

### Grade III – Clerical Officer (Permanent – Contracts of Indefinite Duration) Ref: G3C022

City of Dublin Education and Training Board (CDETb) provides educational services within the Dublin City area. CDETb 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.

CDETb 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 contract of indefinite duration vacancies that arise will be filled.**

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| <b>Proposed Timeframe</b>     | Shortlisting will take place week commencing: 19/09/2022<br>Interviewing to commence week beginning: 26/09/2022<br><br><i>*All dates are subject to change and are for guidance only</i>   |
| <b>Details of Positions</b>   | The purpose of this recruitment campaign is to fill permanent vacancies at Grade III Clerical Officer level as they arise within the organisation. Details and types of service are available on <a href="http://www.cdetb.ie">www.cdetb.ie</a> . Full details of individual positions will be provided to those applicants successful at interview when being offered a post.   |
| <b>Location of Positions</b>  | These vacancies will be based in CDETb – both in our Head Office in various Departments and also throughout the scheme in our schools/colleges and centres.<br><br><b>Head Office Departments</b> – Finance, HR, Corporate Services, IT<br><br><b>CDETb Scheme outside Head Office:</b> Schools & Colleges, Adult Education, Training Centres, Youthreach Centres, Prisons and any other centres under the aegis of CDETb.   |
| <b>Salary</b>                 | €25,353 - €41,501 (including long service increment). Successful candidates will be paid at point 01 of the salary scale unless they have previous public sector service in an administrative grade.   |
| <b>Annual Leave</b>           | 22 working days per annum.   |
| <b>Essential Requirements</b> | <ul style="list-style-type: none"> <li>• Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examinations (higher, ordinary, applied or vocational preparation) <b>or</b> equivalent <b>or</b> 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 <b>or</b> have appropriate relevant experience which encompasses equivalent skills and expertise.</li> <li>• Have the requisite knowledge, skills and competencies to carry out the role.</li> <li>• Be capable and competent of fulfilling the role to a high standard.</li> <li>• High level of ICT competence, in particular Microsoft Packages.</li> <li>• Ability to prioritise and manage work in a dynamic and fast paced environment.</li> </ul> |
| <b>Desirable Requirements</b> | <ul style="list-style-type: none"> <li>• Excellent administrative skills.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Knowledge of financial systems such as SUN SYSTEMS.</li> <li>• Knowledge and/or experience in preparing and interpreting financial data.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Relevant Finance experience.</li> <li>• Strong attention to detail.</li> <li>• Ability to work on own initiative within a flexible, co-operative and team structure.</li> <li>• Proven record as a team player.</li> <li>• Self-motivating, flexible and results focused.</li> <li>• Goal oriented in a manner that ensures work is comprehensively completed.</li> <li>• Understand the main features and current challenges of public service and regulatory reform.</li> </ul>  |
| <b>Principal Duties and Responsibilities</b> | <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 which may be assigned from time to time and to contribute to the development of the post while in office:</p> <ul style="list-style-type: none"> <li>• Provide office support, answer queries and telephone service.</li> <li>• Preparation, checking and processing data.</li> <li>• Maintaining and updating records as required.</li> <li>• Create and update records and databases.</li> <li>• Prioritising work activities in line with set deadlines, as required.</li> <li>• Minute taking.</li> <li>• Assisting in the preparation of reports to tight deadlines when required.</li> </ul>  |
| <b>Competencies</b>                          | <p><b>Team Work</b></p> <ul style="list-style-type: none"> <li>• Shows respect for colleagues and co-workers.</li> <li>• Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.</li> <li>• Offers own ideas and perspectives.</li> <li>• Understands own role in the team, making every effort to play his/her part.</li> </ul> <p><b>Information Management / Processing</b></p> <ul style="list-style-type: none"> <li>• Approaches and delivers all work in a thorough and organised manner.</li> <li>• Follows procedures and protocols, understanding their value and rationale behind them.</li> <li>• Keeps high quality records that are easy for others to understand.</li> <li>• Draws appropriate conclusions from information.</li> <li>• Suggests new ways of doing things better and more efficiently.</li> <li>• Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.</li> </ul> <p><b>Delivery of Results</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for work and sees it through to the appropriate next level.</li> <li>• Completes work in a timely manner.</li> <li>• Adapts quickly to new ways of doing things.</li> <li>• Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes.</li> <li>• Writes with correct grammar and spelling and draws reasonable conclusions from written instructions.</li> <li>• Identifies and appreciates the urgency and importance of different tasks.</li> <li>• Demonstrates initiative and flexibility in ensuring work is delivered.</li> <li>• Is self-reliant and uses judgement on when to ask manager or colleagues for guidance.</li> </ul> <p><b>Customer Service &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Actively listens to others and tries to understand their perspectives/requirements/needs.</li> <li>• Understands the steps or processes that customers must go through and can clearly explain these.</li> <li>• Is respectful, courteous and professional, remaining composed even in challenging circumstances.</li> </ul> |

- Can be firm when necessary and communicate with confidence and authority.
- Communicates clearly and fluently when speaking and in writing.

**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, Spreadsheets, Microsoft Office, relevant policies etc.
- Clearly understands the role, objectives and targets and how they fit into the work of the unit.
- Is committed to self-development and continuously seeks to improve personal performance.

**Drive & Commitment to Public Service Values**

- Consistently strives to perform at a high level and deliver a quality service.
- Serves the Government and people of Ireland.
- Is thorough and conscientious, even in work is routine.
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks.
- Is personally honest and trustworthy.
- At all times, acts with 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:

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| <b>Situation</b> | Present a challenging situation you found yourself in. |
| <b>Task</b>      | What did you need to achieve from the situation?       |
| <b>Action</b>    | What action did you personally take to achieve this?   |
| <b>Result</b>    | What was the result of your action?                    |

**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.

**Exclusions**

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:

**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 **same employment or the same sector**. Therefore, such retirees may not apply for this position;

**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.

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| <b>Declaration</b>                           | 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.  |
| <b>Terms &amp; Conditions of Appointment</b> | <ul style="list-style-type: none"> <li>• The appointment will be subject to the sanction of the Chief Executive.</li> <li>• The appointment will have a probationary period, details of which will be stipulated in the contract of employment.</li> <li>• Any offer will be subject to the receipt of two satisfactory references.</li> <li>• Appointment is to CDETБ as a whole, not to a particular centre. CDETБ reserves the right to transfer Officers as the needs of the scheme dictates.</li> <li>• The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.</li> <li>• 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 the Board’s expense, a medical examination by a qualified practitioner nominated by CDETБ.</li> <li>• Extern work may not be undertaken without the prior consent of CDETБ.</li> </ul>   |
| <b>Sick Leave and Special Leave</b>          | 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.   |
| <b>Termination</b>                           | The appointment will be terminated by one month’s notice in writing on either side.   |
| <b>Garda Vetting</b>                         | <p>CDETБ 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 Board’s recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures.</p> <p>CDETБ 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>  |
| <b>Superannuation &amp; Retirement</b>       | <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 <a href="http://www.singlepensionscheme.gov.ie">www.singlepensionscheme.gov.ie</a>.</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"> <li>• 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).</li> <li>• Retirement Age: Scheme members must retire on reaching the age of 70.</li> <li>• 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).</li> <li>• Post retirement pension increases are linked to CPI</li> </ul> |
| <b>Pension Abatement</b>                     | 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 <b>will be subject to abatement</b> in accordance with Section 52 of the Public Service Pensions  |

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|   | <p>(Single Scheme and Other Provisions) Act 2012. <b>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.</b></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 &amp; 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> |
| <p><b>Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007</b></p> | <p>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).</p>  |
| <p><b>Ill Health Retirement</b></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><b>Pension Accrual</b></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 implications for any appointee who has acquired pension rights in a previous public service employment.</p>   |
| <p><b>Additional Superannuation Contribution</b></p>  | <p>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.</p>   |

**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 submitting applications are not the responsibility of the CDET. 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.
- CDET may contact the named referees and/or employers for a reference should you be called to interview.
- 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.

Completed online applications should be submitted no later than:

**12 noon on Friday 16<sup>th</sup> September 2022**

***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.***