

**Administrative Officer (Grade VII)**  
**Corporate Services – Information, Technology, Corporate and  
Communications**  
**Job Reference: 2024DEC234**

<b>Post:</b>	<b>Administrative Officer (Grade VII)</b> The initial appointment will be to the Corporate Services Department. However, the area of responsibility may change in line with the requirements of KCETB.
<b>Reporting to:</b>	Chief Executive, Director of Organisation Support and Development (OSD), and Head of Corporate Services – Information, Technology, Corporate and Communications (CS-ITCC)
<b>Place of Work:</b>	Initial location will at KCETB HQ, Athy Road, Carlow. All staff are subject to allocation as required within the Carlow/Kilkenny region.
<b>Nature of Position:</b>	Permanent 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 Administrative Officer will (in addition to the usual Public and Bank Holidays) be entitled to 29 working days annual leave.
<b>Salary Scale:</b>	€58,251 - €75,728 (Salary will be paid in accordance with such rates as may be authorised by the Minister for Education. Please note that new appointees who are entering this grade for the first time will start at the minimum point of the scale).
<b>Conditions:</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.

**Purpose of the Post**

The Administrative Officer will be assigned the role of Assistant Head of CS-ITCC, supporting the

Head of CS-ITCC and assuming initial responsibility for Communications, Corporate Governance and Corporate Affairs.

The post holder is a key member of OSD Management team and, in conjunction with the Head of CS-ITCC, is responsible for the efficient and effective delivery of the CS-ITCC function as required by senior management and for the management of associated human, financial and operational resources as assigned.

The postholder will undertake a wide range of responsibilities to manage, support and ensure a quality CS-ITCC service in KCETB.

### **Key Responsibilities**

The Administrative Officer will assist senior management in the delivery of the functions of the CE-ITCC Department which include:

- Communications
- Corporate Governance
- Risk Management
- Corporate Affairs
- Data Management and Protection
- Freedom of Information
- Policy Management
- ISMS
- ICT

The postholder will assume initial direct responsibility for the following functions:

- **Communications** - Develop, manage and implement KCETB's internal and external Communications functions including :
  - Communications Strategy
  - Communications Plan
  - Communications Policies and Procedures
- **Corporate Governance** - Develop, manage and implement Corporate Governance including:
  - System of Internal Control
  - Compliance Management
  - Risk Management
  - Audit Management
  - Policy Management
- **Corporate Affairs** - Co-ordination corporate Affairs including the work programme of:
  - Board of KCETB
  - Audit and Risk Committee
  - Finance Committee

The Administrative Officer will assist in the delivery of the following functions:

- ICT
- ISMS
- Business Continuity
- Data Management, Data Protection, FOI, Policy Management and Archives

General Administrative Officer responsibilities include:

- Responsible, under the direction of the Head of CS-ITCC, for the management and development of the CS-ITCC Department as part of the CS-ITCC Management Team.
- Provide positive and effective leadership, including deputising for the Head of Corporate

Services as required.

- Management of staff within the Corporate Services team including supervision, allocation of duties, work process development and staff training.
- Project Management and Development of Project Proposals.
- Production of Reports for Senior Management.
- Liaising with internal and external auditors and other relevant agencies, bodies, organisations, and stakeholders.
- Implement robust corporate governance practices, including value for money, risk management and internal controls.
- Develop productive working relationships with all relevant stakeholders in KCETB.
- Represent the CS-ITCC Department at relevant forums.
- Any other relevant duties which may be assigned by the Chief Executive, Director of Organisation, Head of Corporate Services – ITCC (or designate).

### **Essential Criteria**

The following are essential requirements for appointment to this post:

- have the requisite knowledge, skills and competencies to carry out the role - competencies are informed by best practice Public Appointment Service competency frameworks for the Irish Public Service (see below).
- 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 comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise.

### **Desirable Criteria**

- Third level qualification in communications, corporate governance or related discipline commensurate with this role and/or willingness to engage in continuous professional development relevant to the role.
- Knowledge and experience of communications, corporate governance and staff management particularly in the public sector.
- Ability to manage and co-ordinate work programmes among staff and sections.
- Have significant experience in managing staff including but not limited to general staff supervision, teamwork scheduling, staff development and training.
- Experience of developing policies and procedures and implementation and monitoring of same, e.g. communication strategy, risk management framework, etc.
- Excellent ICT and administration skills.
- Proven record of achievement and strong work ethic.
- Must have a full driving license and access to a car and be willing to work flexibly outside of normal working hours as required.

### **Competencies required**

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

#### **Team Leadership**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.

- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

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

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience to guide decisions.
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these.
- Puts forward solutions to address problems.

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

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

### **Interpersonal and Communication Skills**

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Collaborates and supports colleagues to achieve organisational goals.

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

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.

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

- Strives to perform at a high level, investing significant energy to achieve agreed

- objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
  - Is personally trustworthy and can be relied upon.
  - Ensures that customers are at the heart of all services provided.
  - Upholds high standards of honesty, ethics and integrity.

**Closing date for receipt of completed applications is:**  
**Monday, 20 January 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 Administrative 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)
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