

INFORMATION BOOKLET



**etbi**

Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

Further Education and Training (FET)

# Development Officer

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**Grade VII/ Ref 10.24**



**Closing Date: 23<sup>rd</sup> of July  
2024 at 12 noon**

Interviews will take place the week beginning the 19<sup>th</sup> August  
2024

ETBI is committed to a policy of equal opportunity.

## FET Development Officer (Ref: 10.24)

### **Overview of main functions carried out by Education and Training Boards Ireland**

Education and Training Boards Ireland (ETBI) is the national representative body established to collectively represent the sixteen Education and Training Boards (ETBs) and promote their interests, which is recognised by the Minister for the purposes of the Education and Training Boards Act 2013. ETBI comprises of the staff of ETBI, the ETBI Chief Executives, Directors of Further Education and Training, Directors of Schools, Directors of Organisation, Support and Development Forums and the respective networks and groups associated with these forums.

### **Mission**

ETBI'S mission is to lead and advance the continued development of education, training, and youth work in Ireland.

### **Vision**

To harness our strength to influence and promote a strong education and training sector through collaboration and collective effort.

### **Values**

ETBI's five core values represent the core values of the ETB sector working collectively. Core values are like "branding" but on the inside. They help ETBI to make informed decisions and unify the culture. This will help ETBI hold ourselves accountable and others accountable in decision-making and our engagement with partners and other stakeholders. The five core values are **Excellence, Care, Equality, Community and Respect**.

- **Excellence** includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of the people involved.
- **Care** is about the welfare, well-being, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.
- **Equality** is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified by targeting resources for those who have the need and prioritising a culture of inclusion.
- **Community** encompasses learners, their families, staff, and the local communities in which our services are based. It is about having a shared vision, values and purpose, a sense of belonging, and a voice that is listened

to. It is exemplified in productive collaboration, positive contributions, and effective communication among all stakeholders.

- **Respect** is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that impacts positively on the rights, feelings, and aspirations of the diversity of people.

## **Equality, Diversity and Inclusion**

At ETBI, we believe that diversity and inclusion are essential to the success of our goals and exist at the core of our values. Diversity not only includes ethnicity and gender identity but also age, disability status, sexual orientation, religion and many other parts of one's identity. We are committed to cultivating a workplace of individual differences which embraces unique perspectives, and fosters a culture of belonging. Our team is strengthened by a growing diverse workforce and we actively seek individuals representing various backgrounds, experiences, and ideas to join us in our mission. At ETBI, diversity and inclusion are everyone's responsibility and are the foundations of our collective growth and prosperity.

## **FET Development Officer, Role Description:**

### **Role Description:**

The Irish Further Education and Training (FET) sector provides a range of education and training opportunities to over two hundred thousand people annually. The ETBI Directorate of Further Education and Training contributes to the development, formulation and implementation of ETBI strategy and policy, and advises on national and emerging issues pertaining to Further Education and Training. The Directorate supports an important medium for the communication and development of shared approaches, solutions and ideas across the ETB FET sector and the building of strong communities of professional practice across the sector.

ETBI has played and continues to play a key role in supporting the ETB sector in the transparent, continuous examination and improvement of all aspects of FET. The FET Development Officer will support the Strategy and Policy area of FET directorate in delivering on key sectoral priorities and projects which enhance FET practices across the sector.

The FET Development Officer will support FET projects identified by the Directors of FET (DFET) Forum and Strategy and Policy strategic group. Will assist with project implementation, support effective and efficient infrastructures, models and sectoral responses, assisting the development of ETBs FET sector.

The FET Development Officer will report to the Management Unit and on occasion to the Director of Further Education and Training for the efficient performance of tasks as agreed.

Collaborative work within the ETB FET Sector and with relevant stakeholders will be essential in this role and a number of sectoral projects have been identified and are in various stages of progression:

- Supporting development and implementation of the sectoral plan for FET Strategy
- Supporting current European mobility projects and future Mobilities.
- Supporting ETBI accreditation process.
- Supporting the development of the 'FET College of the Future' concept
- Supporting development of the sectoral guidelines.
- Supporting implementation of the work in the Future Building Skills Unit.
- Supporting Implementation of the Outdoor Education Strategic Framework
- The continued identification and establishment of Collaborative Resources
- Implementation of actions based on recommendations from programme reviews.
- Support interagency collaboration projects.
- Organisation and planning of FET Themed Events
- Development, review and sharing of new research findings and positions within FET nationally and internationally.
- Support enhancement of the ETBI Directorate of FET and the Forum.

## **Main Duties**

The role of the FET Development Officer will include (but not be limited to) the following:

1. Support agreed projects and initiatives under the ETBI FET Unit.
2. Promote the sector via social media platforms to increase visibility and awareness of FET projects, webinars, and strategies etc.
3. Design and develop materials, resources and infographics to enrich and clarify work created by FET.
4. Suggest and implement approved improvements to the processes and procedures of FET Unit.
5. Utilise cross departmental engagement to develop/ create research proposals, projects, and strategies etc to support FET and the sector.
6. Present progress reports to FET meetings and propose areas for interdepartmental collaboration
7. Engage with and support industry, stakeholders, FET and learners in the development of seminars, webinars and conferences.
8. Participate in and coordinate conferences for the sector where applicable e.g., Higher Options.
9. Maintenance and oversight of the contracted training and catering services frameworks.
10. Support ETBI FET strategy group and associated stakeholder subgroups.
11. Research national and international best practice and inform the identification of sectoral enhancement projects and initiatives across the ETB FET Sector.

12. Support development of guidelines, documentation, and material/resources to support ETBs in the enhancement supports in FET.
13. Provide regular reports.
14. Identify opportunities to expand or improve the range, quantity or quality of existing support services and make recommendations to this effect.
15. Research, analyse, disseminate and communicate essential information on policies, procedures and legislation relevant to FET Sector.
16. Attend meetings and represent ETBI on internal or external committees, working groups or other fora as required.
17. Engage with the ETBI Governance structures and Forums and contribute to the development of a community of practice across the ETBs and relevant external stakeholders.
18. Provide secretariat to networks and strategy group as identified by the FET Management Unit.
19. Maintain an external profile and work collaboratively through engagement with appropriate bodies and organisations.
20. Report progress on agreed projects and initiatives and provide feedback as required internally and externally.

This job description is intended to give a general description of the duties assigned and this not intended to be either restrictive or definitive and may be amended to reflect duties appropriate to the Grade of the successful candidate.

**Competencies Required:**

The FET Development Officer will be required to show evidence of the following competencies:

**Leadership**

**Inspiring and energising others to achieve personal and organisational success.**

- Creates team spirit and helps direct individuals towards the achievement of the team and organisational goals.
- Remains visible, available and approachable to others
- Provides a clear definition of individual and team member roles and responsibilities.
- Explains what needs to be done and why.
- Allows the team to take the glory.
- Regularly finds ways to celebrate and reward successes with the team.
- Takes a stand on issues he/she feels strongly about but supports a decision once it is made.
- Accepts accountability for own actions and maintains a positive outlook.
- Conveys a positive outlook even during periods of stress or change.
- Accepts responsibility and holds themselves accountable for getting things done.
- Quickly adapts to changing priorities/decisions, demonstrating support for the team and organisational goals.



## **Developing Self and Others**

**Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing developmental opportunities to others and taking ownership of own learning and others.**

- Promotes information sharing within the team and encourages learning as integral to the team’s daily activities.
- Provides time for the team to share information from a variety of sources, demonstrating that learning is integral to work.
- Surrenders interesting jobs to others to help broaden and strengthen their capabilities.
- Exchanges information with a wide range of contacts to keep abreast of new ideas, technology etc.
- Take responsibility for their own learning.
- Listens to feedback and makes appropriate changes.
- Finds expedient ways to develop new skills in the absence of formal training
- Shows a genuine interest and time commitment to developing their own skills and knowledge.
- Admits to, takes responsibility for, and learns from their own mistakes.

## **Innovation & Creative Thinking**

**Generating and implementing creative solutions to achieve ETBI Strategic goals, conceptualising and articulating future opportunities and trends.**

- Assists the team in the development of new ideas and ways to work.
- Considers how new ideas/trends may affect the team.
- Shares new ideas/trends with the team, asking how those trends could be turned into opportunities for the team.
- Engages others in “what if” thinking to encourage them to find new and better ways of working.
- Provides time for brainstorming and the sharing of ideas.
- Stays informed and find more effective ways of working.
- Asks questions, reads etc. To stay well informed
- Thinks “outside the box” and is not constrained by traditional ways of doing things.
- Offers suggestions to improve the ways things are done.
- Takes the initiative to try new things.

## **Learner & Stakeholder Focus**

**Maintaining learner/stakeholder focus, understanding their needs, providing realistic commitments, and taking responsibility for delivering on those commitments.**

- Works with the team to develop a better understanding of the learner or stakeholders’ circumstances to provide the most effective service.
- Engages with stakeholders whenever possible to better understand their business and build relationships.
- Works with the team to ensure that learners/stakeholders are kept informed as their requests are being managed.
- Seeks feedback from learners/stakeholders, listening and responding positively to suggestions and criticisms.
- Demonstrates awareness of their own ability to impact the learner or the stakeholder
- Asks questions to clarify the learner’s/stakeholder’s needs.
- Provides realistic expectations at the outset of an interaction to build confidence and trust.
- Goes out of their way to help the learner or stakeholder and offers alternate solutions where the request is impossible to meet.
- Answers learner/stakeholder questions or helps them to find the answer elsewhere.
- Provides personal attention to ensure each learner/stakeholder feels treated as an individual.

## **Results Focused and Business Aware**

**Maintaining a focus on the important issues to achieve and improve results and awareness, applying sound business principles and effective operational practices to drive a successful outcome.**

- Works with team to ensure that sound business principles and operational practices are being applied and focuses the team on activities to achieve goals.
- Brings discipline to the team, encouraging them to find easier and more efficient ways of working.
- Encourages the team to focus their activities to meet the team’s objectives continuously and sets measurable targets.
- Establishes team priorities and identifies critical tasks and milestones to help keep projects and individuals on track.
- Seeks to understand and apply basic business principles and operations and commits to action to achieve results.
- Seeks and develops efficiencies in day-to-day activities and shares them with others.
- Asks questions to build a better understanding of business guidelines and operational practices.

- Works to, and meets tight deadlines.
- Applies extra effort and a positive attitude to handle periods of high demand.

## **Communication**

### **Exchanging information and ideas with others to promote effective discussion and decision-making; promoting two-way communication.**

- Exchanges information in an open, honest and clear manner to enhance Team Effectiveness
- Regularly asks for, and listens to, the views and opinions of others, showing genuine respect for what they have to say.
- Responds to others in a way that demonstrates he/she has heard and considered their opinions.
- Adjusts language, style and tone of communication to suit the audience.
- Brings forward to Management the ideas and concerns of his/her team to ensure they are heard.
- Openly voices and constructively shares differences of opinions yet is willing to modify perspective and demonstrate flexibility.
- Effectively communicates with others.
- Actively listens and asks questions to ensure mutual understanding.
- Uses the most effective means of communication, showing respect for the time constraints of others
- Conveys ideas clearly and concisely and gets to the point quickly.
- Writes clearly and concisely, checking with the reader to ensure understanding
- Uses open-ended and probing questions to elicit information beyond the initial request
- Shares information in an open and direct manner to help others make informed decisions

### **Specialist Knowledge, Expertise and Self Development**

- Demonstrates an understanding of relevant policies, standards, processes and procedures of awarding bodies
- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of ETBI and the ETB sector.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.



## **Essential Requirements**

The successful candidate will:

1. Hold a relevant Honours Degree (First or second class) or equivalent.
2. At least 3 years relevant postgraduate experience.
3. A strong organisational and project management skills.

## **Desirable experience, skills and attributes:**

1. Have proven experience in a Further Education and Training or Higher education environment.
2. Have extensive knowledge of FET provision.
3. Strong leadership skills.
4. Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace.
5. Demonstrate strong interpersonal and communication skills, both oral and written.
6. Self-motivated with the ability to manage changing priorities and meet deadlines.
7. Proven ability to be flexible and work hard, both independently and in a team environment.

NOTE: Qualifications/eligibility may not be verified by ETBI until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

## **Health**

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are or may be required to be performed.
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

**Citizenship Requirement:**

Candidates should note that eligibility to compete 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, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

## CONDITIONS OF SERVICE

### Terms of Appointment

This appointment will be a 5-year fixed term contract subject to a six-month probationary period. If at any-time during this period, it appears that the appointee would not be suitable for final appointment the probation will be terminated.

Secondment from the education sector may be considered for the filling of the position.

### Remuneration

The Grade VII salary scale as of 1<sup>st</sup> of June, 2024 is €57,674 - €74,978 (including two long service increments)

### Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay-scale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Public Servant.

### Annual Leave

The FET Development Officer will be entitled to 29 working days holidays in each year (in addition to the usual Public and Bank Holidays) to be taken at a time or times convenient to the ETBI. The successful candidate will be required to take annual leave for the period of the Christmas closure of ETBI.

### Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETBI staff generally.

Different conditions may apply, if, the successful candidate is seconded from the education sector (public servant).

### Termination

The appointment will be terminated by one month's notice in writing on either side.

### Pension

The FET Development Officer will be eligible to join the ETBI's pension scheme after 6 months satisfactory service.

If the FET Development Officer is seconded from the education sector (public service), the rules of the superannuation scheme applicable to their substantive grade will apply.

### Location

The place of work for the FET Development Officer will be ETBI Head Office or such other office location within the ETBI as determined by the General Secretary. Remote working will

be considered in this role in agreement with the line manager. The FET Development Officer may be required to travel, within and/or outside, of Ireland in the performance of his/her duties.

**Maternity / Adoptive / Carers / Parental / Force Majeure Leave**

Maternity / Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

**General**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

## SELECTION PROCESS

### How to Apply

Applicants should follow the link to the online application form on [www.etbi.ie/recruitment](http://www.etbi.ie/recruitment). Only applications made through the online application process will be accepted.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETBI is satisfied that such person fulfils the requirements.

### 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 ETBI. Therefore, candidates are strongly advised to submit applications well before the **12 noon on 23<sup>rd</sup> July 2024 deadline**.

### Closing Date and Time:

Your application must be submitted and received not later **12 noon on 23<sup>rd</sup> July 2024**. It will not be possible to submit applications after this date and time.

### Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by the ETBI.

### The Selection Process may include:

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

### The Selection Process will include:

- A competitive interview
- Reference checking

### Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. If the numbers applying for the position are such that it would not be practical to interview everyone, ETBI may decide to employ a short-listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short-listing exercise that may be employed, ETBI examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

## GENERAL INFORMATION

### Security Clearance:

ETBI is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

### Other Important Information

ETBI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETBI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position Education and Training Boards Ireland will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, Education and Training Boards Ireland may at its discretion, select and recommend another person for appointment on the results of this selection process.

**Candidates should note that any attempt to canvass support for an application will lead to disqualification.**

### Confidentiality

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by ETBI or who do not, when requested, furnish such evidence as the ETBI require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### Data Protection

ETBI process data in compliance with current Data Protection legislation.

### Feedback

Feedback will be provided on written request.

**Latest date for receipt of completed applications for the above post is: 12 noon on 23<sup>rd</sup> July 2024.**

- **IT WILL NOT BE POSSIBLE TO SUBMIT APPLICATIONS AFTER THIS DATE AND TIME**
- **CV's WILL NOT BE CONSIDERED**
- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

**ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER**