**JOB DESCRIPTION**

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| Competition Title: | TEL/Digital Learning Coordinator - Senior Staff Officer |
| Grade: | Grade VI |
| Reporting To: | Adult Education Officer, Tertiary Manager, Director of FET, or nominee |
| Tenure: | 2 Year Fixed-Term Contract  Full-Time, 35 hours per week |
| Location: | Open Location – Waterford or Wexford |
| Applications to: | By email to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | This is an open competition. |

**Summary of Position**

The TEL/Digital Learning Coordinator will lead initiatives in Technology Enhanced Learning (TEL) and Blended Learning provision. Key duties include guiding digital learning strategies, managing TEL systems, and collaborating with leadership, quality assurance, teaching and technical teams. The role involves developing and implementing curriculum with integrated technology, supporting professional development, supporting educators and researching and promoting TEL, digital learning and blended learning. The work of WWETB will be supported through a number of duties and responsibilities, as outlined below.

**Essential Requirements for Grade VI post holders**

* Have the requisite knowledge, skills and competencies to carry out the role.
* 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.
* Be capable and competent of fulfilling the role to a high standard.

**Desirable Criteria**

* Three or more years’ relevant experience
* Degree in education, technology, or a related field
* Experience in technology / ICT in an education environment
* Commitment to being an integral part of the WWETB learning community
* Collegial and cooperative relationships with colleagues
* Competent in the development and implementation of curriculum with integrated technology
* Experience with a wide range of hardware and software, such as knowledge in Office 365, Moodle, VLEs, LME, TEL and AI software and tools
* Experience in the implementation of online and blended teaching, learning and assessment strategies

**Main Duties**

The **Digital Learning Coordinator** will have responsibility for the following:

**Leadership**

* Provides effective guidance on digital learning and technology including the creation of a vision, the development of related action plans through planning and organising, and the facilitation the implementation of the recommendations.
* Provides leadership for and collaborates in the management of devices and systems.
* Collaborates with leadership, ICT Systems & Network Operations Manager, IT technical support, Quality and PLD to ensure that WWETB offers digital learning in support of the WWETB Strategy
* Supervises and directs educators in the implementation of digital learning goals and initiatives.
* Facilitates and supports educational change and the development schools and FET centres that meet the needs of forward-thinking learning environments.
* Collaborates on the creation of annual goals and action plans consistent with operational and strategic priorities at WWETB
* Collaborate with Solas on the digital learning network
* Establishes and maintains data protection and security concerns.
* Communicate effectively with all stakeholders regarding digital learning at WWETB.
* Lead in collaboration with Principals, FET Managers and Centre Managers in the area of innovation in technology.

**Learning Development & Support**

* Develop, evaluate, and support digital learning champions in all schools and centres to ensure growth of the WWETB digital learning vision.
* Support professional development at WWETB to purposefully infuse technology into teaching, learning and assessment
* Play a key role in communities of practice related to TEL
* Provide ongoing learning for educators and staff relevant to effective execution of their roles.

**Curriculum & Programme Development Support**

* Provide leadership and guidance on the development of Blended and Online provision.
* Explore best practice models in the use of Gen. AI by practitioners and Learners, and support implementation where appropriate
* Collaborate with leadership to ensure that digital learning documentation defines what the students are to learn, what the teacher should be teaching, and how the learning and teaching will be assessed.
* Coordinate the implementation and review of the FET Blended Learning Strategy and TEL Strategy.
* Collaborate with leadership to develop and ensure an efficient and productive use of digital learning across WWETB’s programs and operations.
* Provide leadership to teaching and learning through meaningful integration of digital learning.
* Promote the adoption and support of digital learning improvements.
* Engage in and share resources to ensure WWETB digital learning is grounded in best practices and latest research.

**Salary**

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

from time to time for Grade VI 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 unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official Senior Staff Officer 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, Quality and Sustainability 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 of Senior Staff Officer Grade VI:

* Leadership Potential
* Analysis and Decision Making
* 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:

***Leadership Potential***

* Is flexible and willing to adapt, positively contributing to the implementation of change
* Contributes to the development of policies in own area and the broader Department/Organisation
* Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
* Formulates a perspective on issues considered important and actively contributes across a range of settings

***Analysis and Decision Making***

* Is skilled policy analysis and development, challenging the established wisdom and adopting an open-minded approach
* Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
* Uses numerical data skilfully to understand and evaluate business issues
* Identifies key themes and patters in and across different sources of information, drawing sound and balanced conclusions
* Sees the logical implications of taking a particular position on an issue
* Is resourceful and creative, generating original approaches when solving problems and making decisions

***Delivery of Results***

* Assumes personal responsibility for and delivers on agreed objectives/goals
* Manages and progresses multiple projects and work activities successfully
* Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
* Maintains a strong focus on meeting the needs of customers at all times
* Ensures all outputs are delivered to a high standard and in an efficient manner
* Use resources effectively, at all times challenging processes to improve efficiencies

***Interpersonal and Communication Skills***

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing
* Is able to listen effectively and develop a two-way dialogue quickly
* Maintains a strong focus on meeting the needs of internal and external customers
* Effectively influences others to take action
* Works to establish mutual understanding to allow for collaborative working
* Works effectively

***Specialist Knowledge, Expertise and Self Development***

* Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/Organisation
* Develops the expertise necessary to carry out the role to a high standard and shares this with others
* Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/or wider public service
* Consistently reviews own performance and sets self challenging goals and targets
* Has significant expertise in his/her field that is recognised and utilised by colleagues

***Drive and Commitment to Public Service Values***

* Consistently strives to perform at a high level
* Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
* Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
* Is personally trustworthy and can be relied upon
* Places the citizen at the heart of all processes and systems
* Upholds the highest 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.