**Candidate Information Guide for the Role of Tertiary Coordinator**

**Overview of the Position**

**Job Title:** Tertiary Coordinator  
**Location:** Naas KWETB Headquarters  
**Type of Contract:** Full-time, Two-year, fixed-term contract  
**Reporting to:** ETB Director of Further Education and Training

**Job Purpose**

The Tertiary Coordinator will oversee the development, support, and coordination of tertiary education programmes and the development and implementation of the FET College strategy across KWETB. The coordinator will collaborate closely with Senior Management Teams, Staff, partner institutions and higher education establishments to ensure effective and cohesive programme delivery.

**Key Responsibilities**

* Develop and enhance tertiary programmes across KWETB colleges.
* Collaborate with partner ETBs and HEIs to ensure cohesive programme delivery.
* Engage with national and local stakeholders to support and promote educational initiatives.
* Lead strategic planning and policy formulation in line with FET objectives.
* Manage and integrate team efforts to align with strategy and educational goals.

**Person Specification**

* **Management Skills:** Experience in leading teams, managing projects, and strategic planning within an educational or training context.
* **Educational Qualifications:** Preferably a Level 8 qualification in education, public sector management, or a related field.
* **Leadership Qualities:** Proven ability to drive team performance and innovate within the public service sector.
* **Communication Skills:** Strong interpersonal skills with proficiency in both verbal and written communication.
* **Adaptability:** Flexibility to manage changing priorities and new challenges effectively.

**Application Process**

1. **Submission of Application:** Complete the application form, attaching relevant qualifications and evidence of experience.
2. **Initial Screening:** Applications will be reviewed to assess the relevance of experience and qualifications.
3. **Interview:** Shortlisted candidates will be invited for a competency-based interview, focusing on skills and experiences pertinent to the role's responsibilities.

**Selection Criteria**

* Relevance of educational qualifications and professional development.
* Depth and breadth of management and leadership experience within relevant settings.
* Demonstrated ability to align with public sector values and strategic goals.

**Additional Information**

* **Salary Range:** €79,479 to €96,801 per annum. External candidates start on the 1st point on the scale, and candidates on equivalent public/civil service scales start on the 1st point on the scale or on the next point above their current salary.
* **Interview Details:** Candidates progressing to the interview stage will be assessed through competency-based questions to evaluate critical skills and fit for the role.
* **Employment Conditions:** Potential for transfer or secondment as per operational requirements.

This guide is designed to clarify and assist you in preparing your application comprehensively. We encourage all interested candidates to apply with confidence, tailoring their applications to meet the outlined criteria.