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**JOB DESCRIPTION**

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| Competition Title: | Business Development Manager - Assistant Principal Officer |
| Grade: | Assistant Principal Officer |
| Reporting To: | Director of Organisation Support & Development |
| Tenure: | Specific Purpose (expected end date 31/12/2025) |
| Initial Location: | WWETB Head Office, Ardcavan, Wexford |
| Applications to: | By email to: [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | Open competition |

**About WWETB**

Waterford and Wexford Education and Training Board (WWETB) is the statutory regional education and training authority for counties Waterford and Wexford. WWETB has 14 multi-denominational and co-educational schools with over 6,000 students. WWETB has responsibility for Further Education and Training (FET) across Waterford and Wexford, which encompasses full-time and part-time courses. We manage the local state provision of apprenticeships and provide many courses for young people and adults who are starting out, starting over and upskilling. There are currently over 20,000 adult learners availing of education and training with WWETB across a diverse property and estates portfolio in most communities across both counties. WWETB has a staff of over 1,800 and an annual budget of €147m. We engage with statutory bodies, business groups, community groups and voluntary agencies to ensure that we can provide the most relevant education and training opportunities. A key focus of the organisation is delivering on the WWETB Strategy Statement 2023-2027.

**Summary of Position**

This is a senior management position reporting to the Director of Organisation Support and Development. The appointee will assist and advise the Chief Executive, Directors and Senior Management team members in the development and maintenance of a programme for education and training facilities and programmes for WWETB. The successful candidate will develop business plans, in line with the WWETB Strategy 2023-2027, to enable WWETB to fulfil its objectives and provide high quality teaching and training opportunities. The successful candidate will possess a strong understanding of the key priorities for WWETB and will support the Chief Executive and senior management team in building new partnerships to achieve on its strategic objectives.

**Main Duties:**

Specific programmes of activity will include, but are not limited to:

* Engaging with key local, national and international stakeholders to develop opportunities for strategic partnerships in line with WWETB’s strategic agenda.
* Identifying and leading on applications for funding and grant awards to support the strategic agenda of WWETB.
* Supporting the development and promotion of programmes and initiatives in line with key emerging trends in areas such as climate action, digitalisation, innovation and digital learning.
* Supporting WWETB’s work on technology-enhanced learning/ digital learning in line with our Strategy commitments to incorporate TEL within our FET programmes and digital learning across our schools and centres.
* Supporting the development of a blueprint for future strategic development of WWETB estates - including long term strategic estates planning and a review of WWETB rent/lease agreements, current building usages and purchase/ build opportunities.
* Preparing business cases for the implementation of new initiatives and programmes.
* Project management of specific programmes and initiatives to support the implementation of WWETB Strategy 2023-2027.
* Supporting programme development and project management groups.
* Developing a programme development evaluation process and associated supporting materials for future developments and initiatives.
* Any other duties that may be assigned from time to time by the Chief Executive or a person nominated by the Chief Executive.

**Selection Criteria**

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate must demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory:

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| * Third level education qualification or equivalent in relevant discipline commensurate with the role, minimum Level 8 qualification * Minimum of 3 years’ experience at senior management level * Proven leadership capabilities, with a capacity to work on own initiative, as well as to support and mentor other staff * Excellent analytical and decision-making skills * Proven management capabilities and an ability to deliver results with a high level of attention to detail within agreed timelines * Excellent interpersonal and communication skills, including the ability to write and present concise and well-researched business cases * Expertise and knowledge to enable candidate to undertake the technical aspects of the role, including excellent ICT skills * Drive and commitment to public service values. |

**Desirable Requirements**

* Experience of working effectively with a wide range of stakeholders
* Programme management experience
* Excellent communications skills, including understanding of social media
* Experience of managing change programmes.
* Experience and knowledge of national and international education and training funding mechanisms.
* Experience of working in key sectoral areas of opportunity to education and training such as renewable energy, innovation and digitalisation.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for APO positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scale. Successful candidates will be paid at point 01 of the salary scale (€81,077) unless they have previous relevant public sector service experience.

**Particulars of the Position**

The post is a specific purpose contract covering a period of leave – expected end date 31/12/2025.

**Application Form**

Applications must be made on the official Assistant Principal Officer (APO) Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.

**Shortlisting**

WWETB reserves the right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Assistant Principal Officer (APO) Application Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of Assistant Principal Officer.

**Competencies Required**

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| The appointee to the Business Development Manager post will be required to show evidence of the following competencies:  **Leadership**   * Actively contributes to the development of the strategies and policies of WWETB, as a senior manager * 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 WWETB * 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 business development across WWETB.   **Analysis & 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 with awareness of possible consequences * Makes clear, timely and well-grounded decisions on important issues * Considers the wider implications of decisions on internal and external stakeholders * Takes a firm position on issues s/he considers important and works effectively with senior management.   **Management & 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 for self and relevant staff teams * Ensures quality and efficient customer service is central to and underpins the work of WWETB * 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 consistently * Effectively manages multiple projects and personnel   **Interpersonal & Communication Skills**   * Engages effectively with a range of internal and external stakeholders, including ETB staff, members of the public and colleagues in other public sector organisations * Develops and maintains a network of contacts to facilitate problem solving or information sharing * Presents information in a confident, logical and convincing manner, verbally and in writing * Encourages open and constructive discussions around work issues and is solution focussed * Promotes teamwork within the section, but also works effectively on projects across WWETB * Maintains poise and control when working to influence others * Instils a strong focus on high standards of Customer Service in his/her area   **Specialist Knowledge, Expertise and Self Development**   * Has the required level of knowledge and expertise to undertake the technical aspects of the role\* (see Main Duties above) * Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of WWETB * Has a breadth and depth of knowledge of relevant national policy issues and is sensitive to wider political and organisational priorities * Is focused on self-development, keeps up to date with developments in relevant field seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future   **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 * Promotes the highest standards of customer care and respect * Through leading by example, fosters the highest standards of ethics and integrity. |

Further Information for Candidates

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| * Willingness to work outside of normal working hours if required |