



Grade VI - Senior Staff Officer

Nature of Post

Salary Scale

€51,527 - €62,950 (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

The post is currently located at LMETB, Abbey Road, Navan, Co Meath. Whilst the initial appointment will be based in the Navan office, the post is subject to relocation to the new LMETB Administration Headquarters in Drogheda, Co. Louth.

Reporting/Accountability Relationship

The Senior Staff Officer (Grade VI) reports to the Grade VII.

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.

Post Summary/Purpose

It will be the responsibility of the post holder to support all aspects of the day-to-day operation and administration of the Education and Training Board Teachers Superannuation Scheme, the Education Sector Superannuation Scheme and the Single Public Service Pension Scheme to ensure an efficient and effective service delivery. The Grade VI officer is a key member of the wider Human Resources Team and works closely with other members of the HR Department in the overall development of the HR function.

Role Duties

The position of Grade VI encompasses both managerial and administrative responsibilities which include but is not limited to the following:

- Interpretation, implementation and adherence to all policies, procedures and legislation relating to superannuation.
- Responsibility for best practice in superannuation policies and procedures to ensure that the function is compliant with good audit and governance protocols.

- Regularly audit the activities of the superannuation function and initiate changes and improvements designed to strengthen controls and systems.
- Provide effective leadership and management of the Pensions Section within the Human Resources Department.
- Support the Head of Section to ensure that the key risk management functions/objectives assigned are met within the agreed timeframes.
- Ensure appropriate records are maintained as are required.
- Promote good working practices and uniformity of standards.
- Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
- Maintain a broad knowledge of policies and procedures of the broader HR function.
- Work closely with other members of the HR Department in the overall development of the HR Function
- Develop and maintain productive relationships with a wide range of stakeholders including colleagues, LMETB HR Staff and Senior Management across services.
- Co-ordinate responses to staff and higher-level management on request from appropriate channels where required.
- Support and assist with the development and implementation of the appropriate processes in relation to risk reporting and the management and monitoring of risk.
- Assist with the compilation of all reporting requirements including, internal and external audits (including the CA&G) and provide reports to LMETB Management, ETBI, Department of Education, ESBS, NSSO and other bodies in a timely manner.
- Participate as required in external working groups/fora in relation to superannuation projects and initiatives.
- Liaise with relevant organisations and legal representatives on matters relating to superannuation issues.

ESSENTIAL REQUIREMENTS

Candidates for a Grade VI Officer post by open competition must:

- Have significant experience in the area of public sector pensions.
- 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 REQUIREMENTS

- Appropriate third level/professional qualification.
- Experience of staff supervision.
- 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 abilities.

COMPETENCIES REQUIRED

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

Leadership Potential

- Is flexible and willing to adapt, positively contributing to the implementation of change.
- Contributes to the development of policies in own area and the broader 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 and 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 skillfully to understand and evaluate business issues.
- 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.
- Is resourceful and creative, generating original approaches when solving problems and making decisions.

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.
- Works effectively.

Specialist Knowledge, Expertise and Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/Organisation.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others.
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service.
- Consistently reviews own performance and sets self-challenging goals and targets.
- Has significant expertise in his/her field that is recognised and utilised by colleagues.

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.
- Upholds the highest standards of honesty, ethics and integrity.

APPLICATION AND SELECTION PROCESS

Completed application forms should be submitted online through www.jobtrain.co.uk/lmetb.

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 www.jobtrain.co.uk/lmetb not later than **midnight 15th November 2022**.

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**

Martin G O'Brien
Chief Executive LMETB