

PRINCIPAL CONDITIONS OF SERVICE IN THE POST OF: ADULT EDUCATION OFFICER – KWNT0126

Nature of the Position

The position is whole-time, permanent, subject to probationary period.

Please note: A panel may be formed from this competition and may be used to fill future permanent or fixed term Adult Education Officer vacancies at KWETB for a 12-month period.

Remuneration

The Salary Scale is as follows:

€62,952, €65,847, €68,743, €71,637, €74,530, €77,422, €80,317, €81,959, €84,840, €87,764 ,
€90,692, €93,618, €98,008

This rate is gross before deduction, *inter alia*, of the employee's contribution to the pension scheme to be operated by the Board.

Subject to the Adult Education Offer satisfactorily completing his/her first year of probation, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service, subject to term of contract.

The rate of total remuneration of the Adult Education Officer

- (a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally
- (b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting Salary

Candidates should note that the starting salary will be at the minimum of the appropriate payscale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Probationary Period

For the first year the Adult Education Officer will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Annual Leave

The Adult Education Officer will (in addition to the usual Public and Bank Holidays) be entitled to 35 working days holidays in each year to be taken at a time or times convenient to the Board.

Rest Periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Superannuation

The Adult Education Officer will be a member of the Single Public Service Pension Scheme, unless s/he is exempted in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Full details of the Scheme and exceptions are available at <http://per.gov.ie/single-scheme/> Contributions are deductible at 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

If the Adult Education Officer is not eligible to join the Single Public Service Pension Scheme, s/he will be a member of the Education Sector Superannuation Scheme. Contributions are deductible at the rate of 3.5% of net pensionable remuneration and 1.5% of pensionable remuneration, if fully insured, and 5% of remuneration if not. Members of the Education Sector Superannuation Scheme must also join the associated Spouses', Civil Partners' and Children's Pension Scheme and a contribution of 1.5% of pensionable remuneration generally applies for that scheme.

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012, which became law on 28 July 2012, imposes a 40 year limit on the total service which can be counted towards pension where a person has been a member of more than one public service pension scheme, other than the Single Scheme. This may have implications if the Director acquired pension rights in a previous public service employment. The Act also applies abatement of pension for all Civil and Public Servants who are re-employed across the wider public service. This may have pension implications if the Director is currently in receipt of a Civil and/or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during this employment.

Any prior service with the Board in respect of which a marriage gratuity or any other gratuity has been paid shall not be reckonable for pension purposes unless an appropriate refund is made in respect of that gratuity.

Location

Initial location will be KWETB Head Office, Chestnut House, Millennium Park, Naas, Co.Kildare or KWETB Church Street, Wicklow Town, Co. Wicklow.

You may be required to travel, within and/or outside, of Ireland in performance of your duties.

Adoptive / Carers / Parental / Force Majeure Leave

Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.

Eligibility to compete

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 permission[1] or a Stamp 5 permission.

To qualify candidates must be eligible by the date of any job offer.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment- in-lieu in respect of service in any Public Service employment.



General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.