

**INFORMATION GUIDE
ACTING ASSISTANT PRINCIPAL OFFICER
(MATERNITY LEAVE REPLACEMENT)
HEAD OF HUMAN RESOURCES
POST REFERENCE 169/21**

Longford and Westmeath Education and Training Board is now holding a competition for the above acting Assistant Principal Officer competition. A panel of suitable candidates may be formed and remain in place until 31st August 2022. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

This is a senior position reporting to the Director of Organisation Support and Development (Director of OSD) and the Chief Executive as appropriate. The appointee to this demanding senior management post will have a proven track record and be responsible for the efficient and effective leadership and management of the Human Resources function of LWETB.

General duties and responsibilities:

Key areas of responsibility:

- To ensure that the LWETB complies with the current employment legislation, equality and other appropriate legislation, having regard to Department of Education and Skills and LWETB regulations.
- To develop, manage, evaluate and implement appropriate selection, recruitment and appointment practices and procedures.
- To arrange for the management of the induction of new employees in consultation with the relevant Line Manager.
- To establish and implement, as appropriate, processes for monitoring the probation of new employees and develop ongoing staff appraisal in consultation with the Line Manager.
- To discharge, with the assistance of other appropriate staff, the LWETB responsibilities in relation to superannuation matters.
- To propose, organise, promote and manage as appropriate staff development in the LWETB in consultation with Line Managers taking into account the strategic requirements of the LWETB and the sector in general.
- To provide specialist/technical support and advice on employment matters and legislation to all levels of management in the LWETB.
- To foster positive employee relations and establish good working relations and communications within the LWETB.
- To be involved in all aspects of industrial relations in the LWETB and liaise with the Department of Education and Skills and such other relevant bodies as necessary.

- To manage the staff welfare function within the LWETB.
- To have responsibility for the accuracy of information contained in all Personnel Records and conform to requirements of the Data Protection Act and other relevant legislation including GDPR.
- To be responsible for the efficient management of the staff and systems within the Human Resources Section.
- To participate in all committees/groups on which they are a member or are assigned.
- To contribute to the development and implementation of appropriate management information systems.
- To report and provide information on the services and operation of the HR function as required from time to time.
- Contribute to the overall vision and strategic direction of the LWETB.
- Contribute to the preparation of the Board's strategic plan.
- Ensure controls and performance measures are in place to deliver efficient and high value services consistently.
- Advise on/promote/organise/participate in, as appropriate, staff development programmes.
- Encourage open and constructive discussions around work issues.
- Promote teamwork within the section.
- Bring a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
- Develop capability of others through supportive feedback, coaching and creating opportunities for skills development.
- Maintain a strong focus on self-development, seeking feedback and opportunities for growth.
- Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams.
- Carry out the lawful instructions of the Chief Executive.
- Carry out any other duties appropriate to the grade which may be assigned from time to time.

The above list of accountabilities may be varied having regard to the changing needs of LWETB and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

Person Specification:

Essential criteria;

- Be a member of the common recruitment pool
- A minimum of three years' management experience
- Leadership expertise with experience of managing a department
- Managerial expertise with experience of delivering high quality results in an efficient and effective manner
- Highly developed communication skills with experience of negotiation, report writing and presentation skills
- Excellent judgement, problem-solving, analytical and decision making skills
- Expertise of building productive working relationships and the ability to foster strong links with internal and external stakeholders
- Understand the main features and challenges of the Government's public sector reform plans
- Drive and commitment to public service values

Desirable criteria;

It would be an advantage for candidates to hold:

- Third level educational qualifications commensurate with the role
- A proven track record in a multiplicity of the areas outlined in the job description

Competencies required

The appointee to this acting Assistant Principal Officer post will be required to show evidence of the following competencies in no more than 200-250 words per competency. Candidates must adhere to the word count identified above.

Team Leadership

- Actively contributes to the development of the strategies and policies of the ETB, as a member of the senior management team
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole ensuring effective delivery of tasks
- Considers the effectiveness of outcomes across the entire ETB
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to introduce new and innovative ways to improve service across the ETB

Analysis and Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Takes a firm position on issues s/he considers important

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.

Drive & Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

Terms and conditions:

Salary: Starting point on salary is €71,457.

For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new scale. This is not negotiable. An incremental salary scale applies thereafter as per C/L 0051/2021 The rate of remuneration may be adjusted from time to time in line with Government pay policy. Previous public sector experience in the same grade may be eligible for incremental credit to be determined upon appointment. Please note that any acting allowances are not payable in respect of acting up periods of less than 85 days' duration.

Base: LWETB's Head Office Marlinstown Business Park, Mullingar, Co Westmeath. successful candidates will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service demands require.

Hours per week: 37

Requirements and Eligibility Criteria

Citizenship Requirement:

Candidates should note that eligibility to compete for posts 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 and Norway. Swiss citizens under EU agreements may also apply. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible.

Health and Character:

Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting Form. References may be sought.

Application and selection process

- Candidates should read the guide on how to complete the application carefully. Completed application forms should be submitted by email to cmitchell@lwetb.ie by **13.00 hours on Tuesday 30th November, 2021**.
- Provisional date for interviews is week commencing 6th December 2021.
- Interviews may take place via video conference due to current restrictions as a result of COVID-19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- **Please provide us with a digital signature.** If unable to do so, please type your name and insert date above. Failure to do so will render your application invalid and it will not be considered.
- Please ensure to adhere to any word counts specified.
- Shortlisting may apply.
- Selection will be by way of competency-based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- Late applications will not be accepted.
- All enquiries regarding your application should be made to Mr. Charlie Mitchell at cmitchell@lwetb.ie . You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- If successful at interview, referees may be contacted directly by LWETB at its convenience and without further notice to candidates.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.

- Longford and Westmeath ETB is an equal opportunities employer.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.

**Ms. Liz Lavery, Chief Executive
Longford and Westmeath ETB**