

**Job Description**

**Permanent Grade VII post – Further Education Standards Officer (Initial assignment)**

Centre of first assignment: Quality Assurance and Curriculum Development Unit

Kerry Education and Training Board, Centrepoint

**Nature of Post**

Permanent, 35 hour 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, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.

**Reporting/Accountability Relationship**

Adult Education Officer/ Director of Further Education and Training.

**Post Summary/Purpose:**

This post requires appointee to support the Adult Education Officer, in supporting quality assurance and enhancement activities e.g. in scheduling external authenticators.  The work entails working with the Quality assurance governance structures, supporting them in their work, including Communities of Practice

Duties assigned to the post include but are not limited to the following:

1. Under the direction of the Adult Education Officer provide relevant and timely advice, information and support to Principals, Management, Teachers/Tutors and Programme Co-ordinators on matters relating to the assessment process, the processing of certification, educational materials and aids, educational methodologies and practices to meet the requirements of Quality and Qualifications Ireland (QQI) and other certifying agencies associated with the delivery of the programmes in Kerry ETB’s Further Education.
2. Research the procurement of learning resource materials and assist with same.
3. Identify models of excellence to share across Further and Adult Education highlighting models of good practice.
4. Advise College/Centre Management Teams on any improvements/actions required to the Quality Standards System.
5. Provide assistance across Further Education Provision Programme in all Quality Assurance areas including the Development and Review of Programme Specification/Assessments and Education Plans for PLC, VTOS, BTEI and all certified Further Education assessment in the Quality Assurance Standards System.
6. Support the Further and Adult Education sector to develop Quality Assurance policy and procedures in line with Kerry ETB policies.
7. Co-operate with the provision of information and co-ordination for the Programme Evaluation Process.
8. Assist the FET Management Team in the identification of Staff Development needs for the introduction of new or revised modules/courses.
9. Administer the local IT systems and control the application of assessments and certification processes for Further Education and PLC courses.
10. Ensure all matters in relation to the Assessment and Certification processes are conducted in a correct and proper manner in accordance with the processes and procedures set out in the Quality Assurance Standards Systems and in accordance with the criteria outlined by the relevant certifying bodies. This includes, but not exclusively, the following;
	* Produce and maintain the Assessment Schedule
	* Disseminate assessment packs in accordance with the assessment regulations
	* Ensure the security of test questions, results and records in all cases
	* Organise and prepare assessment packs and administer the relevant documentation for all assessment events
	* Distribute the list for assessment packs and recall list for assessment packs that have been withdrawn or are out of date
	* Monitor the assessment and certification activity in accordance with the relevant Further Education Standards System and in accordance with the criteria for certifying bodies
	* Administer/Organise and conduct the process for the External and Internal Verification of Assessment in Further Education
	* Have oversight of the processes for the Internal Verification of Assessment Results
	* Administer any RPL requests
	* Report any breaches or suspected breaches relating to the Quality Assurance Standards System or Contracts to the relevant Principal/AEO/Manager
	* Process any non-conformances in relation to the Quality Assurance Standards System
11. Participate on the Local Results Approval Group which includes the following;
	* Administer the records system to process the provisional assessment results for the Results Approval Group
	* Prepare reports for the Results Approval Group as required
	* Maintain the Results Capture System and all other results data collection Systems
	* Requests the certificates from the certifying body after the provisional results have been approved
12. Produce statistical reports relating to certification of all Further Education Programmes including the following;
	* Reports on programme results as requested
	* Quarterly reports on Internal Verification of Assessment Processes and Results
	* Monthly reports on the Results Approval Process
	* Reports to the Quality Steering Group
13. Follow up on any recommendations from the groups.
14. Support the learner appeal process with the relevant documentation for the Assessment Appeals Panel.
15. Co-operate with and facilitate visits for external monitoring/verification processes from the Award Councils or 3rd party certification providers.
16. Provide Kerry ETB Staff and Second providers of Further Education with briefings/training, as required, in relation to the Quality Assurance Standards System, Curriculum Assessment instruments and procedures.
17. Assist FET Centre/College Management Teams with Certificate Award Ceremonies.
18. Keep abreast of developments in Training Design and Training Delivery and Assessment techniques and keep the Management Team advised on best practice.
19. Liaise with Training Policy Development and Support Division, its Training Standards System Unit and Curriculum Assessment unit, CQA and Employment Service and keep the Management teams advised on developments.
20. Liaise with, and support all certifying bodies in their dealings with Kerry ETB.
21. 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
22. Undertake any other duties/projects as requested by the AEO or Director of Further Education and Training.
23. Contribute to the setting of organisational tone through policies and the development and promotion of good internal controls in relevant areas of responsibility.
24. To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Further and Higher Education Research Innovation and Science.

**Person Specification**

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| 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;

**Desirable Criteria** * A third level qualification in the relevant area
* Experience of staff supervision
* Ability to analyse complex issues and articulate clearly the organisations position on particular issues
* Excellent administrative and IT Skills
* Strong Communication Skills, both written and oral.
* Excellent Interpersonal skills.
* Demonstrable initiative
* Strong attention to detail
* Demonstrably strong leadership and problem solving skills
* Demonstrable understanding of QA policy, system and process development.
* Experience of working collaboratively on quality assurance and enhancement activity.
* Knowledge and experience of Quality Assurance assessment and authentication processes.
* Experience in development of policies and procedures.

**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.
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