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**Job Description**

**Specific Purpose Grade VII Post –Career Break cover**

**Nature of Post**

Full-time specific purpose 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 Corporate and Procurement Department, Kerry ETB Head Office, Denny St., Tralee.

**Reporting/Accountability Relationship**

The Grade VII reports to the, Head of Corporate and Procurement, the Director of Organisation Support and Development and the Chief Executive Officer

**Post Summary/Purpose**

Kerry ETB is seeking a proactive and detail-oriented individual to join the Corporate and Procurement team. The ideal candidate will be responsible for managing, developing, implementing, and maintaining policies and procedures related to areas of responsibility, ensuring reporting compliance, and facilitating engagement with relevant stakeholders.

This candidate will focus on ensuring compliance with data protection regulations, freedom of information regulations, the proper handling of protected disclosures, and the management and administration of insurance matters.

The candidate will also serve as the **Deputy Head of the Corporate and Procurement Department.** As the Deputy Head, the candidate will assist the Head of Department in strategic decision-making, management of departmental operations, and provide leadership to the team. Additionally, the candidate will be responsible for co-ordinating various projects of work that may arise within the department.

**Key Responsibilities:**

**1. Data Protection:**

* Develop, implement, and maintain data protection policies and procedures to ensure compliance with relevant data protection laws and regulations.
* Monitor and review data protection practices across the organisation to ensure compliance with legal requirements and Kerry ETB policies.
* Develop and maintain register of data categorisation.
* Provide regular reports on data protection compliance to senior management, identifying risks and recommending mitigation actions.
* Manage and respond to Data Subject Access Requests.
* Issue relevant guidance and updates.
* Manage data protection audits, assessments, and investigations to ensure the protection and confidentiality of personal data.
* Manage data breach incidents and ensure timely reporting to authorities and affected individuals as required under data protection regulations.
* Co-ordinate training and awareness programmes for staff members on data protection best practices.
* Overall leader of the Information Security Management System project.
* Drive best practice in the area of data management including off site storage.

**2. Protected Disclosures:**

* Kerry ETB Designated Person to receive protected disclosures.
* Manage the administration and handling of protected disclosures in accordance with legal requirements and Kerry ETB policies.
* Develop and maintain policies and procedures for protected disclosures in line with relevant legislation.
* Ensure compliance with protected disclosure laws and regulations, ensuring confidentiality.
* Report and escalate matters of concern to senior management and relevant authorities as required by law.
* Manage the resolution of any disclosed concerns, working with appropriate teams to ensure issues are addressed promptly and thoroughly.

**3. Freedom of Information (FOI):**

* Oversee Kerry ETB’s approach to handling Freedom of Information (FOI) requests, ensuring compliance with relevant laws and regulations.
* Manage the timely and accurate processing of FOI requests, ensuring that Kerry ETB responds within legal timeframes and adheres to exemptions where applicable.
* Maintain records of all FOI requests and responses, ensuring transparency and proper documentation.
* Report on the volume and nature of FOI requests, identifying trends and potential areas for improvement in information management and transparency.
* Provide guidance to staff members on handling FOI requests ensuring proper information governance procedures are followed.

**4. Insurance:**

* Manage and administer Kerry’s insurance portfolio, ensuring that policies are up to date and provide adequate coverage.
* Work closely with insurance providers and internal stakeholders to ensure effective management of insurance-related matters.
* Manage the preparation and review of insurance documentation, including claims reports, policy renewals, and risk assessments.
* Manage and facilitate the reporting of insurance claims, working with relevant parties to ensure timely submission and follow-up on claims.
* Advise senior management on insurance-related issues, helping to identify potential risks and ensure appropriate coverage.
* Effective management of insurance provider relationships.

**5. Deputy Head of Department:**

* Assist the Head of Department in the strategic direction, planning, and decision-making for the Corporate and Procurement Department.
* Develop and review, in conjunction with the Head of Corporate and Procurement, the Internal Controls/Standard Operating Procedures and relevant Policies and Procedures for the efficient and effective administration of the Corporate and Procurement Department.
* Act as a key decision-maker in the absence of the Head of Department, stepping in to lead departmental meetings, manage operations, and represent the department in senior management discussions.
* Lead cross-departmental initiatives related to compliance, risk management etc.
* Provide guidance and expertise on regulatory and compliance challenges, ensuring that the department’s activities align with organisational goals.
* Coordinate with other departments to ensure that compliance policies and procedures are integrated into all aspects of Kerry ETB operations.

**6. Co-ordination of Projects of Work:**

* Project Management: Responsible for coordinating and overseeing various projects of work that may arise within the Corporate and Procurement Department, ensuring that projects are completed on time, within scope, and in alignment with Kerry ETB goals.
* Cross-Departmental Collaboration: Lead and collaborate with cross-functional teams e.g. IT, HR etc. to ensure smooth execution of projects and the integration of compliance measures into broader business initiatives.
* Continuous Improvement: Proactively identify opportunities for process improvements and innovation in compliance projects, driving efficiency and enhancing compliance outcomes across the organisation

**7. Additional**

* Contribute to the setting of organisational tone through policies and the development and promotion of good internal controls.
* Attend, as required, working groups and committees of Kerry ETB.
* Represent the Head of Corporate and Procurement at meetings, if required, with external agencies/bodies/groups that are necessary for the proper discharge of the post.
* Bring a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
* Develop capability of others through supportive feedback, coaching and creating opportunities for skills development.
* Maintain a strong focus on self-development, seeking feedback and opportunities for growth.
* Research issues thoroughly, consult appropriately to gather all information needed on an issue.
* Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams.
* Carry out lawful orders of the Chief Executive.
* Taking reasonable care to protect the health and safety of yourself and other people in the workplace
* Carry out any other duties appropriate to the grade which may be assigned from time to time.

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) candidates for a Grade VII post 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 comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;

**Desirable Criteria**

* Achieved or be at an advanced stage of working towards a Level 8 qualification or higher in a relevant area
* Has achieved a Data Protection qualification or is willing to undertake course of study leading to this qualification
* Knowledge of legislation in relation to areas of responsibility
* Project management experience
* Experience of staff supervision
* Ability to analyse complex issues and articulate clearly the organisations position on particular issues
* Excellent administrative and IT Skills
* Strong Communication Skills, both written and oral.
* Demonstrable initiative
* Strong attention to detail

**Competencies 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 appointee to the Grade VII post will be required to show evidence of the following competencies:

**Specialist Knowledge, Expertise and Self Development**

* Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the ETB and effectively communicates this to others.
* Displays high level of skills/expertise in the area and provides guidance to colleagues.
* Has a high level of expertise and broad Kerry ETB sector knowledge and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
* Is focused on self-development and strives to improve performance.
* Has the required level of knowledge and expertise to undertake the technical aspects of the role.

**Analysis & Decision Making**

* Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
* Draws accurate conclusions and makes balanced and fair recommendations backed up with well-reasoned rationale and stands by these.
* Has capacity to work on own initiative to support other staff and to deal with unexpected problems that can arise.
* Understands the practical implications of information in relation to the broader context in which s/he works – procedures, service objectives, etc.

**Management & Delivery of Results**

* Takes ownership of tasks and sees them through to a satisfactory conclusion.
* Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
* Delegates work effectively, providing clear information and evidence as to what is required.
* Minimises errors, reviewing learning and ensuring, remedies are in place.
* 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.

**Team Leadership**

* Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any 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 & capacity of team.
* Is flexible and willing to adapt, positively contributing to the implementation of change.
* Deals with any tensions within the team in a pro-active manner.
* Encourages, listens to and acts on feedback from the team to make improvements.
* Actively shares information, knowledge and expertise to help the team to meet agreed objectives.

**Interpersonal & Communication Skills**

* 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 discussions 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.

**Drive & Commitment to Public Service Values**

* Strives to perform at a high level, investing significant energy to achieve agreed objectives.
* Is flexible and open to change.
* Is resilient and perseveres to achieve objectives despite obstacles or setbacks.
* Is personally trustworthy and can be relied upon.
* Behaves with integrity and encourages this in others.