



**Training Services Manager**  
**Kilkenny and Carlow Education and Training Board**  
**Job Reference: 2024OCT185**

The role of the Training Services Manager is to assist the Chief Executive and Director of Further Education and Training in the leadership and management of the ETBs services in the Further Education and Training Services section with particular reference to training and related services.

<b>Job Title:</b>	<b>Training Services Manager</b> The post holder is a key member of the Kilkenny and Carlow ETB/FET Senior Management Team and is responsible for the efficient and effective delivery of approved and appropriate services and programmes as required by senior management and for the management of associated human, financial and operational resources as assigned.
<b>Reporting to:</b>	Chief Executive and Director of Further Education and Training
<b>Place of Work:</b>	Kilkenny (The post will require travel within the KCETB area)
<b>Nature of Position:</b>	Permanent Contract at Assistant Principal Officer Level (subject to satisfactory completion of probation period)
<b>Hours of Work:</b>	Monday to Friday – 35 hours per week
<b>Salary Range:</b>	€81,077 - €98,746 (Salary will be paid in accordance with such rates as may be authorised by the Minister for Further and Higher Education, Research, Innovation and Science. Please note that new appointees who are entering this grade for the first time will start at the minimum point of the scale).
<b>Annual Leave:</b>	The APO will (in addition to the usual public and bank holidays) be entitled to 30 working days annual leave (full-time equivalent)
<b>Conditions of Employment:</b>	Offers of employment are subject to 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

This is a senior management position reporting to the Chief Executive and the Director of FET. The appointee to this demanding senior management post will have a proven track record and be responsible for the efficient and effective leadership and management of the FET Service of KCETB.

### Main Duties:

- Plan, manage, monitor, and report on all the training activities and services in line with approved KCETB training strategies and plans.
- Lead the expansion of traineeship/apprenticeship & training programmes
- Lead linkages with host ETBs to partner and collaborate on apprenticeship/traineeship programmes that currently exist.
- Lead the development of new apprenticeship and traineeship programmes to meet local and regional needs
- Establish and the annual training activity plans and related budgets for the service and agree with the Director of FET / CE.
- Ensure that activity plans and budgets are constantly monitored and are achieved, ensuring that corrective action is taken as required.
- Ensure that activities within the KCETB area are properly coordinated and balanced to meet the needs of the service.
- Ensure that activities within the KCETB area are delivered to the public in the most efficient and cost-effective manner.
- Ensure that the delivery of training services is in accordance with the KCETB quality assurance System and the requirements of certifying bodies.
- Arrange for the most effective and efficient deployment of the financial, human, and material resources provided to the service.
- Provide comprehensive management information and integrate as appropriate into KCETB management information systems.
- Plan, monitor and report on all financial matters to the Director of FET/ CE.
- Lead on planning and reporting on relevant KPIs, outputs and outcomes for areas of responsibility
- Contribute as a member of FET senior management team to the future planning and development of FET services and the development of the organisation as a whole.
- Liaise with other relevant agencies/bodies/organisations as necessary to enhance, enable and develop FET services in the KCETB.
- Establish and maintain good communication and liaison structures within the service
- Assist in selection of staff and support their continuous development
- Perform such other duties as may be assigned from time to time by the Director of FET/ CE.

## Essential Criteria and Competences required

The Training Services Manager must hold a primary degree or equivalent level 7 qualification and/or significant relevant experience in adult/ further education and training or related areas.

- A relevant third level qualification
- Comprehensive knowledge of national and international FET policy documents and strategies.
- Proven ability in developing and supporting programme proposals and stakeholder engagement.
- Proven leadership capabilities, financial, teamwork and organisational skills
- High level of ICT literacy with proven report writing, presentation and communication skills

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

### Leadership

- Actively contributes to the development of the strategies and policies of the ETB

- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to introduce new and innovative ways to improve service across the ETB

### **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
- Has a breadth and depth of knowledge of relevant national policy issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future

### **Judgement, Analysis and Decision Making**

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on internal and external stakeholders
- Takes a firm position on issues s/he considers important

### **Management and Delivery of Results**

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

### **Interpersonal and Communication Skills**

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across the ETB
- Maintains poise and control when working to influence others
- Instils a strong focus on high standards of Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of internal and external stakeholders, including ETB staff, members of the public and colleagues in other public sector organisations

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

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Promotes the highest standards of customer care and respect
- Through leading by example, fosters the highest standards of ethics and integrity.

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

**Monday 21 October 2024 (12 noon)**

## Conditions of Service

### Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

### 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

A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

### Probation

Where a person is appointed to the position of Assistant Principal Officer Level to Kilkenny and Carlow ETB the first twelve 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.

### 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. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on [www.kcetb.ie](http://www.kcetb.ie).

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.

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.

### Sick Leave

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

### Notice/Termination

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

## General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

## Shortlisting

- KCETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition.
- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined 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.
- 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 shortlisting process to select candidates for interview.
- 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.

## Interview

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by KCETB. A second stage interview may form part of the interview process.

## 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 and typed. Please note that handwritten forms will not be accepted.** The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in 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)
-