



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

OPEN COMPETITION

Applications are invited from suitably qualified candidates for the post of

Permanent Grade VII Administrative Officer

Initial location: Human Resources, KWETB, Wicklow Town,

Co. Wicklow – **(The post is effective from 1st July 2025)**

Initial assignment: Head of Payroll, Human Resources

JOB DESCRIPTION

In conjunction with the Assistant Principal Officer, the Administrative Officer will have responsibility, under general direction for a large section or area of a specific Department. The successful applicant may have a large, multilevel staff and will be expected to take responsibility for decision making in the section or area.

HOURS OF WORK: 35 hours per week – Monday to Friday. A Pilot Blended Working Scheme is currently in operation.

REPORTING TO

The Administrative Officer will report to the Head of Human Resources (HR).

ROLE AND RESPONSIBILITIES

The responsibilities for the post include:

- Responsibility for the efficient management and supervision of staff within the Payroll Administration Section and to ensure training and development of such staff.
- Manage and co-ordinate all aspects of payroll administration and ensure all processes are compliant with the current employment legislation, equality and other appropriate legislation, having regard to Department of Education, audit and KWETB regulations.
- Plan and prioritise work in terms of importance, timescales and other resource constraints, reprioritising in light of changing circumstances to deliver quality services.
- Effective communication and liaison with colleagues, staff and senior management in relation to operational matters for the section/department;
- Effective communication and collaboration with multi departmental teams, in particular recruitment, pensions and leave management .
- Support the implementation of good practices with accurate reporting of information contained in payroll records and to deliver accountable services in the section/department;
- To prepare and report accurate records for departmental returns.
- Oversee new employee set ups including decision making in respect of entry level on salary scale in accordance with the regulations of the Department of Education.
- Manage enquiries from staff in connection with their conditions of appointment and ongoing conditions of appointment and employment vis a vis payroll matters.
- Coordinate Teaching Council Registration/Garda Vetting checks and ensure compliance with same.
- Act as Core HR System Supervisor/Approver and manage an effective working relationship with ESBS as the Payroll provider for KWETB.
- Responsibility for the effective maintenance of personnel files for all staff, responsibility for the accuracy of information contained in all Personnel Records and conform to requirements of the GDPR and Data Protection Act and other relevant legislation.
- Assist with the preparation and ongoing review of Human Resources policies and procedures.
- To assist with other tasks and project work as required by the Head of HR to contribute to the achievement of objectives of the HR Department.

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- To act on inter and intra department project teams from time to time.
- To participate in all fora/groups on which they are a member or are assigned.
- To contribute to the development and implementation of appropriate management information systems.
- To report and provide information on the services and operation of the Payroll Administration Section as required from time to time.
- Promote teamwork within the section.
- Carry out the lawful orders of the Board and its Chief Executive.
- Any other tasks or duties which may be required from time to time by the Head of Human Resources and/or Director of Organisation Support and Development and/or Chief Executive.

This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and will be reviewed from time to time.

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;

DESIRABLE SKILLS:

- At least 3 years supervisory experience
- Ability to lead, manage and motivate staff, and work collaboratively in a team environment across the organisation.
- Experience and knowledge of HR policies and procedures.
- Ability to work to deadlines and meet targets while prioritising competing demands.
- Experience in managing high volume recruitment processes.
- Strong organisational and planning skills
- Excellent time management skills and the ability to multi-task.
- Ability to quickly learn new information, processes and procedures.
- Proficiency in the use of Microsoft Office suite of products.

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.

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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 relevant 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 ETB's 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.

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 decisions 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.
- 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 KWETB.

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.
- Treat others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.



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Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.

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 must be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Tuesday, 15th 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