



## Grade VII - Senior Training Advisor

### NATURE OF POST

As specified on advertisement.

### SALARY SCALE

€60,010 - €78,014 (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.

### LOCATION

Appointment is to Louth and Meath Education and Training Board Scheme. **The successful applicant will be assigned initially to the Regional Skills & Training Centre (RSTC), Dundalk, Co. Louth.**

### Reporting/Accountability Relationship

The Senior Training Advisor (Grade VII) reports to the RSTC Training Manager of the RSTC in the first instance as direct line manager, reporting also, as appropriate to the Director of Further Education and Chief Executive of LMETB.

### Post Summary/Purpose

The purpose of this post is to provide high-level administrative support to Louth and Meath Education and Training Board (LMETB). The successful candidate will help deliver high-quality services in line with the organisation's remit, working closely with colleagues across LMETB and with a wide range of stakeholders, including Schools, Further Education and Training Centres, apprentices, employers and government agencies.

### ELIGIBILITY CRITERIA

#### 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.

#### 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.

#### Essential Criteria

- Leaving Certificate or equivalent.
- Minimum 5 years' post qualification experience and/or experience of dealing with the various LMETB Client groups.
- Have excellent knowledge (or the ability to quickly acquire) of the national developments relating to apprenticeship, and traineeship learning and qualifications.
- Access to own transport.
- Flexible in relation to working hours.

#### Desirable Criteria

- Good general knowledge of training in business organisations.
- A good knowledge of one or more industry verticals such as manufacturing engineering, Food & Drink, ICT, Construction etc.
- Experience in a customer facing role with demonstration of strong people engagement skills
- Familiarity with SOLAS Apprenticeship Scheme and oversight of employer and apprentice mentor engagement services and processes.

- Knowledge of traineeships schemes, recruitment and administration.
- Knowledge of SOLAS Standard Base Apprenticeship procedures
- Knowledge of the contracted training market.
- Experience of training advisory, career planning, instructing, training administration, business consulting
- Strong communication skills, both written and oral.
- Excellent administrative and IT skills.
- Well-developed decision-making abilities.
- Relevant third level qualification at level 6 or higher.

### **Duties/Responsibilities**

In addition to the general requirements of a Grade VII, the specific duties of the Senior Training Advisor include the provision of a range of services to business and individuals and to act as an Authorised Officer on behalf of LMETB in relation to the Apprenticeship Programme.

Administer and co-ordinate all the activities of the Standard Based Apprenticeship Scheme under the following headings:

- Promotion of apprenticeship schemes to employers, and candidate apprentices and other parties. Provide education on the terms and conditions of the scheme to interested parties including employers and candidate apprentices
- Evaluate the suitability of employers, in all trades, to employ apprentices and train their assessors to carry out the assessments necessary for the “on-the-job” phases.
- Monitor the activities of the employers to ensure that apprentices are trained to the required standard and that assessments are carried out correctly and returned to LMETB in a timely manner.
- Conduct apprentice induction for Phase 1 and 2 apprentices.
- Carry out the opening of SBA Courses for all phases of the apprenticeship.
- Liaise with contracted training providers to ensure that all elements of apprenticeship or traineeship schemes are delivered appropriately to ensure high quality delivery and an excellent learner experience.
- Conduct Phase 7 monitoring and prepare all documentation to be submitted for approval, for the National Craft Certificate.
- Promotion of traineeship schemes to employers, and candidate trainees and other parties. Provide education on the terms and conditions of the scheme to interested parties including employers and candidate trainees.
- Operate the Data Processing Systems to ensure that all Data is up to date and accurate.
- Assisting in the scheduling of apprentices for the “off-the-job” phases to ensure that all courses are utilised to their maximum capacity.
- Actively support Employer Engagement personnel with Employer engagement in respect to all aspects of Apprenticeship and training requirements of the centre and related requirements, this to include the STA
- Lead the successful execution of all pathway’s initiatives, this is to include the schools, FET pathways initiative; through the planning, co-ordination and management of the programme and associated reporting and communication.
- Assisting in the processing of “off-the-job” assessment results and appeals procedures etc.
- Assisting in all the administrative work necessary to ensure the smooth running of the Standard Based Apprenticeship and the provision of a quality service to our clients.
- Assisting employers in the carrying out of Training Needs Analysis and in the preparation of Company Business and Training Plans.
- To actively engage in the support and delivery of all related QA requirements policies and procedures of LMETB and related SOLAS requirements
- Excellent knowledge and understanding of the existing apprenticeship and traineeship schemes and new/developing Apprenticeship/Traineeship programmes and to provide comprehensive services to Employers, Learners and all stakeholders.
- Promote the various sectorised initiatives, which are developed from time to time by the centre sectorial specialists.
- Assist in the provision of a certification service for the training of the employed, using the Accreditation of Prior Learning (ALP) Model.
- Liaise with SOLAS and provide manpower or other intelligence information when required.
- Liaise with other relevant government and representative bodies where necessary.

- As requested by the manager, obtain, collate and report data appropriate to the ongoing maintenance of an integrated manpower and training development plan for the region.
- Provide advice and information to employers on all the services of LMETB and promote such services where necessary.
- To undertake any and all duties which may be Assigned by senior LMETB management from time to time.

All the above duties and responsibilities to be carried out in consultation and with the approval of the manager, in a flexible manner and a spirit of teamwork with the other staff in the centre.

### **COMPETENCIES REQUIRED**

The appointee to the Senior Training Advisor (Grade VII) post will be required to show evidence of the following competencies:

#### **Team Leadership**

- Works with the relevant 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 the ETB's 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.

#### **Judgement Analysis and Decision Making**

- 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.
- Uses judgement to make sound decisions with a well reasoned rationale and stands by these
- Puts forward solutions to address problems.

#### **Management and Delivery of Results**

- 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 of LMETB.

#### **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.
- Collaborates and supports colleagues to achieve organisational goals

#### **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 Public Sector knowledge 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.

### **APPLICATION AND SELECTION PROCESS**

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

### **Closing Date:**

Closing date as per <https://careers.lmetb.ie>. Applications will not be accepted after this date. 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**

