

GRADE V STAFF OFFICER COMPLIANCE

(PERMANENT POST BASED IN MONAGHAN)

REPORTING TO:	Head of Compliance, Chief Executive and Director of Organisation Support and Development.
NATURE OF POSITION:	Permanent
PLACE OF WORK:	Administration Centre, Market Street, Monaghan. 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 V positions

ROLE & RESPONSIBILITIES:

Specific duties under the direction and guidance of Head of Compliance, include, inter alia:

- **DATA PROTECTION:** Implementation of new electronic Data Management system, co-ordination of online training, administration of data processing agreements, processing Data Access requests, data breach management, and assisting with queries.
- **FREEDOM OF INFORMATION:** Processing FOI requests, maintaining the FOI Publication Scheme, logs, reports, co-ordinating training.
- **RISK MANAGEMENT:** Co-ordinating Risk Register returns, preparing reports for SMT, Audit and Risk Committee and the ETB.
- **POLICIES MANAGEMENT:** Assisting with the development, control, review and circulation of policies.
- **GOVERNANCE AND COMPLIANCE:** Providing support to the Senior Management Team, the Board and its committees. Co-ordinating Returns under the Ethics in Public Office legislation .
- **EQUALITY, DIVERSITY AND INCLUSION:** Promoting and implementing of CMETB's obligations under legislation
- Assisting with preparation of the Strategy Statement, Service Plan, Annual Reports and other statutory reports.
- Providing support to Schools and FET Management.
- Undertaking relevant training and development activities and responding positively to new and alternative systems and procedures.
- Representing the Department at meetings, as required.
- Any other task or duty which may be required from time to time by the Head of Compliance, Chief Executive/Director of Organisation Support and Development.

This job description 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.

COMPETENCIES

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

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 prioritises 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.
- Maintain 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.

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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, objective and targets and they fit into the work of the unit and Department/Organisation 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.

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