

CONFINED COMPETITION – EDUCATION AND TRAINING CANDIDATE SECTOR POOL CITY OF DUBLIN EDUCATION AND TRAINING BOARD

Grade 7 – Ref: G7212

(3 Permanent Posts)

Initial assignment: Community Development, Finglas Training Centre

INFORMATION GUIDE

Salary Scale - Salary €50,832 – €66,083 (including two long service increments).

City of Dublin Education and Training Board (CDET B) provides educational services within the Dublin City area. CDET B runs over 1,000 courses across the city of Dublin. We have 23 schools and colleges and 2 Training Centres and operate out of over 60 different locations in the city. Thirteen of our schools offer second level programmes at Junior and Leaving Certificate level. Sixteen of our colleges offer over 300 full-time Post Leaving Certificate courses at FETAC levels 5 and 6. Our Adult Education Service provides courses specifically targeted at those who wish to return to education and our Night Schools provide short courses that cover the widest possible range of hobbies and interests.

CDET B was designated the single awarding authority for student grant applications in Ireland since 2012 and operates a business unit Student Universal Support Ireland (SUSI) to fulfil these duties.

1. GENERAL INFORMATION

This is a senior position, reporting to the Management Team of the Training Centre.

2. KEY TASKS / DUTIES AND RESPONSIBILITIES

Perform the key functions of the Development Officer role to include but not exclusive to:

- Assist Community Groups, Programme Sponsors, Management Committees and other stakeholders to develop training initiatives within community settings.
- Approve programmes at the appropriate authorisation level and ensure validity and accuracy of all supporting documentation.
- Review annual business plans for funded projects in line with CDET B organisational strategy and provide guidance as necessary.
- Liaise with community groups and relevant stakeholders to maximise the recruitment of participants onto programmes.
- Co-operate with interdepartmental units to ensure a co-ordinated and timely service delivery for clients and projects.
- Conduct performance and financial monitoring to manage adherence to procedures and guidelines.

- Review learner outcomes and influence continuous improvement as appropriate.
- Review causes of underperforming programmes; liaise with the Training Centre Management team to determine and develop solutions and corrective actions. Consult with CDET B Management as appropriate to impose sanctions or make recommendations on viability of such projects.
- Understand funding mechanisms, process financial claims for approval and payment
- Assist with regulatory internal and external audits.
- Carry out any other duties commensurate with the grade.

3 Essential Requirements

Candidates must-

- 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 Service attached hereto;
- 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 standard to Leaving Certificate or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector;
- have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade.

4 Desirable Requirements

- Good knowledge of the requirements of the post and an understanding of the role of CDET B in its provision to target groups.
- An understanding and appreciation of Labour Market interventions.
- Self-Starter/High Initiative
- Proven record of achievement in a similar or training related role.
- Minimum of two years' experience working in an education and training context in an administrative and/or instructional capacity
- Experience of end-to-end completion of administrative tasks and functions.
- Experience of working with strict adherence to procedures and guidelines.
- A high level of IT skills with a proficiency in Microsoft Word and Excel, a clear understanding of data analysis and a logical and systematic approach to problem solving.
- Articulate (both oral and written)
- An ability to negotiate and manage conflict.

- Strong facilitation, influencing and decision making skills.
 - Experienced in work related administrative tasks and the use of IT systems.
 - Knowledgeable, enthusiastic, client focused, results driven. a minimum qualification of at least QQI Major Award Level 6 (*or recognised equivalent*) in Education, Training and Development or higher on the National Framework of Qualifications (in such other relevant discipline as may be considered appropriate at the discretion of CDETB).
- or**
- a minimum of 5 years experience in an Education, Training or Development role, or function.
- Ability to meet the travel requirements of the post.

Exclusions

Candidates should note that persons who have taken part in public service early retirement schemes are not eligible to take part in this competition. If you retired under one of the schemes, you should contact your pension provider and ensure that you are eligible to work in the public sector. Please note that you are required to inform them due to pension abatement rules.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned 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.

Citizenship Requirements

Candidate 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 agreement may also apply.

5. CONDITIONS OF SERVICE

Terms of Appointment

The appointment is permanent and will be probationary until the last day of the month after the completion of nine month's service.

The person appointed to the post will be required to contribute to the relevant Superannuation Schemes.

Salary €50,832 – €66,083 (including two long service increments). Please note that the successful candidate will commence at point 1 of the salary scale (unless they have previous public sector service at the same grade)

Annual Leave 29 days per annum.

Sick Leave and Special Leave

Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for permanent whole-time officers employed under the Schemes of Education and Training Boards.

Other Conditions

The appointment will be subject to the sanction of the Chief Executive.

For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before he/she is appointed, to undergo at the Board's expense, a medical examination by a qualified practitioner nominated by the City of Dublin Education and Training Board.

External work may not be undertaken without the prior consent of the Board.

Termination

The appointment will be terminated by one month's notice in writing on either side.

Garda Vetting

CDET B 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.

Superannuation & Retirement

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 at www.singlepensionscheme.gov.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.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is in line with eligibility for State Pension).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the ASC deductions in accordance with the Public Service Pay and Pensions Act 2017.

6. Application and Selection Process

- The appointee to the Permanent Grade 7 post will be required to show evidence of the Grade 7 competencies outlined below.
- Applications accepted through on-line system only – see www.cdetb.ie for full details and how to apply on-line.
- 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 may not be considered.
- Shortlisting may apply.
- Canvassing by or on behalf of the applicant will disqualify.
- Late applications will not be accepted. Candidates are strongly advised to submit application forms well before the 12 Noon deadline on the specified closing date.
- Please note that it is the responsibility of the applicant to ensure that all application forms are received on time. Any technical difficulties encountered by the sender when forwarding forms by e-mail or fax are not the responsibility of the CDET B.
- CDET B may contact the named referees and / or employers for a reference should you be called to interview.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by CDET B.
- CDET B is an equal opportunities employer

Latest date for receipt of completed on-line applications for the above is:

12 NOON on WEDNESDAY, 5th MAY 2021

LATE APPLICATIONS WILL NOT BE ACCEPTED

Grade 7 Level Competencies

Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and 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 & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & 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
	Puts forward solutions to address problems
Management & 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 & 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
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 & 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