

**Staff Officer (Grade V) – CONFINED COMPETITION**  
**Assistant Team Leader – Human Resources**  
**Job Reference: 2023MAR265**

<b>Job Title:</b>	Staff Officer Assistant Team Leader, Human Resources (initial assignment)
<b>Confined Competition:</b>	This position to be filled through confined competition and for which eligible staff from the Education and Training Sector (ETBs) and Technical Universities (TU's) candidate pool may apply. Please refer to Circular Letter 0008/2017 and Circular Letter 0046/2017 "Eligibility criteria for recruitment/promotion for administrative staff in Education and Training Boards"
<b>Reporting to:</b>	Chief Executive, Director of OSD and Head of Human Resources
<b>Grade:</b>	Staff Officer (Grade V)
<b>Salary Range:</b>	€47,340 - €56,721 (Salary will be paid in accordance with such rates as may be authorised by the Minister of Education from time to time for Staff Officer (Grade V).
<b>Nature of Position:</b>	Permanent Wholetime Contract (subject to satisfactory completion of probation period)
<b>Hours of work :</b>	Monday to Friday – 35 hours per week
<b>Annual Leave:</b>	The Staff Officer will (in addition to the usual Public and Bank Holidays) be entitled to 25 working days Annual Leave.
<b>Initial Work Location:</b>	Kilkenny and Carlow ETB HQ is located in Carlow and all HQ staff will eventually work from Carlow. Currently the HR Operations Team is based in Kilkenny. The location of work is determined by the Chief Executive or designate.
<b>Other Conditions:</b>	Offers of employment are subject to garda vetting, reference checks and pre-employment health assessment.

**Overview of Kilkenny and Carlow Education and Training Board**

Kilkenny and Carlow Education and Training Board(KCETB) is the largest education and training provider in counties Kilkenny and Carlow and offers a broad range of education and training services to approximately 14,000 students and learners on an annual basis.

We manage 13 post-primary schools across the two counties and are the leading provider of Further Education and Training(FET). Through our FET Service, we offer a wide range of full-time and part-time courses, such as apprenticeships, basic education, community education and Youthreach (for early school leavers) as well as student supports and services for employers.

We also manage music education through the Music Generation programme and we co-ordinate the delivery of youth services. We have a history of responding flexibly to community and employer needs and aspirations.

## Role and Responsibilities

The **initial** assignment is to the Human Resources Department in the role as Assistant Team Leader – Human Resources Operations. The responsibilities for the post include:

### Assistant Team Leader:

1. Assist in the planning and coordination of workflow and processes within the HR Operations Team to ensure efficient delivery of services within the section.
2. Assist in bringing a focus and drive to building, supporting and sustaining high levels of performance within the team.
3. Communicate efficiently and build productive working relationships with key personnel within the organisation eg Principals, AEOs, Centre Managers, employees etc
4. Represent, as appropriate, the HR Operations team at meetings.

### Pay Administration:

1. Assist the Team Leader in advising and implementing of relevant Circular Letters, directives, policies and procedures.
2. Working with the Team Leader to ensure that changes in respect of staffing utilisation and adjustments to pay and hours are implemented for payroll purposes.
3. In conjunction with the Team Leader set up new employees on the CoreHR System and ensure correct salary scale and point on scale from documentation supplied i.e.
  - Statements of Service submitted from other ETBs and DES
  - Applications for Incremental Credit for teaching service abroad
  - Applications for Incremental Credit for Relevant Non-Teaching Service
4. Prepare, in conjunction with the Team Leader, Statements of Service for employees.
5. Act as CoreHR systems supervisor/approver.
6. Advise and process, in conjunction with the Team Leader, the review of personnel files in respect of queries regarding assimilation on salary scales.
7. Process cycle to work scheme applications.

### Audit and Statistical HR data

1. Assist with the preparation of documentation for Internal, C&AG and other Audits as required.
2. Assist with the collation and completion of reports/returns to DES, SOLAS, C&AG and/or any other such Department or Agency as required.
3. Prepare reports, correspondence and other documents as necessary.

### Absence Management

1. Oversee, advise and support team members in the implementation and processing of Absence Management Circular Letters, DES Guidelines, Policies and Procedures.
2. Review Circular Letters and DES Instructions and develop appropriate policies, procedures and guidelines for team members and KCETB employees in respect of absence management.
3. Oversee and manage engagement with the Occupational Health Service ensuring the timely referral of employees in accordance with KCETB policies and procedures.
4. Assist in the preparation of absence management reports and prepare statistical information as requested by Senior Management.
5. Assist the Team Leader in matters relating to the Flexi-time System and Annual Leave entitlements as appropriate.

### Onboarding Procedures and Processes:

1. Oversee and co-ordinate the onboarding processes in respect of employees including: employee set up information, reference checking, vetting, OH reports etc

2. Ensure that staff members employed in teaching position with KCETB are registered with the Teaching Council of Ireland, monthly monitoring of registrations and conditions expiring.
3. Ensure appropriate records for employee's personnel files are maintained in accordance with KCETB Data Retention and GDPR guidelines.

### **Organisation, Support and Development**

1. Contribute to the development and implementation of KCETB's Strategic Plan within designated areas of responsibility.
2. Contribute to the overall development of the HR function within Kilkenny and Carlow ETB.
3. Contribute to the work plan of the OSD team in regard to it's obligations in respect of Corporate Governance and Compliance related matters.

The duties as outlined above will be carried out in conjunction with other duties as appropriate as assigned by the Chief Executive (or designate).

### **Essential Requirements**

The following are essential requirements for appointment to this post:

- **Have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. For the purpose of filling vacancies in Grade IV, V, VI and VII 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.**
- 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 Services.
- 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 to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise.
- Excellent motivating, negotiating, interpersonal and teamworking skills.
- Very good judgement, problem solving and analytical skills.
- Excellent ICT, administration skills.
- Team leadership skills.
- Ability to process work with a high level of attention to detail.
- Excellent oral and written communication skills.
- Good presentation, data analysis and report writing skills.
- Proven record of achievement.

### **Desirable Requirements**

- Knowledge and experience of human resources administration particularly in the public sector.
- At least two years supervisory experience in a similar role.
- Relevant qualification in human resources, payroll management or related discipline.
- Experience of developing policies and procedures and implementation and monitoring of same.

### **Other Conditions**

The appointment will be subject to the sanction of the Chief Executive.

External work may not be undertaken without the prior consent of the Board.

## **Probation**

Where a person is appointed to the position of Staff Officer to Kilkenny and Carlow ETB the first 6 months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

## **Garda Vetting**

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

## **References**

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

## **Pre-Employment Health Assessment**

Candidates will be required to undergo a medical assessment or to complete a form declaring their health status. The result of the examination or declaration will be reviewed by the ETB's Occupational Health Service.

## **Sick Leave**

Sick leave will be in accordance with established procedures and conditions for ETB staff.

## **Superannuation**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

## **Retirement Age**

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

## **Notice/Termination**

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

## **Competences**

The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

### **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 its objectives

### **Analysis and Decision Making**

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

### **Delivery of Results**

- Takes ownership of tasks and is determined to see 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
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

### **Interpersonal and Communication Skills**

- Modifies communication approach to suit the needs of a situation/audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

### **Specialist Knowledge, Expertise and Self Development**

- Displays high levels 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 unit and Department/Organisation 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

### **Drive and Commitment to Public Service Values**

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- 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

**Closing date for receipt of completed applications is:**

**Tuesday, 4 April 2023 (12 noon)**

## General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- Candidates will be required to describe some of their personal achievements to-date that demonstrate how they meet the criteria outlined in the person specification. Examples can be from various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- One copy of your completed application form and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms are only accepted electronically and should be signed and returned by email to: [recruitment@kcetb.ie](mailto:recruitment@kcetb.ie)
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: [www.kcetb.ie](http://www.kcetb.ie)
- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on [www.kcetb.ie](http://www.kcetb.ie) gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on [www.kcetb.ie](http://www.kcetb.ie)

## The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
  - During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
  - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
  - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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