

**Grade VII – Administrative Officer
Community / Recruitment Development Officer
Permanent Post
Finglas Training Centre
Ref: G7FTC24**

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

Since its establishment in 1983, City of Dublin ETB’s Finglas Training Centre has been embedded as the provider of vocational training for those wishing to enter the labour market. Since then, thousands of learners attending our courses have expanded their skills and knowledge in their chosen field of learning. Courses provide training for new labour market entrants and those seeking to upskill, or change career direction, offering certification at QQI Level 5 and 6 and/or Industry specific Certification.

Proposed Timeframe	Shortlisting will take place week beginning: 11 th November 2024. Interviewing will take place week commencing: 18 th November 2024. <i>*All dates are subject to change and are for guidance only</i>
Salary	For persons entering public service for the first time, starting pay will be at the minimum point of the scale, €58,251. This is not negotiable. An incremental salary scale applies thereafter. Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.
Annual Leave	29 working days per annum (pro rata).
Hours of Work	35 hours per week.
Location of Position	The position will be based in Finglas Training Centre, Poppintree Industrial Estate, Jamestown Road, Finglas, Dublin 11, D11 KW18.
Summary of Position	To assist City of Dublin ETB in the marketing, promotion and recruitment of learners to training programmes offered through the centre. The administration, monitoring and oversight of externally provide education and training as provided under contract to City of Dublin ETB by third party community training providers. Management relies on the Development Officer to ensure the delivery of recruitment campaigns are in line with the business objectives. The officer will monitor the delivery of and training by third party agencies guided by policies and procedures funded by the City of Dublin ETB. The successful applicant will be required to travel as part of this role.
Essential Requirements	<ul style="list-style-type: none"> 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.

	<ul style="list-style-type: none"> • Have the requisite knowledge, skills and competencies to carry out the role. • Have excellent administrative skills and a high level of ICT literacy including a proven ability to apply technology in the workplace. • Be capable and competent of fulfilling the role to a high standard.
Desirable Requirements	<ul style="list-style-type: none"> • A minimum qualification of at least QQI Major Award Level 6 (<i>or recognised equivalent</i>) or higher on the National Framework of Qualifications in such discipline as may be considered relevant to the post, <i>for example, training and education, finance and information technology (digital marketing)</i>. • Have experience in managing staff including but limited to general staff supervision, teamwork scheduling, staff development and training. • Possess the requisite experience, knowledge and ability and be suitable to discharge the duties of the position. • Ability to prioritise and manage work in a dynamic and pressurised environment. • Goal oriented in a manner that ensures that work is comprehensively completed. • Proven record as a team player with a flexible approach. • Strong team leadership skills with the ability to delegate duties and follow up on results to ensure delivery of service to the required standard. • Demonstrated experience of building and maintaining relationships. • Effective verbal and written communications in a clear and concise manner. • Excellent judgement, problem-solving, analytical and decision-making skills. • Excellent interpersonal and people management skills. • Excellent work planning and organisation skills. • Self-motivating, flexible and results focused. • Proven experience and ability in a similar role. • Knowledge of recruitment procedures. • Specialist knowledge and understanding of processes involved e.g. PLSS. • Digitally literate with experience of end-to-end completion of administrative tasks and functions that require numeracy skills. • Ability to analyse data with a logical and systematic approach to problem solving. • Have experience of digital marketing technologies and practical knowledge of the use of modern communications media (<i>i.e. email, social media, search engines and advertising</i>) to drive awareness of training services and the recruitment of learners. • Good knowledge of the requirements of the post, an understanding of the Labour Market and the role of City of Dublin ETB in its provision to target groups. • Experience of working with strict adherence to deadlines, procedures and guidelines.
Principal Duties and Responsibilities	<p>The general duties and responsibilities listed below are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post while in office:</p> <ul style="list-style-type: none"> • Co-ordinate the maintenance and update of the training centre website and social medial channels, collaborating with others, external and internal to produce content to optimise the customer experience and to drive engagement with potential new clients to advance the recruitment of new learners. • Create, manage and execute promotional campaigns across various channels, including email, social media, search engines and publications. • Oversee the design of digital and non-digital promotional materials and implement promotional initiatives to drive recruitment of learners. • Create, co-ordinate and inform the design of marketing /promotional content and publications in both digital and non-digital formats. • Manage course waiting lists and liaise with SSP and relevant stakeholders (internal and external) to complete the recruitment of leaners to training. • Administer and oversee the operation of training initiatives as provided by third parties under contract to City of Dublin ETB. • Conduct performance and financial monitoring to manage adherence to procedures and guidelines. • Have the requisite knowledge, skills and competencies to carry out the role.

	<ul style="list-style-type: none"> • Review annual business plans for funded projects in line with City of Dublin ETB organisational strategy and provide guidance as necessary. • Assist contracted third party providers and other stakeholders to develop training initiatives. • Administer and oversee the operation of training initiatives as provided by third parties under contract to City of Dublin ETB. • Conduct performance and financial monitoring of external providers of training to ensure adherence to City of Dublin ETB procedures and funding guidelines. • Review annual business plans for funded projects in line with City of Dublin ETB organisational strategy and provide guidance as necessary. • Approve programmes at the appropriate authorisation level and ensure validity and accuracy of all supporting documentation. • Understand funding mechanisms and in accordance with relevant procedures, process the financial claims of funded projects for approval and payment. • Undergo staff training and development where required. • Supervision of staff. • Undertake any other duties as required by Management that are commensurate with the grade.
<p>Competencies</p>	<p><i>Team Leadership</i></p> <ul style="list-style-type: none"> • Works with the team to facilitate high performance, developing clear and realistic objectives and addressing 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 and capacity of team. • Is flexible and willing to adapt, positively contributing to the implementation of change. <p><i>Analysis & Decision Making</i></p> <ul style="list-style-type: none"> • 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. <p><i>Management & Delivery of Results</i></p> <ul style="list-style-type: none"> • 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. <p><i>Interpersonal & Communication Skills</i></p> <ul style="list-style-type: none"> • 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 discussion 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 knowledge of FET 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.

Note: Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.

Ideally you should include all elements of the STAR competency framework which is outlined as follows:

S ituation	Present a challenging situation you found yourself in.
T ask	What did you need to achieve from the situation?
A ction	What action did you personally take to achieve this?
R esult	What was the result of your action?

Terms and Conditions of Appointment

- The appointment will be subject to the sanction of the Chief Executive.
- Any offer will be subject to the receipt of two satisfactory references.
- The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- Appointment is to City of Dublin ETB as a whole, not to a particular centre. City of Dublin ETB reserves the right to transfer staff as the needs of the organisation dictates.
- The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.
- For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.
- External work may not be undertaken without the prior consent of City of Dublin ETB.

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. Please visit the link below for updates to these requirements:
[Coming to Work in Ireland - Workplace Relations Commission](#)

	Please note you must advise City of Dublin ETB if a work permit is required by you before commencing employment with City of Dublin ETB. This requirement should be notified to City of Dublin ETB as soon as possible.
Termination	The appointment will be terminated by one month's notice in writing on either side.
Garda Vetting	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
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 Officers employed under the Schemes of Education and Training Boards.
Superannuation & Retirement	<p>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.</p> <p>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.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to 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 updated each year by reference to CPI). • Post retirement pension increases are linked to CPI.
Pension Abatement	<p>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.</p> <p>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.</p>
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	The Department of Education 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

	<p>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).</p>
<p>Exclusions</p>	<p>Candidates should note that persons who have taken part in Public Service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the <i>same employment or the same sector</i>. Therefore, such retirees may not apply for this position.</p> <p>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 re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p>Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013): The Department of Environment, Community & Local Government Circular Letter LG (PP) 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 below, 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 Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. 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).</p> <p>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 Payment 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 interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
<p>Ill Health Retirement</p>	<p>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.</p>
<p>Pension Accrual</p>	<p>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</p>

	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.
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.
Referees	Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer. Referees may be contacted directly pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.

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 City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.
- 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.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Completed online applications should be submitted no later than:

12 noon on Friday 8th November 2024

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify.

City of Dublin Education and Training Board is an equal opportunities employer.