



INFORMATION GUIDE
ASSISTANT PRINCIPAL OFFICER (PERMANENT) INITIAL ROLE:
HEAD OF CORPORATE SERVICES

Kildare and Wicklow Education and Training Board is now holding a competition for the above permanent Assistant Principal Officer competition. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

This is a senior position reporting to the Director of Organisation Support and Development (Director of OSD). The appointee to this demanding senior management post will have a proven track record and be responsible for the efficient and effective leadership and management of the Corporate Services function of Kildare and Wicklow ETB.

This role will be based either in KWETB Administrative Offices in Wicklow Town, Co Wicklow *or* Naas Co. Kildare. (Depending on the home address of the candidate)

Completed application forms should be submitted by email to jobapplications@kwetb.ie by **12 noon on the 4th November 2024**

Key functions of the role:

The key functions of the Corporate Services Department, include, but are not limited to the following:

- Corporate Governance
- Corporate Communications and Public Relations
- External Stakeholder Engagement and Relationship Management
- Customer Charter, Complaints Management and Protected Disclosures
- Statutory Reporting (Annual Report and Service Plan)
- Strategy Statement; Coordination, Production and Monitoring
- Legislative and Regulatory Compliance
- Languages Act Initiatives and Compliance
- Risk Management /Risk Register/Audit Register/Liaising with Internal Audit Unit
- Data Management and Compliance
- Coordination of the Organisations Policies and Procedures.
- Board, Committees, and Chief Executive Supports
- Ethics and Conflict Management
- Insurance and Legal
- Supports to Education Directorates
- Public Sector Duty and Equality, Disability and Inclusion Initiatives

General duties and responsibilities:

Key areas of responsibility:

The initial duties will include but may not necessary be confined to the following:

- **Corporate Communications:** Develop and implement a Corporate Communications strategy and plan for KWETB.



- **Statutory Reporting:** Co-ordinating the development and dissemination of the ETB's statutory reports and key governance documents including the ETB's Strategy Statement, Service Plan and Annual Report.
- **Strategic Progress Monitoring:** Management and oversight of the planning/coordination and reporting on the delivery of the of the organisations strategic plan.
- **Secretarial Duties to the Kildare and Wicklow ETB Board and Chief Executive:** Meeting Preparation; Meeting Management; Record Keeping; Communication; Compliance and Governance; Board Calendar, Publication of Board Minutes on the KWETB Website. Support to the Chief Executive as required.
- **Code of Practice for the Governance of Education and Training Boards:** Leading the development of policies and practices that ensure compliance with the requirement of the Code and any subsequent revisions.
- **Board Committees:** Provision of administrative support to the ETB Audit and Risk Committees in compliance with the Code of Practice for ETBs and any subsequent revisions. Attend Audit and Risk Committee and Committee meetings of the Board as required. Production and retention of Committee minutes and support to all KWETB Board of Management Committees
- **Ethics and Conflict Management:** Overseeing and administration of the Ethics Acts and the Code of Practice for the Governance of ETBs including the Code of Conduct. Development and oversight of the organisations Conflict of Interest Policy and Procedure.
- **Corporate Training:** Co-ordination and provision of Board and Committee induction and training and training on behalf of the ETB Senior Management Team.
- **Risk Management:** ensuring that the organisations risk management processes are effectively aligned with the strategic objectives, and compliant with regulatory requirements including developing and monitoring risk management policies and procedures, defining roles and responsibilities for risk management; establishing a risk management framework structure. Co-ordinate the identification, assessment, categorisation of risk processes ensuring appropriate risk mitigation strategies are in place. Provide training and awareness programs to employees on risk management policies and procedures.
- **Data Management:** Oversight of data management practices: data protection; data subject access requests; freedom of information requests; Oireachtas enquiries and parliamentary question responses; retention policies, procedures and oversight; compliance with relevant regulations.
- **Protected Disclosures:** Maintain a framework for workers to raise concerns about potential workplace wrongdoing in accordance with legislation and policy and compile and publish the annual protected disclosure report.
- **Team Leadership and Development:** Mentor and manage a high-performing Corporate Services team. Foster a culture of collaboration, professional growth, and continuous improvement within the finance department.
- **Education Directorates;** supporting key projects for the Further Education and Schools Directorates as they are relevant to the Corporate Services Division
- **Audit Coordination:** Serve as the primary liaison on external audits. Coordinate audit processes, address audit findings, and implement recommendations to strengthen financial controls and practices.



- **Stakeholder Engagement:** Build and maintain effective relationships with both internal and external stakeholders on behalf of KWETB, including senior management, board members, department heads, community representatives, patrons and public representatives.
- **Corporate Services Policies and Procedures:** Develop and implement policies and procedures ensuring alignment with organisational objectives and compliance with regulatory standards.
- **Continuous Improvement:** Drive process improvements and efficiency initiatives within the finance function. Leverage technology and best practices to streamline financial operations and enhance productivity.
- **Other duties** as may be assigned from time to time by the Director of Organisation Support and Development or Chief Executive.

The above list of accountabilities may be varied having regard to the changing needs of the scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.



Person Specification:

Essential criteria;

- Third level education qualification or equivalent in relevant discipline commensurate with the role, minimum Level 8 qualification
- A minimum of three years' experience at Management level
- Proven leadership capabilities, with a capacity to work on own initiative, as well as to support and mentor other staff
- Strong analytical skills and ability to interpret complex financial data.
- Expertise of building productive working relationships and the ability to foster strong links with internal and external stakeholders
- Proven management capabilities and an ability to deliver results with a high level of attention to detail within agreed timelines
- Excellent interpersonal and communication skills
- Expertise and knowledge to enable candidate to undertake the technical aspects of the role, including excellent ICT skills
- Commitment to integrity, ethics, and transparency in financial management.

Competencies required

The appointee to the Assistant Principal Officer post will be required to show evidence of the following competencies in no more than 200-250 words per competency. Candidates must adhere to the word count identified above.

Team Leadership

- Actively contributes to the development of the strategies and policies of the ETB, as a member of the senior management team
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole ensuring effective delivery of tasks
- Considers the effectiveness of outcomes across the entire ETB



- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to introduce new and innovative ways to improve service across the ETB

Analysis and Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Takes a firm position on issues s/he considers important

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system



Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area Is focused on self- development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.

Drive & Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

Terms and conditions:

Salary:

For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new scale €81, 077 (1st October 2024 scale). This is not negotiable. An incremental salary scale applies thereafter as per Circular Letter 0075/2024. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Previous public sector experience in the same grade may be eligible for incremental credit to be determined upon appointment.

Base: This role will be based either in KWETB Administrative Offices in Wicklow Town, Co Wicklow or Naas Co. Kildare. (Depending on the home address of the candidate) . However, KWETB reserves the right to assign you to any other location as the service demands require.

Hours per week: 35

Requirements and Eligibility Criteria

Citizenship Requirement:

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

Please note you must advise KWETB if a work permit is required by you before commencing employment with KWETB. This requirement should be notified to KWETB as soon as possible

Health and Character:

Those under consideration for a position will at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting Form. References may be sought.



Application and selection process

- Candidates should read the guide on how to complete the application carefully. Completed application forms should be submitted by email to jobapplications@kwetb.ie by **12 noon on the 4th November 2024**.
- Provisional date for interviews is as soon as is practical post closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- **Please provide us with a digital signature.** If unable to do so, please type your name and insert date above. Failure to do so will render your application invalid and it will not be considered.
- Please ensure to adhere to any word counts specified.
- Shortlisting may apply.
- Selection will be by way of competency-based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- Late applications will not be accepted.
- All enquiries regarding your application should be made to jobapplications@kwetb.ie . You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- If successful at interview, referees may be contacted directly by KWETB at its convenience and without further notice to candidates.
- KWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to KWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
- Kildare and Wicklow ETB is an equal opportunities employer.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by KWETB.

Ms Deirdre Keyes
Chief Executive
Kildare and Wicklow ETB



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD