

INFORMATION GUIDE

Confined competition from the Education and Training Sector Candidate Pool which comprises of serving staff employed in ETBs and IOTs, which are now Technological Universities (TU's) for the filling of:

Grade V Staff Officer (Fixed Term, Initial Contract: 6 Months)

**Initial Location: Buildings and Property Department,
KWETB Naas, Co.Kildare OR Wicklow Town, Co.Wicklow.**

Hybrid working arrangements are available with this post

Initial duties: Project Lead - Capital Programme, Energy & Sustainability

Job Description:

In conjunction with the Assistant Principal Officer and the Buildings Programme Managers, the Project Lead - Capital Programme, Energy & Sustainability will have responsibility, under general direction, for the delivery of capital projects, energy and sustainability project work and KWETB strategic goals and objectives.

The successful candidate will be deadline driven, detail-orientated, organised and methodical. The post holder will play a key role in the successful delivery of capital funded projects, managing stakeholder expectations, delivering projects on time and within budget parameters and in compliance with the KWETB procurement policy, CWMF and all relevant guidance and legislation

The post holder will promote and maintain best practice throughout the buildings department to ensure a high-quality service is always being delivered to our stakeholders.

Hours of Work: 35 hours per week – Monday to Friday

Reporting structure: The Grade V Project Lead - Capital Programme, Energy & Sustainability will be part of the Buildings Department which is part of the Buildings & Procurement Department. They will report directly to the GVII Buildings Programme Managers (x 2).

Main areas of responsibility:

- Project Management – Project Lead for various capital-funded projects and energy and sustainability projects, utilising formal project management methodologies and tools.
- Staff Management and Supervision - leading, coordinating and managing the work of the building team.
- Financial Management - maintaining accurate capital registers for each project under their teams' remit, ensuring all transactions are being recorded and coded correctly, monitoring cashflow on projects and ensuring funding claims and invoices are being progressed without delay.
- Energy and Sustainability – assisting the KWETB Climate Action Champion with the co-ordination of the Energy and Sustainability working group and its objectives including strategic deliverables under the KWETB Climate Action Plan, assisting with Energy and Sustainability statutory reporting, and proactive communication with our key stakeholders.
- Strategic Objectives – Responsibility for the implementation of work programmes to achieve organisational and team goals and objectives.
- Monitoring and Reporting – Overseeing and reporting to internal and external stakeholders.
- Governance and compliance - Maintaining an accurate and detailed audit trail for all key elements of the projects.
- Working relationships - Build and maintain excellent relationships with internal and external stakeholders, building networks with peers across the ETB sector and wider education sector as appropriate.
- Policies and Procedures – Responsible for updating and maintaining an extensive library of standard operating procedures and policies utilised by the team, in line with relevant legislation, guidance, publications and circulars.
- Risk Management - Be acutely aware of risk management issues, identify risks and take appropriate action.
- Undertake such other duties and responsibilities that may be assigned by the Buildings Department management team and Senior Management Team.

Requirements and Eligibility for the post:**Candidates must:**

- have the requisite knowledge, skills and competencies to carry out the role.
- 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;

- Experience of successfully leading/ managing projects
- A high level of ICT literacy including a proven ability to apply technology in the workplace and manage information in a shared cloud system.
- Excellent verbal and written communication skills
- Excellent numerical skills
- Accurate and precise attention to details
- Ability to work well with management and staff at all levels
- Ability to work well within a team
- Ability to work to tight deadlines
- Demonstrate ability to maintain confidentiality and to handle sensitive issues.
- Highly focused on their personal development, keeping their skills and knowledge up to date
- High levels of initiative, taking ownership and accountability for their work and the work of their team.
- **CONFINED COMPETITION:** have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling this vacancy at least two years' service in an ETB Caretaker Grade will also be considered valid.
- have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade.
- Be employed in an ETB /Technological University at the time of applying. Any candidate that is not employed in any of the aforementioned organisations are not eligible for consideration.

Desirable Requirements:

- Proficiency in MS Project or other similar project management tools.
- Experience of working with formal project management methodologies.
- A qualification in a relevant discipline
- Previous experience in delivery of Energy and Sustainability projects
- Knowledge of Capital Works Management Framework
- Irish language proficiency

Competencies Required

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet it's objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues

- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self-Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive & Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Application Process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Tuesday, 29th April 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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Devoy Park, Naas, Co. Kildare.