



## Assistant Staff Officer Grade IV

### **Nature of Post**

As specified on advertisement.

### **Salary Scale**

€38,599 - €54,911 (including long service increment). Rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Location**

Appointment is to the Louth and Meath Education and Training Board Scheme. Initial assignment is to the Adult Learning Services – Monsey, County Meath.

### **Reporting/Accountability Relationship**

The Grade IV reports to the Grade V/VI Officer/Head of Section/School Principal/Centre Coordinator as applicable.

### **Post Summary/Purpose**

The role of the successful applicant will include supervision of small groups of staff, usually of one level, on routine clearly defined tasks where the post holder's duties include the organization of work and staff to achieve specific, usually cyclical targets.

### **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 0046/2017, candidates for a Grade IV post by open 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;

#### **Desirable Criteria:**

- Excellent administrative and IT skills.
- Excellent interpersonal and communication skills.
- Excellent customer service skills.
- Ability to process work with a high level of attention to detail.

## **COMPETENCIES REQUIRED**

The appointee to the Assistant Staff Officer Grade IV post will be required to show evidence of the following competencies:

### **People Management**

- Leads others, monitoring performance and trying to get the best out of people.
- Allocates work fairly and appropriately and ensures that everybody does their fair share.
- Addresses any performance issues in a timely, appropriate, and constructive manner.
- Involves others in decisions that affect them, allocating work fairly and appropriately.
- Demonstrates trust in others to deal with important tasks and acknowledges a job well done.
- Helps team members to identify their own and their team's learning and development needs in line with objectives.
- Helps build effective relationships and resolve disagreements between team members.
- Acts as an effective link between staff and other managers.

### **Information Management & Decision Making**

- Follows procedures and ensures they are implemented in own area, understanding the rationale behind them.
- Reviews completed work regularly and acts on learning points.
- Evaluates current work practices to identify changes that could be made to improve efficiencies.
- Can work effectively on a number of tasks at the same time.
- Is comfortable working with and manipulating a range of data, e.g. numerical, written etc.
- Makes sound appropriate decisions in a confident manner and can justify and stand by them.

### **Delivery of Results**

- Delivers results on time and to a high standard.
- Takes responsibility for own work and the work of the team.
- Plans and prioritizes the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands.
- Evaluates the current work practices to identify changes that could be made to help them run more effectively.
- Maintains accurate records and monitors work, ensuring any errors are identified and rectified.
- Appreciates the need to delegate work appropriately rather than doing everything oneself.

### **Interpersonal & Communication Skills**

- Shows respect, tact and maintains composure when dealing with customers or staff members.
- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite.
- Listens to others and invites feedback, dealing with information in a constructive way.
- Influences others by actively listening and clearly expressing their position.
- Produces written letters /reports in a clear and concise manner.

### **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, relevant policies etc.
- Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/Organization and communicates this to the team.
- Leads by example, being committed to self-development and enhancing the knowledge and skills required to improve performance.

**Drive & Commitment to Public Service Values**

- Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles.
- Serves the Government and people of Ireland.
- Can work independently without excessive guidance or support.
- Demonstrates resilience in the face of significant demands and challenges.
- Ensures that the customer is at the heart of all services provided.
- Is personally honest and trustworthy.
- Acts with integrity and supports 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.