

Temporary Acting/Fixed Term Contract – CONFINED COMPETITION

Staff Officer (Grade V)

Assistant Team Leader – Human Resources

Job Reference: 2025NOV020

Job Title:	Staff Officer Assistant Team Leader, Human Resources (initial assignment)
Confined Competition:	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"
Reporting to:	Chief Executive, Director of OSD and Head of Human Resources
Grade:	Staff Officer (Grade V)
Salary Range:	€51,723 - €61,865 (Salary will be paid in accordance with such rates as may be authorised by the Minister of Education and Youth from time to time for Staff Officer (Grade V).
Nature of Position:	Temporary Acting/Fixed Term Contract covering an approved leave of absence (subject to satisfactory completion of probation period)
Hours of work :	Monday to Friday – 35 hours per week
Annual Leave:	The Staff Officer will (in addition to the usual Public and Bank Holidays) be entitled to 25 working days Annual Leave. Arrangements in respect of Temporary Acting positions is in accordance with Circular Letter 008/2014 and ETB Operational Guidelines
Initial Work Location:	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.
Other Conditions:	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 of **Assistant Team Leader – Human Resources Operations**. The post-holder will support the delivery of high-quality HR services across KCETB. Key responsibilities include:

1. Team Leadership and Coordination

- Assist in planning and coordinating workflow and processes within the HR Operations Team to ensure timely and effective service delivery.
- Support the development of a high-performance by motivating team members and promoting accountability.
- Build productive working relationships with internal stakeholders including Principals, AEOs, Centre Managers, and employees.
- Represent the HR Operations Team at internal meetings and contribute to cross-functional collaboration.

2. Onboarding and Pre-Employment Compliance

- Oversee the onboarding processes for new employees on the online Jobtrain Portal and via paper submissions, including: the collection and verification of employee setup information; reference checks; garda vetting, and occupational health assessments.
- Ensure teaching staff are registered with the Teaching Council of Ireland; monitor registration status and expiry of conditions monthly.
- Maintain accurate and secure personnel records in line with KCETB's Data Retention Policy and GDPR requirements.

3. Employment Contracts

- Working with the Recruitment and Allocations Team to prepare and issue contracts of employment in accordance with relevant legislation, departmental instruction and best practice on the online Jobtrain Portal and via paper submission.
- Ensure contracts are issued promptly and accurately, reflecting the correct terms and conditions.
- Monitor the return of signed contracts and follow up with employees or managers as required on the online Jobtrain Portal and via paper submission.
- Maintain a centralised and auditable record of all contracts issued and returned.

4. Pay Administration and CoreHR System Management

- Assist in the implementation of relevant Circular Letters, policies, and directives affecting pay and staffing.
- Ensure accurate processing of changes to pay, hours, and staffing utilisation for payroll purposes.
- Set up new employees on the CoreHR system, ensuring correct salary scale and point based on documentation (e.g. Statements of Service, Incremental Credit applications).
- Prepare Statements of Service and support salary assimilation queries.

5. Audit and HR Data Reporting

- Assist in the preparation of documentation for internal audits, C&AG audits, and other external reviews.
- Assist in the collation and submit HR reports and statistical returns to DES, SOLAS, and other relevant agencies.
- Draft correspondence, reports, and documentation as required to support HR operations and compliance.

6. Absence Management

- Support the implementation of absence management policies and Circular Letters.
- Support the development and updating internal guidelines for managing leave, sick absence, and occupational health referrals.

7. Strategic HR Development and Governance

- Contribute to the implementation of KCETB's Strategic Plan within the HR function.
- Support the development and continuous improvement of HR policies, procedures, and systems.
- Assist in fulfilling the OSD team's obligations in relation to corporate governance and compliance.

Additional Duties

- Perform other duties as assigned by the Chief Executive (or designate) in line with the evolving needs of the organisation.
- Maintain confidentiality and uphold the values of KCETB in all HR-related activities.

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:

Thursday, 20 November 2025 (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

- 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

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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