



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Adult Education Officer Post (Permanent)

Job Description

Nature of Post: Permanent Full Time - 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 Head Office, Centrepont, Tralee, Co.Kerry.

Salary: €51,379 – €79,529

Reporting To: Director of Further Education and Training

The duties of the Adult Education Officer Post will be:

To participate, under the direction and advice of the CE/Director of Further Education and Training in the management, organisation and supervision of any activities which may be involved in or arise out of the appointment within the ETB as Kerry ETB may decide.

The specific duties will include the following:

- to identify further education and training needs of the area served by the ETB;
- to monitor and—be accountable for – the existing provision of courses and facilities;
- to facilitate co-operation between agencies and services engaged in the provision of out-of-school and part-time education;
- to prepare for the ETB a draft annual programme of further education and training activities;
- to organise the programme as proposed by under the direction of the C.E. and Director of FET;
- to provide an information and advisory service on Further education and training courses and facilities and liaise with the Adult Guidance Service in this regard;
- to contribute to the ETB's service plan;
- to liaise with local economic interests in relation to the organisation of courses for the provision of skills needed for local development and to co-operate with other local statutory and voluntary organisations, especially with those with a particular interest in Adult Education/Training.
- To carry out the lawful orders of the Director of Further Education and Training and to fulfil all requisite duties as a sub-accounting officer including responsibility for the property and equipment of the ETB in his/her charge at any time.

COMPETENCIES REQUIRED

The successful candidate will:

(a) Have management experience at an appropriate senior level, including leading teams and managing resources;

(b) Have relevant experience in the following:

- Leadership of teaching or learning or training in adult education or further education or training or community or voluntary sectors;
- Governance and management;
- Performance management.

(c) Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures;

(d) Demonstrate the ability to manage and lead change and to fulfil reform requirements within the ETB;

(e) Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required;

(f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:

- Leadership: Supporting, developing, leading and managing FET staff.
- Analysis & Decision Making: Programme planning, monitoring and implementation.
- Management and delivery of results: Reviewing, reporting and evaluating FET programme and service delivery.
- Interpersonal and communication skills: Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.
- Specialist Knowledge, Expertise and Self-development: Possess a clear understanding of the role and how it fits into the work of the ETB and maintain a focus on self-development, seeking feedback and opportunities for growth to help carry out the specific role requirements.
- Drive & Commitment to Public Service Values: Develop, manage and implement an ETB-wide framework approach to the delivery of further education and training provision and service.

(g) Carry out the lawful orders of the ETB Board and its Chief Executive.

Qualifications

Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage.