



Kildare and Wicklow Education and Training Board invites applications for the following fixed term post to 11th July 2025

Post: Assistant Manager Training Services – fixed term post to 11/07/2025

Reporting to: Training Services Manager

Place of Work: Naas, Co. Kildare or Wicklow Town, Co. Wicklow

Hours of Work: Monday to Friday – 7 hours per day, 35 hours per week.

Salary Scale: €58,585 - €91,208 effective from 01 October 2023

New appointees to any grade start at the minimum point of the scale. Revised arrangements to starting pay may apply for serving Public and Civil Servants, as per C 0047/2020 'Revised arrangements applying to starting pay for all staff other than persons employed as Teachers and SNAs in ETBs'

Hours of Work: 35 hours per week. Attendance will be required during normal Training Services office hours and at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with Training Services Manager/Director Further Education as will the offsetting of such attendance against normal office hours attendance.

Annual Leave: 30 days per annum.

Functions of the Job:

- Assisting in the effective management of staff performance, physical, financial and other resources.
- The efficient and effective delivery of agreed and appropriate services and programmes as required by the Centre Manager.
- Assisting in delivery of targets through the annual business planning process, utilising a team approach.

Key areas of responsibility:

Duties and Responsibilities will include:

1. Participate in the Business Planning and Budgeting process. Manage activity plans while adhering to budgets and achieving the Key Performance Indicators in the Business Plans. Work with KWETB and FET colleagues to ensure the delivery of services to FET learners.
2. Assist in the selection and development of suitably qualified and competent staff to perform their assigned duties. Manage an effective work team, communicate with and motivate staff, to meet the changing needs of the Kildare/Wicklow ETB Training Services internal and external environment.
3. Ensure appropriate management information systems, which integrate into wider Kildare/Wicklow ETB systems, are monitored, maintained, and fully utilized as a management tool.
4. Establish and maintain effective internal and external communication/linkages with appropriate bodies, organisations and agencies including representing Kildare/Wicklow ETB on boards and committees as appropriate.
5. Promote continuous improvement and innovation.



6. Provide a safe and healthy work environment in compliance with Health & Safety Legislation and regulations.
7. Manage administration systems and processes throughout the assigned FET service.
8. Manage staff relations and HR administration at local level in accordance with Kildare/Wicklow ETB Policies and Procedures.
9. Approve purchase of services/goods and recommend/authorise payment in accordance with Kildare/Wicklow ETB Authority Levels and Procurement Policies and Procedures. Ensure that the assets of the organisation are properly protected.
10. Manage and organise the development and start-up of new Training Programs and Apprenticeships for the centre as required.
11. Assist in the delivery of the Kildare/Wicklow ETB Further Education & Training Strategy and assist in the supervision and co-ordination of Training Standards System, Quality Assurance, Risk Management, Corporate Governance and Performance Management System.
12. Deputise for the Manager in the Manager's absence.
13. Undertake any and all such other duties and responsibilities as assigned by the Manager from time to time

Requirements and Eligibility for the post:

Essential

- A work history which demonstrates initiative and the ability to accept change & new challenges.
- Previous Management/supervisory experience
- A flexible approach with the ability to work independently or in a team.
- A knowledge of the different functions of KWETB and an understanding of the responsibilities of the Assistant Manager role.
- Demonstrate an understanding of the strategic challenges for KWETB
- Demonstrate an understanding of the linkage between strategy and business plans with operational goals and targets.
- Diploma/Degree level qualification in a Management or Educations/training area
- High proficiency in ICT applications and systems
- Is able to meet the travel requirements of the position.
- Willing to work flexible hours from time to time as required.

Desirable

- Have worked in more than one functional area of ETB Training Services.
- Experience in implementing KWETB Training Centre initiatives (for e.g., Business Planning, Quality Assurance, Training Standards System, QQI, etc)
- Experience of managing multiple projects
- ECDL qualification.
- Experience in using ETB Management Information Systems (MIS).



Competencies required:

The appointee to the Assistant Manager post will be required to show evidence of the following competencies:

Planning and Achieving Results

- Provides direction as to what will contribute to the success of the team.
- Sets SMART goals & objectives in line with business plans/strategy and communicates a clear vision of what is to be achieved to the team.
- Breaks goals & objectives down into discrete and achievable tasks and sets priorities.
- Makes decisions having considered and evaluated alternative options.
- Reviews progress against KPIs, responds to change and provides feedback to the team.
- Takes responsibility to address team and/or individual underperformance, as required.
- Overcomes obstacles and perseveres to achieve results.
- Takes responsibility for responding to change as necessary and for the overall success or failure of the group.
- Identifies and manages risk.
- Makes effective use of communications and team facilitation in planning and organising work.

Directing & Delegating

- Directions and instructions provided are clear and unambiguous.
- Provides staff with the scope to take responsibility for how they complete assigned tasks.
- Makes effective use of communications and team facilitation in delegating tasks.

Communications and Influencing

- Embraces a partnership approach by ensuring group members feel valued, empowered, and have common goals.
- Facilitates dialogue to understand the ideas, concepts and feelings of others.
- Gains support for ideas, strategies and values.
- Presents ideas clearly, with ease and interest, so that others understand what is being communicated.

Team Facilitation

- Involves others and builds co-operative teams.
- Works effectively with others to achieve common objectives.
- Effectively manages team members to ensure team success.
- Encourages and facilitates cross-divisional communication and cooperation by team members.

Developing Staff Performance (Coaching)

- Promotes a positive climate in which mutual support and a willingness to learn are encouraged.
- Ensures staff increase their awareness of their own strengths and development needs
- Coaches staff on the job to enhance individual capability and performance.
- Follows through and supports transfer of learning from training and development.
- Monitors ongoing progress and coaches those under their direction.
- Makes effective use of communications and team facilitation in developing staff performance.

Personal Management Skills

- Has an awareness of strengths and addresses development needs
- Takes responsibility for the management of own personal development.
- Reflects, learns, and builds on past experience.
- Continuously seeks to improve their communications and teamworking skills.

Continuous Improvement or Innovation

- Evaluates the impact of evolving events, issues, opportunities and challenges and identifies an appropriate course of action.



- Creates and promotes the environment that encourages initiative and creativity.
- Looks for new and better ways of doing things.
- Adapts to unforeseen circumstances that might affect the achievement of goals.
- Takes responsibility for changing plans.
- Finds communication channels to short-circuit ineffective processes.

Customer Focus

- Knows the customers and their broad needs/ concerns.
- Builds trust/long-term relationships with internal/external customers to better understand their needs/concerns.
- Makes a conscious effort to understand customer differences and establish common interests with customers.
- Knows the stakeholders within the range of the job.
- Develops relationships with internal/external stakeholders to understand their interests.
- Uses stakeholder knowledge to promote organisational goals.
- Makes effective use of communications and team working in helping to meet the requirements and expectations of stakeholders.

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than 12 noon on **Thursday 21st December 2023**.

Please note the following

- Short listing may apply.
- Canvassing by or on behalf of the candidate will automatically disqualify.
- Late applications will not be accepted.
- It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.

Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

Dr. Deirdre Keyes, Chief Executive

Kildare and Wicklow Education and Training Board,
Level 5, Aras Chill Dara, Devoy Park, Naas, Co. Kildare.