



**kcetb**

Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
Kilkenny and Carlow  
Education and Training Board

## Adult Education Officer

**2 Year Fixed Term Contract**

**Job Reference: 2024OCT190**

The Adult Education Officer will be responsible, under the direction and guidance of the Director of Further Education & Training and/or the Chief Executive, and in co-operation with other FET managers, for the planning, development, delivery and evaluation of the Further Education and Training Services.

<b>Job Title:</b>	Adult Education Officer
<b>Reporting to:</b>	Chief Executive and Director of Further Education and Training
<b>Place of Work:</b>	Further Education and Training - Kilkenny This is subject to change in line with the requirements of the service.
<b>Hours of Work:</b>	Monday to Friday – 35 hours per week
<b>Salary Range:</b>	€61,107 - €95,135 (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).  Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.
<b>Annual leave:</b>	The Adult Education Officer will (in addition to the usual Public and Bank Holidays) be entitled to 35 working days holidays in each year to be taken at a time or times convenient to the Board.

### Role and Responsibilities

The specific duties will include but may not necessary be confined to the following:

1. Manage, co-ordinate and be accountable for the provision of full-time and part-time Further Education & Training (FET) programmes and support services in the Board's area, in accordance with the *Further Education & Training Strategy 2020-2024*, the *KCETB Statement of Strategy 2022-2026*, and with future strategies as they arise.
2. Assist in the identification of further education and training needs of adults and relevant young people in the ETB area.
3. Assist the Director of FET in the development and support of FET management teams, including through the performance of a line-management role as appropriate.
4. Work collaboratively with colleagues to ensure integration of programmes and support services across FET in line with ETB priorities and service requirements.
5. Assist in the development, implementation and review of the educational elements of Service and Strategic Plans and Annual Reports, taking leadership roles as required.
6. Fulfil the requirements of SOLAS and DFHERIS in relation to planning, monitoring and reporting on FET programmes, including FARR, PLSS and ESF reporting requirements as they arise.

7. Support and assist the development and implementation of an appropriate Quality Assurance system for all FET programmes under the aegis of the Board, in accordance with the ETB's obligations under the Qualifications and Quality Assurance (Education & Training Act) 2012.
8. Monitor PLSS to analyse data, determine trends, identify strategic responses and support internal management and effectiveness of the system.
9. Assist in the leadership, development, implementation monitoring and review of Service Plans /Statement of Strategy and other strategic initiatives.
10. Work collaboratively with, and facilitate co-operation between, agencies and services involved in the engagement and provision of FET programmes and services, including Department of Social Protection (DSP).
11. Liaise, as appropriate, with local economic, statutory and community interests in the development and organisation of programmes in response to employer and student needs locally in line with Government policy.
12. Support new developments which improve access, transfer and progression for FET students and potential students, including Accreditation of Prior Learning (APL), Workplace Development and new programme development.
13. Prepare and produce statistical reports and analysis relating to strategic priorities to support effective service provision.
14. Represent KCETB locally and regionally as required.
15. Lead the development of communication and promotional initiatives to support and expand service profile and branding.
16. Carry out the lawful instructions of the Board and of the Chief Executive and to fulfil all requisite duties as a Sub Accounting Officer inclusive of responsibility for designated education delivery budgets and the property, equipment and assets of the Board in his/her charge at any time.
17. Promote the Board's FET provision and services as appropriate within the local community.

## Essential Criteria

The qualifications and experience relevant to the position of Adult Education Officer of Kilkenny and Carlow Education & Training Board are, in accordance with CL 0062/2016.

**Qualifications:** The Adult Education Officer must hold Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage.

**Experience:** The successful candidate will:

1. Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required, as well as formulating and writing reports as required.
2. 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.
3. Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures.

4. Demonstrate the ability to manage and lead change and to fulfil reform requirements within the ETB.
5. Have excellent communication and report writing skills.
6. Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required.

## 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 Adult Education Officer 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.

## Competences

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

1. **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.
2. **Leadership:** Developing, supporting, leading and managing staff and services.
3. **Analysis & Decision Making:** Programme planning, monitoring and implementation.
4. **Management and delivery of results:** Reviewing, reporting and evaluating programme and service delivery.
5. **Interpersonal and communication skills:** Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.
6. **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.

The closing date for receipt of completed application forms:

**Monday, 28 October 2024 at 12.00 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 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 personal achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe 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)

## 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 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.
- 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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