



Grade V Assistant Staff Officer (Confined competition)

GENERAL INFORMATION

Nature of Post

Full-time position - 35 hours per week.

Salary Scale

€50,207 – €60,051 (including two long service increments). As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale, however incremental credit may apply, if, immediately prior to appointment the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

25 working days per annum (pro rata).

Location

Appointment is to the Louth and Meath Education and Training Board Scheme. Initial assignment may be to any location in LMETB.

Reporting/Accountability Relationship

The Grade V reports to the Grade VI/VII.

Post Summary/Purpose

The successful applicant will have responsibility for the day-to-day administration of work within a section and have supervisory responsibility, under general direction of a higher grade ensuring that targets and service levels are achieved and that work undertaken is accurate and in compliance with legislation, DES guidelines, and internal procedures.

ELIGIBILITY CRITERIA

Health and Character

Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Citizenship Requirement

Citizenship Requirement: 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 agreements may also apply.

Per Circular Letter 46/2017, candidates for a Grade V Officer post by confined competition must:

- Have the requisite knowledge, skills, and competencies to carry out the role. Competencies required are set out below and are 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;
- for confined competition from the Education and Training Sector Candidate Pool candidates must also have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling vacancies in Grades IV, V, VI and VII in ETBs only, at least two years services in an 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 Criteria

- Proven ability to meet deadlines and identify and deal with problems.
- Numeracy skills, attention to detail, and accuracy.
- A high level of knowledge of work of the Scheme or be capable of developing same.
- Strong Communication Skills, both written and oral.
- Excellent administrative and IT skills.
- Well-developed decision-making capabilities.

COMPETENCIES REQUIRED

The appointee to the Grade V post will be required to show evidence of the following competencies:

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues.
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise.
- Values and supports the development of others and the team.
- Encourages and supports new and more effective ways of working.
- Deals with tensions within the team in a constructive fashion.
- 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 its objectives.

Analysis & Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues.
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
- Identifies and understands key issues and trends.
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations.
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence.

Delivery of Results

- Takes ownership of tasks and is determined to see 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.
- Constructively challenges existing approaches to improve efficient customer service delivery.
- Accurately estimates time parameters for project, making contingencies to overcome obstacles.
- Minimises errors, reviewing learning and ensuring remedies are in place.
- Maximises the input of own team in ensuring effective delivery of results.
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented.

Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/audience.
- Actively listens to the views of others.
- Liaises with other groups to gain co-operation.
- Negotiates, where necessary, in order to reach a satisfactory outcome.
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner.
- Is assertive and professional when dealing with challenging issues.
- Expresses self in a clear and articulate manner when speaking and in writing.

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues.
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team.
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team.

Drive & Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level.
- Demonstrates flexibility and openness to change.
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks.
- Ensures that customer service is at the heart of own/teamwork.
- Is personally honest and trustworthy.
- Acts with integrity and encourages this in others.

APPLICATION AND SELECTION PROCESS

Completed application forms should be submitted online through <https://careers.lmetb.ie>.

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 LMETB. Therefore, candidates are strongly advised to submit applications well before the closing date and time.

Closing Date and Time:

Applications must be submitted online through <https://careers.lmetb.ie> not later than **midnight on the date specified on the advert**. Applications will not be accepted after this date and time. Shortlisting may apply.

LATE APPLICATIONS WILL NOT BE ACCEPTED

CV's WILL NOT BE CONSIDERED

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

LMETB IS AN EQUAL OPPORTUNITIES EMPLOYER



COMPLETING A COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Teamwork; Information Management/Processing; Delivery of Results; Customer Service and Communication Skills; Specialist Knowledge, Expertise and Self Development; Drive and Commitment to Public Service Values). All question areas must be completed.

You should describe situation/s from your own experience, which you think is the best example/s of what **YOU** have done which demonstrates the specific competencies. It is essential that you describe how **you** demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings including professional, community, sporting or voluntary.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

Please do not use the same example to illustrate your answer to more than two areas of competence.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post.