



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

INFORMATION GUIDE

OPEN COMPETITION

Corporate Governance and Compliance Officer

Permanent Grade VII Administrative Officer

Initial Location: Corporate Services, either Naas or Wicklow office

Kildare and Wicklow Education and Training Board invites applications for the permanent Grade VII Administrative Officer post.

Initial Location: Corporate Services Department, either KWETB Administrative Offices in Wicklow Town, Co. Wicklow *or* Naas, Co. Kildare.

Job Description:

In conjunction with the Corporate Services Management Team the Administrative Officer will have responsibility, under general direction, for a large section or area of the Corporate Services Department work. The Administrative Officer will have responsibility for staff management, project management and data management.

Key functions of the role:

The key functions of the Administrative Officer within the Corporate Services Department, but not limited to the following;

- **Board and committees:** Assist in provision of administrative support to the Board and its committees, including but not limited to record keeping, meeting management, compliance and governance, support to Chief Executive as required.
- **Ethics:** Oversee the administration of Ethics Acts including management of Annual Ethics declarations, working with the APO of Corporate Services to review and record any potential conflicts of interest
- **Audit support:** provide support for internal and external audits, facilitating audit meetings, recording audit outcomes and managing the *Audit Register*
- **Risk Management:** Develop and maintain the corporate risk register and ensure all Risk Registers (Corporate, Schools, FET) have an appropriate risk management

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protocol in place, are kept up-to-date and reviewed appropriately and regularly. Report on risk management to the Audit and Risk Committee, Executive, Board and staff as required.

- **Communications:** Assist and support the implementation of Corporate Communications Strategy, Irish language scheme and overseeing communications to internal and external stakeholders as appropriate
- **Customer Service:** implementation, promotion and support of KWETB Customer Charter
- **Support to Chief Executive and Director:** Oversee and support the management of staff in providing support to the Chief Executive.
- **Project management:** responsibility for the implementation and management of designated cross organisational projects
- **Training:** Provide training to staff and Board and Committee Members to ensure awareness, clarity of roles and responsibilities and development of appropriate competencies as needed to develop and implement a robust corporate governance framework in KWETB.
- **Internal Control:** In conjunction with the APO of Corporate Services, co-ordinate the annual review of Internal Controls, report to SMT and Board/committees as appropriate, to support the Annual Financial Statements
- **Education Directorates:** Assist and support key projects for Further Education and Schools Directorates
- **Policies:** develop and implement policies and procedures relevant to the area
- Lead the development and embedding of a culture of corporate governance throughout KWETB
- **Other Duties** as may be assigned from time to time by the APO of Corporate Services, Director of Organisation Support and Development or Chief Executive.

The list is not exhaustive, and may from time to time be determined by the regulations of the Department of Education.

Requirements and Eligibility for the post:

Candidates must:

- have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- be capable and competent of fulfilling the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- have experience in managing and leading teams, managing projects, managing budgets and developing or implementing policy

Required:

- Corporate Governance qualification or relevant experience.
- Min 5+ years' experience working in a similar role and/or at middle manager role
- Proven people management experience, Strong financial management skills.
- Models and demonstrates ethics and ethical behaviour.
- Excellent influencer with strong written and verbal skills – ability to influence without authority
- Must have experience in managing and leading teams, managing projects, managing budgets and developing or implementing policy.

Desirable:

- Excellent analytical and organisational skills.
- Leading and driving audits
- Working in collaboration with senior leadership team ☑ Excellent analytical and organisational skills.
- Proven ability to use their own initiative
- Excellent influencer with strong written and verbal skills – ability to influence without authority
- Strong teamwork and collaboration ethic
- Excellent communication and stakeholder management skill
- Strong problem-solving skills with an analytical thought process needed to resolve issues in a variety of complex situations, without supervision
- Strong negotiation skills
- Strategically aware with proven track record in managing risk
- Very focused on results and impact
- Excellent report writing skills
- Relevant qualifications or experience in the use of IT Systems, such as Microsoft, Excel or other computer packages is desirable.

Eligibility:

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.

Health & Character: Those under consideration for the position will be required to complete a health declaration and a Garda Vetting form. References will be sought.

Essential Knowledge/Skills/Qualifications

Professional Relationships:

- The Administrative Officer will work in liaison, contact and co-operation with: The CE, Directors of Organisational Support and Development, Director of Schools and Director of FET, Members of Kildare and Wicklow ETB Senior Management Team and deputed officers of Kildare and Wicklow ETB, Principals, Adult Education Officers, Managers and Coordinators throughout Kildare and Wicklow ETB
 - The Department of Education, SOLAS, and other departments, state bodies and external organisations relevant to the operation of Kildare and Wicklow ETB
 - The Comptroller and Auditor General and the Internal Audit Unit – Education and Training Boards
 - Education and Training Boards Ireland and senior administrative staff in other Education and Training Boards
- The above list is not exhaustive.

Competences required

The appointee to the permanent Grade VII Administrative Officer post will be required to show evidence of the following competences:

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet the ETBs objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training, and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change within the ETB.

Judgement, Analysis and Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decision with a well-reasoned rationale and stands by these decisions.
- Puts forward solutions to address problems.

Management and Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.

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- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers of the ETB.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.

Specialist Knowledge, Expertise and Staff Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and the ETB
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area and the ETB
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided ☑ Upholds high standards of honesty, ethics and integrity.

Application process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Wednesday, 8th January 2025**.

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

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