

GRADE IV ASSISTANT STAFF OFFICER COLÁISTE DÚN AN RÍ, KINGSCOURT

REPORTING TO: School Principal, Deputy Principal, Director of Schools, Director of Organisation and support and Chief Executive and any other senior officer from time to time.

NATURE OF POSITION: Permanent

PLACE OF WORK: **Coláiste Dún an Rí, Kingscourt, Co. Cavan.**

However, CMETB reserves the right to assign a staff member to any location as the needs of the service require.

HOURS OF WORK: Monday to Friday - 35 hours per week

SALARY SCALE: Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Grade IV positions

ROLE AND RESPONSIBILITIES:

Specific duties under the direction and guidance of the Principal and Deputy Principal, include inter alia,

- Responsible for co-ordinating the efficient day to day work and supervision of a function within the school. Ensuring that targets and service levels are achieved. All work undertaken or information being issued, is accurate and in compliance with current Legislation, Circular Letters, best practice guidelines and Internal Procedures.
- Have overall responsibility for the preparation and timely submission of required reports.
- Responsible for maintaining an efficient and effective filing system to ensure any and all data, records or information required by all interested parties, including Internal and External Audit, is readily available.
- Responsibility for the supervision of projects relating to the work of the school and any other duties as directed by the Principal / Deputy Principal / Director of Schools / Director of OSD / Chief Executive.
- Undertake relevant training and development activities, responding positively to new and alternative systems and procedures.
- Communicating efficiently and building productive working relationships with relevant internal and external stakeholders
- Representing the school at meetings, as required.

- To research issues thoroughly. Consult appropriately to gather all information required on any given issue.
- Any other tasks and project work as required by the **Principal/Deputy Principal**, Chief Executive / Director of Schools and Director of Organisation Support and Development to contribute to the achievement of objectives of the school.

* This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and will be reviewed from time to time.

SHORTLISTING:

Shortlisting will take place on the basis of the information provided in the application form.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview
- A presentation

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview
- Reference checking
- Completion of a satisfactory pre-employment medical assessment

COMPETENCIES

The person appointed to this post will be required to show evidence of the following **6 competencies** in their completed CMETB application form.

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 & 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 skilfully 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
- Uses resources effectively, at all times challenging processes to improve efficiencies

INTERPERSONAL AND 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
- Is proficient in all aspects MS Office, high level of computer literacy

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT

- Clearly understands the role, objectives and targets and how they fit into the work of CMETB Training Services / 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 AND 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 processes and systems
- Upholds the highest standards of honesty, ethics and integrity