

INFORMATION GUIDE

1 x STAFF OFFICER (GRADE V) (PERMANENT) INITIAL DUTIES; HUMAN RESOURCES

REFERENCE NUMBER: OSD 13/2025

Longford and Westmeath Education and Training Board is now holding a competition for 1 x permanent Staff Officer (Grade V) post- Initial Duties; Human Resources.

***Please be advised that this competition is confined to existing employees working in Education and Training Boards (ETBs) and Technological Universities (TU'S)**
Any candidate that is not employed in any of the aforementioned organisations are not eligible for consideration.

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.

Competencies required

The appointee to the position of Staff Officer (Grade V) will be required to show evidence of the following competencies in no more than **300** words per competency:

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Information Management, Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
- Identifies and understands key issues and trends
- Correctly extracts and interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence.
- Sees the logical implications of taking a particular position of an issue

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/expertise in own area and provides guidance to colleagues
- Has a clear understanding of the roles objectives and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive and Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally trustworthy
- Acts with integrity and encourages this in others

Terms and Conditions

Initial Base: LWETB Head Office, Marlinstown Business Park, Mullingar, Co. Westmeath. However, LWETB reserves the right to assign you to any other location as the service demands require.

Salary: Starting point on scale is €51,211.

For persons commencing at this grade for the first time starting pay will be as above. This is not negotiable. An incremental salary scale applies thereafter as per C/L 0017/2025. Previous public sector experience in the same grade may be eligible for incremental credit. This will be determined upon appointment. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours per week: 35 hours per week

Candidates must:

- Be a Member of the Education and Training Sector Pool for the purposes of applying for Administrative Posts in ETBs/TU's at the time of application for this competition.
- 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.
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programme) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise.
- Be at least 17 years of age on or before the date of advertisement of the recruitment competition.
- have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling vacancies in Grades IV, V, VI and VII in ETBs only, at least two years' service in an ETB Caretaker Grade will also be considered valid

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. **This requirement should be notified to LWETB as soon as possible.**

Health and Character:

Those under consideration for a position will at the discretion of the employer be required to complete a health and character declaration and may be required to complete Garda Vetting Form. References will be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

Application and selection process:

- Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. **Incomplete application forms will not be considered.**
- Completed application forms should be submitted via email to headofhr@lwetb.ie no later than **Friday 27th June 2025 at 13.00 hours.**
- Late applications will not be accepted.
- Interviews will be provisionally scheduled for week commencing **7th July 2025.**
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard
- 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.**
- Shortlisting will apply.
- Selection will be by way of competency-based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- All enquiries regarding your application should be made to headofhr@lwetb.ie using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- Once your application is submitted you will receive an acknowledgement of submission.
 This **may not** be taken as confirmation that the submission is a valid application.
- If successful at interview, referees will be contacted directly by LWETB at its convenience and without further notice to candidates.
- It is the responsibility of the candidate to ensure that the application form is received before the stated deadline. Any technical difficulties encountered by the sender when submitting an application, are not the responsibility of LWETB.
- 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.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Please ensure to adhere to any word counts specified.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- Longford and Westmeath ETB is an equal opportunities employer.
- 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, 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.

- 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. Siobhan Lynch, Chief Executive, Longford and Westmeath ETB