report for SOLAS
- Review and evaluate existing processes and systems and liaise with key stakeholders in the implementation of new IT systems or upgrading of existing IT systems as appropriate for the progressive and efficient development of the service.
- Assist the Grade VI with the preparation of the FAR 4 annual financial estimates in respect of the Full-time further education programmes.
- To co-ordinate the preparation of the monthly budget reports and such financial reports required for the monthly Finance Meeting with the CEO, Directors, Head of Finance & Head of FETS.
- Manage and interpret data, including financial data and statistical data as and when required.
- Be responsible for the collation and completion of reports and returns to DES, SOLAS and/or any other such Department or Agency as required.
- Supervise staff in meeting the needs of the work area & provide guidance and training to less experienced staff within the FETS Department.
- Review of the Fixed Asset Register for the annual audit.
- Promote teamwork in the section.
- Encourage open and constructive discussions around work issues.
- 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.
- Liaise with key personnel in the work area, across departments in order to ensure a coherent approach across the organisation.
- Review, update and maintain the Kerry ETB Policy Sharepoint with new and amending information in the work area in consultation with the Head of Department.
- Any other duties which may be assigned from time to time as appropriate to the position of Staff Officer (Grade V)

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.

## **ESSENTIAL REQUIREMENTS**

### **As per Circular Letter 8/2017 candidates must:**

- Have the required 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 standard 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 111 post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling vacancies in Grades IV, V, V1 and V11 in ETB's 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 REQUIREMENTS**

- Achieved or be at an advanced stage of working towards a Level 6 qualification or higher on the National Framework of Qualifications
- Significant experience in a financial, regulatory or compliance environment with a strong focus on compliance.
- Demonstrable relevant experience relating to financial planning and analysis.
- High level of proficiency in relevant software applications including, the ESI System, SAP, Learner/Trainee Allowance Payments, Contracted Training, Fixed Asset Management System along with competency in the preparation of Crystal Reports.
- Excellent communication skills – verbal and written with a high attention to detail and accuracy.
- Proficiency in the Irish Language
- Confidentiality
- Experience in the management of staff.
- Experience of managing conflicting demands and responding to tight deadlines
- Self-motivated, flexible and results focused.

## **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 FETS Department/Education and Training Board.
- 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 (CL 0002/2019).
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the FETS 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 own area and the broader FETS Department / Education and Training Board.
- 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
- Upholds high standards of Learning, Quality, Equality, Respect and Inclusion