

**Grade V Staff Officer**

**(confined competition)**

**Human Resources**

**Job Description**

**Reporting to:** APO Human Resources, Director of OSD, Chief Executive and any other designated officer

**Nature of Position:** 2-year fixed term contract

**Place of Work:** Monaghan

**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

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| **Role & Responsibilities:** * Co-ordination of the day-to-day activities
* Ensuring all processes are compliant with the current employment legislation, equality and other appropriate legislation, having regard to Department of Education and CMETB regulations
* Acting as point of contact for Principals, Directors, Co-Ordinators and Managers regarding information and guidance and building productive working relationships with relevant internal and external stakeholders
* 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 preparation and timely submission of required reports
* Undertaking quality assurance checks on all aspects of the work of the HR Department
* Assisting in relation to the preparation and ongoing review of HR Policies and Procedures
* Undertaking relevant training and development activities and responding positively to new and alternative systems and procedures
* Representing HR Department at meetings, as required
* Carry out Training Needs Analysis for Admin Staff and co-ordinate required training
* Any other task or duty which may be required from time to time by the Chief Executive/Director of Organisation Support and Development/Head of HR

\***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.** |

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

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

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**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 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.

**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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Application Form and Job Description are available on the website [www.etbjobs.ie](http://www.etbjobs.ie)

Completed Application Forms should be emailed to **cmetbapplications@cmetb.ie** before the **12:00-noon** deadline on **Wednesday 1st February 2023.**

No late applications accepted and, no CVs accepted.