

**Information Guide
Adult Education Officer (AEO)
Permanent
Post Reference 49/18**

Terms and Conditions

Location: Mullingar. The successful candidates 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: €50,870 - €78,742. For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new incremental scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours per week: 37

Contract type: Permanent.

Reporting to: The AEO will report directly to the Director of Further Education and Training and/or Chief Executive as appropriate. The person appointed will be expected to contribute to the overall objectives of LWETB.

Duties of the post:

The person appointed will have specific responsibility:

- To lead change management within the FET Service.
- To lead the planning process for Further Education and Training (FET) provision within LWETB.
- To oversee the development of FET provision within LWETB.
- To promote FET services within the LWETB area.
- To work with other key stakeholders in integrating FET provision within LWETB.
- To monitor the achievement of agreed targets and outcomes within the LWETB's FET services.
- To take responsibility for the administration and management of FET budgets.
- To oversee all statistical and reporting requests from SOLAS, DES, or other bodies as necessary.
- To liaise with external delivery partners and other local statutory and voluntary agencies in relation to FET provision within LWETB.

- To develop and implement strategic planning for FET within LWETB in line with the national FET Strategy.
- To lead the internal reconfiguration of delivery mechanisms with LWETB to ensure fitness for purpose.
- To provide operational management supports to FET services within LWETB.
- To liaise with key stakeholders internally and externally to develop appropriate Quality Assurance systems for FET provision.
- To deliver on the LWETB Strategy Statement 2017–2022.
- To lead the delivery of targets as set out under the SOLAS Strategic Performance Agreements.
- To plan, coordinate and implement FET related strategies for LWETB.
- To develop and implement a continuous professional development strategy [AH1] [MH2] for LWETB.

Key Skills, Knowledge and Expertise

The ideal candidate will possess:

- Excellent operational management and administrative skills.
- Strong communication and presentation skills.
- Proven capacity to provide strategic direction and leadership.
- Ability to guide resolution of complex issues within constrained environments.
- Capacity to anticipate and manage change effectively.
- Demonstrate drive, energy and a strong delivery of results focus.
- Ability to function effectively within a variety of team settings.
- Clear understanding of the FET landscape in Ireland and internationally.
- An understanding of corporate governance and compliance obligations.
- Demonstrable experience of budget management and delivering performance improvements.

Experience and qualifications required for the role and function of the Adult Education Officer

Experience:

The successful candidate will:

- (a) Have management experience at an appropriate senior level, including leading teams and managing resources;
- (b) 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.

(c) Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures;

(d) Demonstrate the ability to manage and lead change and to fulfil reform requirements within the ETB;

(e) Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required;

(f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:

- **Leadership:** Supporting, developing, leading and managing FET staff.
- **Analysis & Decision Making:** Programme planning, monitoring and implementation.
- **Management and delivery of results:** Reviewing, reporting and evaluating FET programme and service delivery.
- **Interpersonal and communication skills:** Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.
- **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.
- **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.

(g) Carry out the lawful orders of the ETB Board and of its Chief Executive.

Qualifications

Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage.

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.

Health and Character:

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

A candidate for the office must be suitable on the grounds of character.

Eligibility to compete

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Citizens of non-European Economic Area (EEA) States are not eligible to compete.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any reemployment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public

Service body [as defined by the Financial Emergency 4 Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Application and selection process

- Completed application forms should be submitted on to www.etbvacancies.ie by 13:00 hours on Friday 6th July, 2018.
- Provisional date for interviews is week commencing: 16th July, 2018.
- Candidates should read the guide on how to complete the application process supplied on www.etbvacancies.ie
- Your application will be assessed on the information you submit on etbvacancies. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- Shortlisting may apply.
- Canvassing by or on behalf of the applicant will disqualify.
- No late applications will be accepted.

- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email.
- If successful at interview referees will be contacted directly by LWETB at its convenience and without further notice to candidates.
- 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.
- Longford and Westmeath ETB is an equal opportunities employer.

Dr. Christy Duffy
Chief Executive LWETB