



An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath  
City of Dublin Education and Training Board

## CITY OF DUBLIN EDUCATION AND TRAINING BOARD

GRADE 4 - ASSISTANT STAFF OFFICER - REF: G421

### MEMORANDUM OF INFORMATION

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.

**Please note that a Panel will be formed from which any permanent or fixed term vacancies that may arise may be filled.**

#### 1. ROLE AND RESPONSIBILITIES

These vacancies will be based in the CDET B Head Office in various Departments and also throughout the scheme in our schools/colleges and centres.

**Head Office Departments** – Finance, HR, Corporate Services, IT

**CDET B Scheme outside Head Office:** Schools & Colleges, Adult Education, Training Centres, Youthreach Centres, Prisons and any other centres under the aegis of CDET B

#### 2. 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
- 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 Examinations (higher, ordinary, applied or vocational preparation) or equivalent **or** have passed an examination at the appropriate level within 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

### **3. DESIRABLE REQUIREMENTS**

- have a degree equivalent to level 7 or higher on the National Framework of Qualifications in either business administration or accounting (or in such other relevant discipline as may be considered appropriate in the discretion of CDETb)
- High level of ICT Competency, in particular, high levels of Microsoft Excel skills and a knowledge of Financial Packages such as SUN SYSTEMs are desirable
- Experience in preparing and interpreting financial data
- high levels of Microsoft Excel skills
- Excellent administrative skills and IT skills
- Excellent communication and interpersonal skills
- Self-motivating, flexible and results focused.
- Ability to prioritise and manage work in a dynamic and fast paced environment
- Goal oriented in a manner that ensures work is comprehensively completed
- Proven record as a team player
- Self-motivating, flexible and results focused.
- Understand the main features and current challenges of public service and regulatory reform
- Ability to work on own initiative within a flexible, co operative, team structure
- Understand the main features and current challenges of public service and regulatory reform
- Have at least one years relevant finance experience.

### **4. CITIZENSHIP REQUIREMENTS**

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 agreement 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 appointment will be probationary until the last day of the month after the completion of nine month's service.

Appointment is to the City of Dublin ETB Scheme as a whole, not to a particular centre, and will be subject to the sanction of the Chief Executive. The Board reserves the right to transfer Officers as the needs of the Scheme dictates.

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

### **Salary**

€31,513 - €46,466 (including two long service increments). Please note that successful candidate will commence at point 1 of the salary scale (unless they have previous public sector service at the same grade)

### **Annual Leave**

23 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.

Extern 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](http://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).

- **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 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.

**Notes: 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.**

**COMPLETED ON-LINE APPLICATIONS SHOULD BE SUBMITTED NOT LATER THAN**

**12 NOON ON TUESDAY, 26<sup>th</sup> JANUARY 2021**

**LATE APPLICATIONS WILL NOT BE ACCEPTED  
CVs ALONE WILL NOT SUFFICE  
SHORTLISTING OF CANDIDATES MAY TAKE PLACE  
CANVASSING WILL DISQUALIFY  
CDETb IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Grade 4 Level Competencies

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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 & 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 & 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 & Commitment to	Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles
	Serves the Government and people of Ireland

Public Service Values	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