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Bord Oideachais agus Oiliúna an Longfoirt agus na hIarmhí
Longford and Westmeath Education and Training Board

INFORMATION GUIDE

ADMINISTRATIVE OFFICER (GRADE VII)
(PERMANENT)
INITIAL DUTIES: FET - STRATEGIC PLANNING AND FUNDING UNIT

(CONFINED COMPETITION)

POST REFERENCE: O 17/2026

Longford and Westmeath Education and Training Board is now holding a competition for the above permanent Administrative Staff Officer (Grade VII) position.

***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 the full eligibility criteria below.

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.

The FET Strategic Planning and Funding Unit, is newly established and will work in collaboration with the FET management team to plan FET provision, forecast funding requirements to deliver on that plan and ensure funding is fully maximised to meet the needs of learners, employers and communities in Longford and Westmeath, The FET Strategic Planning and Funding Unit will also work collaboratively with the relevant personnel in Organisation Support and Development (OSD) and other units as required.

The successful candidate will report initially to the Assistant Principal Officer (APO) -FET Planning and Funding Management Support and work as part of a team to establish and operate the FET Strategic Planning and Funding Unit in LWETB.

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

Team Leadership

- Works with the relevant team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet LWETB's objectives.
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Analysis and Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decisions with a well-reasoned rationale and stands by these decisions.
- Puts forward solutions to address problems.

Management and Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments / changing work practices and strives to implement these changes effectively
- Applies appropriate systems / processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high-quality customer service, for internal and external customers of LWETB.

Interpersonal and Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treat others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.

Specialist Knowledge, Expertise and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, relevant policies etc.
- Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation and communicates this to the team
- Is proactive in keeping up to date on issues and key developments that may impact on own area, LWETB or the wider public service
- Has significant expertise in his/ her field that is recognised and utilised by colleagues

Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided.
- Upholds high standards of honesty, ethics and integrity.

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Terms and Conditions

Location: LWETB Head Office, Marlinstown, 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 €61,216
For persons entering employment at this grade for the first time or those with no prior public service employment at this grade starting pay will be at the minimum of the incremental scale. Please note this is not negotiable. An incremental salary scale applies thereafter as per C/L 0058/2026. 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.

Annual Leave
LWETB'S Annual Leave Year runs from January to December. The annual leave allowance for this position is 29 days per annum. Please note your annual leave entitlement will be pro-rata, based on your contract duration and start date. This allowance is subject to the usual conditions regarding the granting of annual leave. All office closures (other than normal public and bank holidays and Good Friday) are incorporated in your annual leave entitlement. Leave will be granted, subject to Line Management approval, which must be sought in advance.

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 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
- 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.
- 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.

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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 may be a 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:

1. Candidates should read the information guide and any supporting documentation carefully in order to assist in completing the application form.
2. Completed application forms should be submitted by email to headofhr@lwetb.ie not later than **13.00 hours on Friday 4th December 2026.**
3. Provisional date for interviews is as soon as is practical post-closing date.
4. 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.
5. Incomplete applications will not be considered. **Late applications will not be accepted.**
6. 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.
7. Shortlisting will apply
8. Candidates must adhere to the word counts specified.
9. Selection will be by way of competency-based interview.
10. Canvassing by or on behalf of the applicant will disqualify.
11. If successful at interview, referees will be contacted directly by LWETB at its convenience and without further notice to candidates.
12. Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.
13. Interviews may take place via video conference or in person. Candidates that are selected for interview will be supplied with guidelines in this regard.
14. All enquiries regarding your application should be made to headofhr@lwetb.ie The post reference must be used in the subject line of the email.
15. 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.

16. LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Processing 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, we may be legally required to share personal data with other bodies bodies including the Department of Education and Youth, 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 email to dp@lwetb.ie
17. Further information on LWETB including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie
18. Longford and Westmeath ETB is an equal opportunities employer.
19. 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. Siobhán Lynch, Chief Executive, Longford and Westmeath ETB