

JOB DESCRIPTION

Title:	Adult Education Officer (Kildare)
Reporting to:	ETB Director of Further Education and Training
Grade:	Manager (APO Grade or equivalent)
Nature of Post:	Full-time Eighteen months, fixed-term contract
Location:	KWETB, Head Office, Naas, Co. Kildare
Function of Job:	The successful candidates will manage, support and coordinate the delivery of services and projects for an integrated FET education and training environment in Kildare.

The duties and responsibilities of the position are subject to change as dictated by operational needs. The following list outlines key responsibilities and is not comprehensive:

- **Strategic Implementation:** Support and implement organisational and national Further Education and Training (FET) strategies within the ETB's FET Service.
- **Service Delivery Management:** Manage and support delivering FET services to learners and clients in the ETB's operational locations and centres.
- **Planning and Development:** Assist in planning and strategic actions in FET provision, including developing and delivering FET programmes.
- **Promotion and Integration:** Promote FET services within the KWETB area and work with other key stakeholders to integrate FET provision.
- **Monitoring and Reporting:** Monitor the achievement of agreed targets and outcomes, oversee statistical and reporting requests from bodies such as SOLAS and the Department of Education, and manage assigned FET budgets.
- **Liaison and Representation:** Liaise with external delivery partners and other local statutory and voluntary agencies regarding FET provision and represent the ETB as required.
- **Compliance and Governance:** Carry out the lawful orders of the Director of Further Education and Training, fulfil duties as a sub-accounting officer, and ensure compliance with relevant regulations and standards.

General Information

Selection and Interview Process

Due to the limited interview time and the high volume of applications we expect to receive, we will conduct a rigorous assessment of all application forms. We will focus on the relevance and extent of each candidate's work experience and qualifications.

Candidates who advance to the next stage will participate in a competency-based interview. This interview will assess critical competencies relevant to the Adult Education Officer role, such as

leadership, analysis and decision-making, management, interpersonal communication, and specialist knowledge. This stage evaluates how candidates' experiences and skills align with the position's demands.

We are committed to a fair and transparent selection process conducted under principles of equality and non-discrimination.

Salary range

€61,107 to €95,135 (in thirteen increments)

Person Specification for the Adult Education Officer

Job Title: Adult Education Officer

Overview: Candidates must demonstrate in-depth specialist knowledge, expertise, and continuous professional development. They should exhibit the skills and competencies crucial for effectively managing and leading within the FET college context.

Essential Competencies and Qualifications:

Leadership

- Proven experience leading multidisciplinary teams, fostering high performance, and managing reform within an educational or public service context.
- Demonstrated ability to shape and implement strategic goals, address team performance issues, and drive innovative service delivery.
- Skilled in developing team capability through feedback, coaching, and creating growth opportunities.

Analysis & 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

- Extensive experience managing multiple projects simultaneously, ensuring high-quality, timely delivery in resource-constrained environments.
- Demonstrated expertise in implementing performance measures and controls to ensure efficient, impactful service delivery.
- Skilled in planning and prioritisation to achieve strategic objectives, adapting plans as circumstances evolve.

Interpersonal and Communication Skills

- Exceptional verbal and written communication skills, capable of presenting complex ideas clearly to diverse audiences, including internal teams, learners, and external stakeholders.
- Proficiency in building and sustaining effective partnerships with colleagues, community organisations, and strategic partners.

- Skilled negotiator and advocate, representing organisational priorities effectively and securing desired outcomes.

Specialist Knowledge, Expertise, and Self-Development

- In-depth knowledge of adult education policies, practices, and principles, particularly within the FET sector.
- Demonstrated personal and professional development commitment, consistently striving to enhance role performance.

Drive and Commitment to Public Service Values

- A deep understanding of public sector values, committed to delivering learner-centred outcomes and upholding the highest standards of integrity.
- Proven resilience and adaptability in navigating complex challenges while focusing on public service excellence.
- Demonstrated leadership in fostering ethical and citizen-focused organisational cultures.

Additional Notes:

- The role may involve transfer and secondment opportunities, subject to operational requirements.