

**Assistant Staff Officer Panel (Grade IV)
Permanent and Fixed Term/Purpose Positions
Job Reference: 2025JAN258**

Job Title:	Assistant Staff Officer Panel (Grade IV) Kilkenny and Carlow ETB wishes to establish a panel of Assistant Staff Officers from which candidates can be drawn upon as a relevant vacancy arises in any of the departments of KCETB.
Reporting to:	Chief Executive, Director of Organisation Support and Development, Head of Department
Hours of Work:	Monday to Friday – 35 hours per week.
Initial Work Location:	Initial assignment may be to any KCETB Office and is subject to change in line with the requirements of the service.
Salary Scale:	Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Assistant Staff Officers (Grade IV). Current scale for new entrants at Grade IV is €37,217 to €53,301
Annual Leave:	23 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.
Conditions:	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.

Duties and Responsibilities

Assistant Staff Officer delivers a range of services to the public and internally within Kilkenny and Carlow ETB. Assistant Staff Officer is responsible for a range of tasks including:

- Responsibility under the general direction of team leader, ensuring that work undertaken or information being given is accurate and in compliance with Legislation, Circular Letters, best practice guidelines and Internal Procedures
- Providing a professional and friendly approach in dealings with all learners, staff and management
- Assisting with the preparation of various documents such as memos, letters, reports, minutes, agendas and project files
- Assisting in the preparation and timely submission of required reports
- Maintaining an efficient and effective data management system to ensure any and all data, records or information required by all interested parties including Internal and External Audit is readily available
- Responsibility for the supervision of projects relating to the work of the Section and any other duties as directed by the Relevant Head of Department/Team Leader
- Assisting in the development of improved working practices in order to achieve improved service delivery
- Contributing to the development and implementation of appropriate Management Information Systems
- Promoting, valuing and supporting teamwork within the Department while maintaining a strong focus on self-development, seeking feedback, coaching and creating opportunities for self-development
Undertaking relevant training and development activities and respond positively to new and alternative systems
- Contributing to the ongoing development and implementation of Strategic initiatives across KCETB
- Researching issues thoroughly, consult appropriately to gather all information needed on an issue
- Complying with Health and Safety regulations
- Carry out any other duties appropriate to the grade which may be assigned from time to time.

This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time by the CE and to contribute to the development of the post while in the role.

Creation of Panel

A panel of qualified candidates ranked in order of merit will be formed as a result of the selection process.

Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit. Please note that once a candidate has been assigned they will no longer remain on the panel.

Qualification and placement on a panel is not a guarantee of appointment to a position.

The panel will remain in place for up to one year from the date of its formation. For certain competitions, the lifetime of a panel may be extended.

Essential requirements

The following are essential requirements for appointment to this post:

- 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
- Circular Letter 08/2017 applies in respect to appointments

Desirable Criteria

- Level 6 or higher on the National Framework of Qualifications
- Experience in an administrative or equivalent capacity
- A good level of experience or knowledge of the designated area of work
- Excellent administrative and IT skills

Competences

The person appointed to the above post will be required to show evidence of the following competences:

Specialist knowledge, expertise and self development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, relevant policies etc
- Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation and communicates this to the team
- Leads by example, being committed to self development and enhancing the knowledge and skills required to improve performance

People management

- Leads others, monitoring performance and trying to get the best out of people
- Allocates work fairly and appropriately and ensures that everybody does their fair share
- Addresses any performance issues in a timely, appropriate and constructive manner
- Involves others in decisions that affect them, allocating work fairly and appropriately
- Demonstrates trust in others to deal with important tasks and acknowledges a job well done
- Helps team members to identify their own and their team's learning and development needs in line with objectives
- Helps build effective relationships and resolve disagreements between team members
- Acts as an effective link between staff and other managers

Delivery of results

- Delivers results on time and to a high standard
- Takes responsibility for own work and the work of the team
- Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands
- Evaluates the current work practices to identify changes that could be made to help them run more effectively
- Maintains accurate records and monitors work, ensuring any errors are identified and rectified
- Appreciates the need to delegate work appropriately rather than doing everything oneself

Information Management and decision making

- Follows procedures and ensures they are implemented in own area, understanding the rationale behind them
- Reviews completed work regularly and acts on learning points
- Evaluates current work practices to identify changes that could be made to improve efficiencies
- Can work effectively on a number of tasks at the same time
- Is comfortable working with and manipulating a range of data, e.g. numerical, written etc.
- Makes sound appropriate decisions in a confident manner and can justify and stand by them

Interpersonal and communication skills

- Shows respect, tact and maintains composure when dealing with customers or staff members
- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite
- Listens to others and invites feedback, dealing with information in a constructive way
- Influences others by actively listening and clearly expressing their position
- Produces written letters/reports in a clear and concise manner

Drive and commitment to public service values

- Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles
- Serves the Government and people of Ireland
- Can work independently without excessive guidance or support
- Demonstrates resilience in the face of significant demands and challenges
- Ensures that the customer is at the heart of all services provided
- Is personally honest and trustworthy
- Acts with integrity and supports this in others

**Closing date for receipt of completed application forms is:
Wednesday, 5 March 2025 at 12.00 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 Staff 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.

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.

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.

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 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
 - 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
 - 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 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
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