**JOB DESCRIPTION**

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| Competition Title: | Contracted Training Officer |
| Grade: | Grade VII |
| Reporting To: | Unit Manager/or deputed officer as required by DFET |
| Tenure: | Permanent |
| Location: | Initial Location: Waterford Wexford Training Services, Co Waterford |
| Applications to: | By email to vacancies@wwetb.ie  |
| Competition Profile: | This is an open competition. |

**Summary of Position**

The purpose of this post is to provide high-level administrative support to Waterford and Wexford Education and Training Board. The purpose of this post is to ensure that scheduled training programmes are provided and monitored through approved second providers to ensure they meet all relevant Quality Assurance Procedures and Standards.

**Essential Requirements**

* A qualification at Level 6 or above on National Framework of Qualifications or its equivalent.
* A minimum of 3 years’ experience in the area relevant to the role.
* Excellent organisational, administration, communication and interpersonal skills.
* Excellent working knowledge of IT Applications, particularly Word Processing and Spreadsheets.
* Broad Public Sector knowledge relevant to the area of work.

**Desirable Criteria**

* MS Office skills (Word, excel, PowerPoint).
* Curious and inquisitive with a willingness to learn.
* Ability to work under pressure.
* Self-motivating, flexible and results focussed.
* Ability to prioritise and manage work in a dynamic and fast paced environment.
* Proven record as a team player.
* Goal oriented in a manner that ensures work is comprehensively completed.
* Ability to work on own initiative within a flexible, co-operative, team structure.

**Main Duties**

* Assist in the identification skills needs and propose appropriate training courses.
* Assist in the design and development of Contracted Training Programme Specifications.
* Prepare Contracted Proposals for tender for CT courses.
* Prepare Contracted file (Management & Administration).
* Liaise with Course Recruitment Officers on recruitment to Contracted Programmes.
* Monitor Contracted Programmes (as per QA procedures)
* Check and Approve Contracted Invoices to appropriate Level as per Financial Procedures.
* Confirm Contracted Training Invoices on SRM as per Contracted Training Procedures.
* Monitor and document Throughput/ Placement/Certification results.
* Work as part of a team to ensure smooth operation of the contracted training provision.
* Responds to local employment opportunities and to the needs of industry.
* Prepare reports both statistical and written when required.
* Implement any new processes in relation to Contracted Training provision.
* Monitor costs and activity versus budgets on an on going basis.
* Participate in appropriate activities, including external activities, necessary to the development and promotion of the WWETB Training Programme.
* Prepare, review and analyse periodic reports to evaluate strategic/programmatic goals and objectives.
* Input into the annual integrated FET services plan
* Undertake or oversee any other duties/projects as required and directed by Management from time to time, having regard to the changing needs of the service.

**Salary**

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

from time to time.

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 unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official 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. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB reserves its 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 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. Canvassing will automatically disqualify.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus and Quality are the guiding principles of the organisation and underpin the competencies required to fulfil this role. The interview will be competency based and marks will be awarded under the following Core Competencies identified for the position:

* Team Leadership
* Analysis and Decision Making
* Management and Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive and Commitment to Public Service Values

These core competencies are assessed and awarded marks by demonstrating the following key skills sets:

***Team Leadership***

* Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any 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 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
* 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

***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
* Treats 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***

* Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others
* Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
* Focuses on self development, striving to improve performance

***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 honest, ethics and integrity

**Additional Information**

**Citizenship**

* 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 Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

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