

GRADE IV ASSISTANT STAFF OFFICER

JOB DESCRIPTION - OPEN AND CONFINED COMPETITIONS

REPORTING TO:	Chief Executive, Director of Organisation Support and Development, Director of Further Education & Training, Head of Section.
NATURE OF POSITION:	Permanent/Temporary
PLACE OF WORK:	CMETB reserve 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:

The responsibilities for the post will include but are not limited to the following,

- The successful applicant will have responsibility, under general direction, for co-ordinating the efficient day to day work and supervision of a function within CMETB ensuring that targets and service levels are achieved and that work undertaken or information being given is accurate and in compliance with Legislation, Circular Letters, best practice guidelines and Internal Procedures
- 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 Department and any other duties as directed by the Relevant Head of Section/Line Manager
- Undertaking relevant training and development activities and responding positively to new and alternative systems and procedures
- Communicating efficiently and building productive working relationships with relevant internal and external stakeholders
- Representing the relevant Departments at meetings, as required
- To research issues thoroughly, consult appropriately to gather all information needed on an issue
- Other tasks and project work as required by the Chief Executive and Director of Organisation Support and Development/Director of FET to contribute to the achievement of objectives of the section.

* This job specification is intended as a guide to the general range of duties. It 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.

It is therefore in the applicant's own interest, to provide a detailed and accurate account of all qualifications / experience to date, in their application form.

COMPETENCIES

The person appointed to the above 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 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 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

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 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 process and systems
- Upholds the highest standards of honesty, ethics and integrity

OPEN COMPETITION

Application Form and Job Description are available on the website www.etbjobs.ie

Completed Application Forms for the Open Competition should be uploaded to www.etbjobs.ie before the 12:00-noon deadline on Monday, 12 June 2023.

No late applications accepted and, no CVs accepted.

CONFINED COMPETITION

Application Form and Job Description are available from the Vacancies page on the CMETB website

Completed Application Forms for the Confined Competition should be emailed to cmetbapplications@cmetb.ie before the 12:00-noon deadline on Monday, 12 June 2023.

No late applications accepted and, no CVs accepted.

ADDITIONAL INFORMATION	
REMUNERATION	€34,479 to €50,346
CLOSING TIME / DATE	12-noon on Monday, 12 June 2023
INTERVIEWS WILL TAKE PLACE IN MARKET STREET, MONAGHAN INTERVIEW DATE IS EXPECTED TO BE IN JUNE / EARLY JULY 2023	