

## INFORMATION GUIDE

### **STAFF OFFICER (GRADE V) (20 MONTHS FIXED TERM) (CONFINED COMPETITION)**

#### **INITIAL DUTIES; HEALTH & SAFETY**

**REFERENCE NUMBER: OSD 14/2025**

Longford and Westmeath Education and Training Board is now holding a competition for a twenty month fixed term Staff Officer (Grade V) position - Initial Duties; Health & Safety.

**\*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. Please refer to eligibility criteria for further information.**

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.

#### **Role Overview**

The person appointed to the Staff Officer (Grade V) Initial Duties: Health and Safety will provide essential administrative support to the Health and Safety Officer in ensuring the organisation's compliance with statutory health and safety requirements. The role involves assisting in the coordination of health and safety programmes, maintaining accurate records, and supporting the delivery of training initiatives.

#### **Key Responsibilities**

- Provide administrative support to the Health and Safety Officer in implementing health and safety policies and procedures.
- Maintain and update health and safety documentation, including risk assessments, incident reports, and compliance records.
- Assist in the organisation and scheduling of health and safety training sessions for staff.
- Liaise with departments to ensure timely completion of health and safety audits and inspections.
- Respond to general queries related to health and safety, escalating complex issues as necessary.
- Ensure all health and safety records are stored securely and comply with data protection regulations.
- Support the preparation of reports and presentations for internal and external stakeholders.

#### **Desirable Experience**

- Experience in a health and safety administrative role or similar.
- Knowledge of health and safety legislation, standards, and practices.

- Strong organisational and time management skills with the ability to prioritise tasks effectively.
- Excellent communication skills, both written and verbal.
- Relevant qualification in Health and Safety or related field.
- Experience in coordinating and supporting training programmes.
- Familiarity with public sector policies and procedures.

### **Competencies required**

The appointee to the position of Staff Officer (Grade V) (Twenty Month Fixed Term) 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 or starting in the Public Sector for the first time starting pay will be as above. 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

## Eligibility Criteria:

- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
- 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;
- Have successfully completed a probation period or have successfully completed a probation period at a lower eligible grade.
- Be employed in an ETB /Technological University at the time of applying.

## 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:

- Candidates should read the guide and supporting documentation on how to complete the application.
- Candidates who wish to apply for the above position must apply by emailing a completed application form to [headofhr@lwetb.ie](mailto:headofhr@lwetb.ie) **not later than 13:00 hours on Monday 21<sup>st</sup> July 2025**. For details on the services LWETB provides see [www.lwetb.ie](http://www.lwetb.ie)
- 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. **Late applications will not be accepted.**
- Shortlisting will apply.
- If successful at interview, referees will be contacted directly by LWETB at its convenience and without further notice to candidates.
- Candidates must adhere to the word counts specified.

- Selection will be by way of competency-based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- Provisional date for interviews is as soon as is practical post-closing date. Provisional date is week ending **8<sup>th</sup> August 2025**.
- You should receive a confirmation email when submitting an application form. This is an acknowledgement of receipt only. If you don't receive this email please contact [headofhr@lwetb.ie](mailto:headofhr@lwetb.ie) immediately and **PRIOR** to the closing date.
- 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.
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
- All enquiries regarding your application should be made to [headofhr@lwetb.ie](mailto:headofhr@lwetb.ie) using 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.
- 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.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website [www.lwetb.ie](http://www.lwetb.ie)
- 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. Siobhan Lynch, Chief Executive**  
**Longford and Westmeath Education and Training Board**