

CONFINED COMPETITION – EDUCATION AND TRAINING SECTOR CANDIDATE POOL

CITY OF DUBLIN EDUCATION AND TRAINING BOARD

SENIOR STAFF OFFICER – GRADE 6 –Ref: G6PY20

Fixed Term Contract for 3 months

MEMORANDUM OF INFORMATION

CDET B currently has a Fixed Term Contract full-time vacancy at Senior Staff Officer level in the Payroll Department. This post reports to the Head of Payroll and is responsible for assisting in all payroll functions, including but not limited to; ensuring all payroll deadlines are met, compliance of statutory deductions, payroll reporting & analysis, reconciliation of payroll costs to the general ledger (SUN system), staff supervision and section planning.

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 supervisory position, reporting to the Head of Payroll, with responsibility for payroll-related activities within City of Dublin Education and Training Board. The Payroll Department is located in CDET B Head Office, Ballsbridge and is responsible for paying over 3,000 staff on a monthly, fortnightly and weekly basis.

2. RESPONSIBILITIES

The duties and responsibilities of the Senior Staff Officer include but are not limited to the following:

- Ensuring payrolls are processed and authorised in adherence to the payment deadlines, while maintaining compliance with statutory obligations, pay rates and legislation.
- Assisting with the month-end and year-end processes including reconciliation of costs to the general ledger and Revenue returns.
- Calculation of complex arrears to staff which require a good knowledge of public sector pay and superannuation rules.
- Ensuring adherence to statutory regulations and the implementation of new guidelines as appropriate.
- Participation on various payroll forums where applicable and as required
- Providing administrative support within Payroll as well as to the Finance Team and other members of the CDET B management team on payroll- related matters
- Assisting with the document management of the section.
- Staff supervision and development.
- Participation in the development and testing of Payroll and Finance systems as appropriate
- Assisting in the development and maintenance of an overall financial control environment and the implementation of the risk management function.
- Liaising with internal and external auditors and third parties such as Revenue Commissioners

- Internal and external reporting.
- Undertaking such duties, projects or activities as may be assigned by the Head of Payroll/Assistant Principal Officer (Payments).
- The above duties assigned may be varied by the Chief Executive having regard to the changing needs of the Payroll and Finance function within the CDET.B.

3 Essential Requirements

Each candidate 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;
- 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 to Leaving Certificate standard 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

- A minimum of two years recent proven payroll or relevant finance experience at a level relevant to the post within the public (preferred) or private sector.
- A recognised qualification in Payroll or Finance and/or Project Management
- Good knowledge of the overall ETB finance structure
- Experience of payroll and finance systems. Understanding and experience of systems such as SAP or SUN would be an advantage.
- Excellent administrative and IT Skills including excel.
- Experience in managing staff including general staff supervision, team work scheduling, staff development and training.
- Experience in developing and implementing controls and risk analysis
- Project Management experience implementing systems & testing development changes
- Have an understanding of the main features and current challenges of the Government's public sector reform plans, including the delivery by the Department of Education and Skills of shared services to the education sector.
- Ability to use initiative (being self-motivated, flexible, results focused etc.) to prioritise and manage work in a dynamic and highly pressurised and deadline-driven environment.
- Proven record as a team-player with a flexible approach demonstrating sound judgement, problem-solving, analytical and decision-making skills.

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.

5. 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.

6. CONDITIONS OF SERVICE**Terms of Appointment**

The post is a Fixed Term Contract position. The appointment will be probationary until the last day of the month after the completion of three month's service.

Secondment from the Education and Training Sector Candidate Pool will also be considered.

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

Salary

€48,541 - €59,320 (including two long service increments)

Annual Leave

27 working 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

CDETБ 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 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- 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.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

III-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 pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

NOTE:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the CDETB.

Therefore candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.

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

EXTENDED TO

12 NOON, WEDNESDAY, 21st OCTOBER 2020

LATE APPLICATIONS WILL NOT BE ACCEPTED

CVs ALONE WILL NOT SUFFICE

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

CDETB IS AN EQUAL OPPORTUNITIES EMPLOYER

Grade 6 – Senior Staff Officer - Competency

09



Grade 6 – Senior Staff Officer Level Competencies

Effective Performance Indicators

Leadership Potential	Is flexible and willing to adapt, positively contributing to the implementation of change
	Contributes to the development of policies in own area and the broader Department/ Organisation
	Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
	Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
	Formulates a perspective on issues considered important and actively contributes across a range of settings
Analysis & Decision Making	Is skilled policy analysis and development, challenging the established wisdom and adopting an open-minded approach
	Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
	Uses numerical data skillfully to understand and evaluate business issues
	Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
	Sees the logical implications of taking a particular position on an issue
	Is resourceful and creative, generating original approaches when solving problems and making decisions
Delivery of Results	Assumes personal responsibility for and delivers on agreed objectives/ goals
	Manages and progresses multiple projects and work activities successfully
	Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
	Maintains a strong focus on meeting the needs of customers at all times
	Ensures all outputs are delivered to a high standard and in an efficient manner
	Use resources effectively, at all times challenging processes to improve efficiencies
Interpersonal & Communication Skills	Communicates in a fluent, logical, clear and convincing manner verbally and in writing
	Is able to listen effectively and develop a two-way dialogue quickly
	Maintains a strong focus on meeting the needs of internal and external customers
	Effectively influences others to take action
	Works to establish mutual understanding to allow for collaborative working
	Works effectively
Specialist Knowledge, Expertise and Self Development	Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation.
	Develops the expertise necessary to carry out the role to a high standard and shares this with others
	Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service
	Consistently reviews own performance and sets self challenging goals and targets
	Has significant expertise in his/her field that is recognised and utilised by colleagues
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
	Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
	Is personally trustworthy and can be relied upon
	Places the citizen at the heart of all process and systems
	Upholds the highest standards of honesty, ethics and integrity

