**PERMANENT STAFF OFFICER – GRADE V (OPEN COMPETITION)**

Applications are invited for the post from suitable, qualified and experienced persons for the post of Staff Officer, Grade V within GRETB.

A panel may be formed from which future relevant permanent and temporary vacancies will be filled during the lifetime of the panel. Any such panel formed will be six months in duration from the date of formation.

Applications are based on the following Person Specification/Job Description. **CONDITIONS OF SERVICE:Terms of Appointment:** The post is whole-time, permanent/temporary and pensionable.

**Location:** The successful applicant will be assigned to an office under the remit of GRETB. The post holder may be moved to another area of the organisation if required.

**Remuneration:**

***Salary Scale:*** €46,411 - €55,609 (including 2 Long Service Increments)

**IMPORTANT NOITCE RE: SALARY:** As per DES guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. ***Starting Salary is not subject to negotiation***

**Hours of work:**

A 35-hour week is in operation. Hours may be adjusted from time to time under relevant Public Sector Agreements.

**Annual leave:**

The Annual Leave entitlement for this post is 25 days per annum.

**How to Apply:**

Completed applications must be submitted online by **12.00 Noon, Friday, 9th December 2022.**

**Applications are based on the following Person Specification/Job Description:**

**Person Specification**

**1. Essential**

* Have the requisite knowledge, skills and competencies to carry out the role;
* 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 programmes) 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;

**2. Desirable Requirements:**

* Have a degree equivalent to level 7 or higher on the National Framework of Qualifications in a relevant discipline or as may be considered appropriate;
* Have excellent administrative and IT Skills, including an awareness of GRETB software systems;
* Be self-motivating, flexible and results focused;
* Have the ability to prioritise and manage work in a dynamic and pressurised environment;
* Demonstrate excellent judgement, problem-solving, analytical and decision-making skills;
* Possess strong resource management skills;
* Have experience in the supervision of staff;
* Have a proven record as a team-player with a flexible approach;
* Demonstrate experience of building and maintaining relationships;
* Have excellent organisational, communication, and interpersonal skills; with ability to develop close links and act as liaison person between Departments;
* Have an understanding of the main features and current challenges of public service and regulatory reform;
* Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge/Capacity to discharge the duties of the post through the medium of Irish.

**Job Description**

The appointee will report to the Head of Department and will be delegated responsibility for management functions as determined by Head of Department/Director of FET/CE.

**Main Duties of Staff Officers within GRETB:**

* Support the Senior Management in GRETB in the discharge of their duties;
* Be responsible for the supervision of a Section or function(s);
* Organise work priorities and delegate as appropriate;
* Co-ordinate clerical support;
* Deal with conflicting demands within a team environment and work to prescribed timelines and deadlines;
* Prepare monthly reports and annual plans/reports, and or other submissions as may be required by the Head of Department, Director of FET, Chief Executive, GRETB, Department of Education and Skills, Comptroller and Auditor General, Internal Auditors and other appropriate organisations/bodies;
* Liaise with Department Managers regarding matters and issues relating to the delivery of administrative services and in devising plans, reports and/or other aspects of GRETB’s operations and development;
* Advise, promote, organise and participate in staff development programmes;
* Contribute to the development and implementation of appropriate management information systems as related to the delivery of administrative services on behalf of GRETB;
* Report and provide information on the services and operation of the range of services as required from time to time by the Chief Executive (or Deputed Officer);
* Carry out such other projects or activities as may be assigned from time to time by the Chief Executive;
* Provide administrative assistance and support in the delivery of projects as required;
* Comply with the conditions which may be prescribed in other agreements applying to the work associated with this post;
* Foster and support the development and use of ICT systems.

**Staff Officer Level Competencies - Effective Performance Indicators:**

**People Management**

* Leads others, monitoring performance and trying to get the best out of people;
* Allocates work fairly and appropriately and ensures that everybody does their fair share;
* Addresses any performance issues in a timely, appropriate and constructive manner;
* Involves others in decisions that affect them, allocating work fairly and appropriately;
* Demonstrates trust in others to deal with important tasks and acknowledges a job well done;
* Helps team members to identify their own and their team’s learning and development needs in line with objectives;
* Helps build effective relationships and resolve disagreements between team members;
* Acts as an effective link between staff and other managers;

**Information Management & Decision Making**

* Follows procedures and ensures they are implemented in own area, understanding the rationale behind them;
* Reviews completed work regularly and acts on learning points;
* Evaluates current work practices to identify changes that could be made to improve efficiencies;
* Can work effectively on a number of tasks at the same time;
* Is comfortable working with and implementing a range of data, e.g. numerical, written etc.;
* Makes sound appropriate decisions in a confident manner and can justify and stand by them;

**Delivery of Results**

* Delivers results on time and to a high standard;
* Takes responsibility for work and the work of the team;
* Plans and prioritises the work schedule, ensuing the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands;
* Evaluates the current work practices to identify changes that could be made to help them run more effectively;
* Maintains accurate records and monitors work, ensuring any errors are identified and rectified;
* Appreciates the need to delegate work appropriately rather than doing everything oneself;

**Interpersonal & Communication Skills**

* Shows respect, tact and maintains composure when dealing with customers or staff members;
* Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite;
* Listens to others and invites feedback, dealing with information in a constructive way;
* Influences others by actively listening and clearly expressing their position;
* Produces written letters / reports in a clear and concise manner;

**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;
* Leads by example, being committed to self-development and enhancing the knowledge and skills required to improve performance;

**Drive & Commitment to Public Service Values**

* Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles;
* Serves the Government and people of Ireland;
* Can work independently without excessive guidance or support;
* Demonstrates resilience in the face of significant demands and challenges;
* Ensures that the customer is at the heart of all services provided;
* Is personally honest and trustworthy;
* Acts with integrity and supports this in others.