



Community Education Facilitator

Initial Duties: Further Education and Training Data Support and Audit Information Guide

Reporting to:	Adult Education Officer and Director of Further Education and Training
Nature of Position:	Permanent with probationary period
Place of Work:	Wicklow Town (The post may require travel within the KWETB area)
Hours of Work:	Monday to Friday – 35 hours per week
Salary Scale:	Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for the position. Current salary scale is €44,847 – €70,246 per annum

Role and responsibilities of the CEF – Further Education and Training Data Support and Audit

- Provision of technical support on all aspects of PLSS to users across FET including:
 - Answering and resolving queries or escalation if necessary;
 - Developing and delivering training and support sessions for staff and management;
- Attend and actively contribute to the PLSS Advisory Group and act as the conduit of information to and from the national group to KWETB FET management and cascade as appropriate;
- Manage user access on PLSS;
- Develop and implement business processes around PLSS and data collection and reporting;
- Support PLCs with October Returns;
- Support FARR users to project and report accurately;
- Publish programmes to the NPDB when required;
- Assist KWETB management with reports to funders, including ESF and Statistical Returns;
- Ensure consistency of data entry by carrying out checks and verifications to ensure quality of data entry and resolving as appropriate;
- Liaison with external organisations in receipt of FET funding, e.g. Co-operation Hours recipients;
- Work with KWETB FET Management to ensure new FET systems are embedded as they become available;
- Keeping up to date with policy developments in the FET sector;
- Developing and implementing new initiatives and projects;
- Funding opportunity research and funding application development;

- Work to ensure compliance with funding communications requirements;
- Deputise for members of the FET Management Teams at meetings as required; and
- Represent KWETB on external bodies and agencies as required.

Essential Requirements:

The following are essential requirements for appointment to this post:

- A qualification at Level 7 on the National Framework of Qualifications or its equivalent, or significant relevant work experience;
- A high level of expertise in the area of the Further Education and Training Sector; 5 years working in Further Education and Training desirable; and
- Broad Public Sector knowledge relevant to the area of work.

Other Relevant Desirable Experience:

- Experience of managing the implementation of FET or other education-related systems;
- Experience of FET quality assurance and programme design and development; and
- Experience of FET planning.

Competences required:

The appointee to the post of CEF – Further Education and Training Data Support and Audit will be required to show evidence of the following competences:

Leadership

- Develop, implement and evaluate FET systems including the suite of PLSS systems;
- Lead and manage FET planning and reporting processes including providing cascading support to FET managers;
- Develop and deliver comprehensive training including materials to end users;
- Advocate for and represent the interests of KWETB and its stakeholders on the PLSS Advisory Group; and
- Support the implementation of national and local FET policy within KWETB.

Communication

- Promote FET through networking, awareness raising and publicity;
- Liaise with relevant voluntary, statutory and community bodies;
- Maintain effective relationships with internal and external stakeholders;
- Present information, both written and verbal, clearly and concisely to a wide variety of audiences; and
- Act as an effective link between staff and senior management.

Organisational management and administrative skills

- Manage resources, e.g. finance, materials, premises, etc.
- Keep records and prepare reports and submissions in consultation with the AEO/Directors/CE, as appropriate;
- Implement an organisational plan to meet the deadlines per internal and external planning and reporting requirements;

- Establish, implement and maintain effective data management systems such as FARR, the National Course Calendar, the National Learner Database and the National programme Database; and
- Prepare and provide training and associated materials to support the implementation of FET systems.

Self-awareness and self-management

- Enhance own expertise through training, development, and networking with relevant bodies;
- Reflect on own actions with a view to continuous learning and self-development;
- Set a good standard of professional interactions and ensure excellent relationship boundaries are in place;
- Be aware of own skill set and traits and seek help and advice when required; and
- Uphold professional integrity at all times.

Profile:

- Embody the values and ethos of Further Education and Training;
- Be a leader committed to the highest standards of education provision, administration and governance;
- Have strong people management, organisation and administration skills;
- Be a visionary and have experience in delivering projects through team work;
- Understand and value a team-based approach;
- Be a problem solver; and
- Be a strong team player who develops and maintains strong relationships with stakeholders.

Note: Please note that it is the responsibility of the applicant to ensure that the completed application form is received on time.

Fully completed official application form must be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Monday, 18th December 2023**.

Late applications will not be accepted.

Short listing may apply.

Canvassing by or on behalf of the candidate will automatically disqualify.

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.

HR Department,
Kildare and Wicklow ETB,
Level 5, Aras Chill Dara,
Devoy Park,
Naas,
Co. Kildare.

Dr. Deirdre Keyes, Chief Executive.