

## INFORMATION GUIDE

### 1 x Assistant Staff Officer (Grade IV)

**Initial Duties: Further Education and Training Service – Office Management  
 (Two Year Fixed Term)**

**Post Reference FET 06/2024**

Longford and Westmeath Education and Training Board is now holding a competition for a two-year fixed term Assistant Staff Officer (Grade IV) position - Initial Duties: Further Education and Training Service in a role which will involve office management within an environment which is client facing. 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 two year fixed term Grade IV post will be required to show evidence of the following competencies **in no more than 200-250 words per competency**. Candidates must adhere to the word count identified.

#### 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

#### Information Management, Analysis 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

#### 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

### **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

### **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**

- 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

### **Terms and Conditions**

**Initial Base:** Further Education and Training Centre, Marlinstown Business Park, Mullingar, Co. Westmeath.

The successful candidate will be initially assigned to the above location. However, LWETB reserves the right to assign you to any other location as the service demands require.

### **Starting point on Salary: €35,229 - €51,101**

For persons entering employment at this grade for the first time or those with no prior public service employment starting pay will be at the minimum of the incremental scale as above ie: 35,229. This is not negotiable.

Previous public sector experience in the same grade may be eligible for incremental credit. This will be determined upon appointment if applicable. An incremental salary scale may apply thereafter as per C/L 0043/2023. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Hours per week:** 35

### **Eligibility Criteria:**

#### **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;
- 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;

#### **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 at the discretion of the employer 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:**

- Full details are available on [www.etbvacancies.ie](http://www.etbvacancies.ie). Candidates who wish to apply, must apply through [www.etbvacancies.ie](http://www.etbvacancies.ie) **not later than 13:00 hours on Wednesday 20<sup>th</sup> March 2024.**
- Interviews will be provisionally scheduled for week commencing 1<sup>st</sup> April 2024
- Please note that candidates are advised to apply to this role in advance of the closing date and time to ensure their application is received before the closing date and time.
- 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 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.

- Candidates may be asked to attend a second interview as part of the recruitment process.
- Information and correspondence regarding your status within this competition will issue to you via your Hire Lab mailbox and it is the responsibility of the candidate to regularly check their etbvacancies inbox frequently.
- Candidates should read the info guide on how to complete the application.
- 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.**
- 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 of submitting AND prior to the closing date, please email [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie).**
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- Late applications will not be accepted.
- 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.
- Canvassing by or on behalf of the applicant will disqualify.
- If successful at interview, referee may be contacted directly by LWETB at its convenience and without further notice to candidates.
- All enquiries regarding your application should be made to [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath is an equal opportunities employer.
- 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](http://www.lwetb.ie)

***Ms. Liz Lavery, Chief Executive, LWETB***



**lwetb**

*Bord Oideachais agus Oiliúna  
an Longfoirt agus na hIarmhí*  
Longford and Westmeath  
Education and Training Board