

INFORMATION GUIDE
1 x SENIOR STAFF OFFICER (GRADE VI) (PERMANENT)

INITIAL DUTIES: PAYROLL & PENSIONS

POST REFERENCE OSD 08/2025

Longford and Westmeath Education and Training Board is now holding a competition for a permanent Senior Staff Officer (Grade VI); Initial Duties: Payroll & Pensions.

Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

Competencies required

The appointee to the Senior Staff Officer (Grade VI) position will be required to show evidence of the following competencies in no more than **300 words** per competency:

People Management

- Works with the relevant 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 the ETB's 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.

Information Management, 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 and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decisions with a well-reasoned rationale and stands by these decisions.
- Puts forward solutions to address problems.

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 of LWETB.

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.
- Treat others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.

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

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.

Terms and Conditions

Base: LWETB Head Office, Mullingar, Co. Westmeath. The successful candidate will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service demands require.

Salary: Starting point on scale is €56,755

For persons entering employment at this grade for the first time or those with no prior public service employment at this grade starting pay will be at the minimum of the incremental scale. Please note this is not negotiable.

An incremental salary scale applies thereafter as per C/L 0017/2025. Previous public sector experience in the same grade may be eligible for incremental credit. This will be determined upon appointment. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave:

LWETB'S Annual Leave Year runs from January to December. The annual leave allowance for this position is 27 days per annum. Please note your annual leave entitlement will be pro-rata, based on your contract duration and start date. This allowance is subject to the usual conditions regarding the granting of annual leave. All office closures (other than normal public and bank holidays and Good Friday) are incorporated in your annual leave entitlement. Leave will be granted, subject to Line Management approval, which must be sought in advance.

Hours per week: 35

Eligibility Criteria:

Candidates must:

- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
- Have the requisite knowledge, skills and competencies to carry out the role and 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 programme) 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.
- Be at least 17 years of age on or before the date of advertisement of the recruitment competition.

Requirements and Eligibility Criteria

Citizenship Requirement:

Candidates should note that eligibility to compete for posts 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 and Norway. Swiss citizens under EU agreements may also apply. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible.

Health and Character:

Those under consideration for a position will be required to complete a health and character declaration and may be required to complete a Garda Vetting Form. References will be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

Application and selection process:

- Candidates should read the guide and supporting documentation on how to complete the application.
- Full details about the position are available on www.etbvacancies.ie. Candidates who wish to apply for the above position must apply through www.etbvacancies.ie **not later than 13:00 hours on Tuesday 22nd April 2025**. For details on the services LWETB provides see www.lwetb.ie
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience
- Incomplete applications will not be considered. **Late applications will not be accepted.**
- Shortlisting will apply.
- If successful at interview, referees will be contacted directly by LWETB at its convenience and without further notice to candidates.
- Candidates must adhere to the word counts specified.
- Selection will be by way of competency-based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- Provisional date for interviews is as soon as is practical post-closing date. Provisional date is week commencing **28th April – 9th May 2025**.
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. **If you do not a confirmation message via your portal within two days, please email headofhr@lwetb.ie PRIOR to the closing date.**
- It is the responsibility of the candidate to ensure that the application form is received before the stated deadline. Any technical difficulties encountered by the sender when submitting an application, are not the responsibility of LWETB.
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
- All enquiries regarding your application should be made to headofhr@lwetb.ie using the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie
- Longford and Westmeath ETB is an equal opportunities employer.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.

Mr. Brian Higgins, Chief Executive (Acting) Longford and Westmeath ETB