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**Job Description**

**Confined competition**

**(as per C. L. 0008/2017)**

**Permanent Staff Officer Grade V  
Centre of first assignment: Kerry ETB Further Education and Training Unit, (Unit 102)**

**Centrepoint, John Joe Sheehy Road, Tralee**

**Nature of Post**

Permanent full-time position 35 hours per week

**Location**

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Kerry ETB Further Education and Training Unit, (Unit 102), Centrepoint, John Joe Sheehy Road, Tralee.

**Reporting/Accountability Relationship**

The Grade V reports to the Director of Further Education and Training (FET)

**Post Summary/Purpose:**

To ensure, under the supervision of the Director of FET that the Community Training Centre (CTC), the Specialist Training Provision (STP) and Local Training Initiative (LTI) programmes are delivered and monitored to ensure compliance with all relevant Kerry ETB standards and procedures. To ensure that the Human, Financial and Capital resources attached to these programmes are in accordance with established Kerry ETB policies and procedures. To coordinate and liaise on assigned projects for the Director’s office.

**Key Responsibilities**

1. Monitor costs and activity versus budgets on an on-going basis and prepare reports.
2. Review and reconcile monthly claims received from the NLN Specialist Training Centre and Tralee Community Training Centre and prepare required reports.
3. Check all invoices are to appropriate level as per Financial Procedures.
4. Check all contract invoices against Grant Agreements.
5. Conduct and maintain records of monitoring visits to the CTC and NLN Provision as required.
6. Ensure all data is entered accurately and consistently maintained in all Management Information Systems on SUN, PLSS, FARR, Core, P2P, DCS etc.
7. Ensure all learners are correctly and comprehensively registered on PLSS in compliance with all Kerry ETB policies and procedures.
8. Ensure all learners are registered correctly on TACS for payment of allowances.
9. Prepare and maintain reports both statistical and written as required.
10. Participate in the preparation and approval of the Annual Training/Business Plans submitted by the CTC and NLN.
11. Prepare Centre activity and cost budgets reports from SUN and monthly claims.
12. Prepare and present and maintain all documentation and records as required for both internal and external audits.
13. Check for accuracy and process all financial claims related to Community Training for the CTC, NLN and LTI’s.
14. Check and process all statistical reports relating to the CTC, NLN and LTI’s..
15. Monitor and evaluate the CTC, NLN and LTI programmes so as to ensure that:-
    * The planned outcomes of the programmes for the participants and the community are being achieved.
    * The training objectives as specified are being achieved.
    * The specified quality standards are being maintained.
    * Kerry ETB approved procedures, financial and administrative systems are being operated for the various programmes.
    * Proper monitoring records are being maintained for all monitoring activities, in particular the CTC, NLN and LTI Internal controls/Governance controls as assigned.
16. Ensure compliance with DPER Circular Letter 13/2014 – Management of and Accountability for Grants from Exchequer Funds
17. Develop and review the Internal Controls for the area of responsibility to ensure effective oversight.
18. Contribute to the setting of organisational tone through policies and the development and promotion of good internal controls in the relevant areas of responsibility.
19. To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Further and Higher Education Research Innovation and Science.
20. Taking reasonable care to protect the health and safety of yourself and other people in the workplace.
21. To carry out any other job-related duties as assigned by the FET Director.

The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

**Person Specification**

As per Circular Letter 8/2017 and 46/2017 candidates must (by closing date for receipt of applications):

* 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. ETB Caretaker Grade will also be considered valid.
* Have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade.

**Desirable Requirements**

* Have the requisite knowledge, skills and competencies to carry out the role
* Achieved or be at an advanced stage of working towards a Level 6 qualification or higher on the National Framework of Qualifications
* Be capable and competent of fulfilling the role to a high standard.
* Experience in working with Financial IT Systems, implementing financial policies and procedures and accounts expertise.
* Have experience of Financial Processing.
* Have experience of maintaining Management Information Systems and records.
* Experience in the administration or delivery of training programmes.
* Working Knowledge of Training Centre IT Systems – CSS, TACS, TAPS, SUN etc.

**Competences required**

Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Excellence in Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

The person appointed to the above post will be required to show evidence of the following competences:

**Specialist Knowledge, Expertise and Self Development**

* Clearly understands the role, objectives and targets and how they fit into the work of the Organisation.
* Develops the expertise necessary to carry out the role to a high standard and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
* Is proactive in keeping up to date on issues and key developments that may impact on the Department and/or wider ETB service
* Consistently reviews own performance and sets self-challenging goals and targets

**Leadership Potential**

* Is flexible and willing to adapt, positively contributing to the implementation of change
* Contributes to the development of policies in the 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 in 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 skilfully to understand and evaluate service issues and adjudicating tenders.
* 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

**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

**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