



INFORMATION GUIDE

Quality Assurance Officer- Training Standards (Grade VII)

Initial duties: Quality Assurance – Training Standards

Fixed Term – 1 Year KWNT7526

Job Title:	Quality Assurance Officer – Training Standards- (Grade VII) Initial Duties: Quality Assurance – Training standards Fixed Term – 1 Year
Hours per week:	35 hours per week Monday to Friday
Reporting to:	Adult Education Officer and Director of Further Education and Training
Initial Work Location:	Initial appointment will be to KWETB Head Office, Chestnut House, Naas, Co Kildare or Wentworth Place, Wicklow Town, Co Wicklow. The post may require travel within the KWETB area

Duties and Responsibilities:

The Grade VII Quality Assurance Officer: Training Standards will work as part of a multi-disciplinary team with initial responsibilities within KWETB's FET team to design, establish and support effective and efficient infrastructures for the development of FET within KWETB.

All the duties and responsibilities below should be carried out in consultation and with the approval of Director of Further Education and Training and Adult Education Officer within an ethos of collaborative teamwork

Key Tasks:

- Promote and foster Quality Assurance within the KWETB FET sector;
- Support developments within the ETB FET sector;
- Initiate and facilitate FET programmes and initiatives;
- Promote the development and nurturing of designated projects;



- Provide assistance and support to new and existing FET projects in the form of quality assurance, training standards, technical, administrative and educational inputs;
- Develop and encourage partnerships and links between the ETB and statutory and other providers;
- Coordinate project development, quality assurance, training standards, assessment, accreditation and certification processes;
- Develop project plans, reports and adhere to funding requirements;
- Share good practices from the sector and support the mainstreaming of relevant learning into national policy and practice;
- Monitor initiatives, reporting to the Director of Further Education and Training and Adult Education Officer on developments and provision;
- Acting in a representative capacity if required;
- Assist with the management of resources, e.g. financial, premises, materials, personnel, as appropriate, relevant to the needs of the local programme;
- Keep records, prepare reports and submissions in consultation with the Director of Further Education and Training and Adult Education Officer as appropriate.

Essential Requirements:

The following are essential requirements for appointment to this post:

- A qualification at Level 7 on the National Framework of Qualifications or its equivalent;
- A high level of expertise in the area of the Further Education and Training Sector;
- 5 years experience working in Further Education and Training, preferably with Quality Assurance/Training Standards involvement; and
- Broad Public Sector knowledge relevant to the area of work.
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Other Relevant Desirable Experience:

- Experience of the management and development of FET quality assurance systems and programme development, particularly in the area of training programmes and standards;
- Experience of the development, design and implementation of organisation wide systems and procedures;
- Experience of Standard Apprenticeship procedures;
- Hold a full Driving Licence.

Competencies required.

The appointee to this post will be required to show evidence of the following competencies, in no more than 250 words per competency, and must relate them to the post being applied for.



Team Leadership

- Works with their 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 KWETB'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 and 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.

Specialist Knowledge, Expertise and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively,
- e.g. relevant technologies, IT systems, relevant policies etc.
- Has a clear understanding of the role, objectives, and targets and how they fit into the work of the unit and Department/ Organisation and communicates this to the team
- Is proactive in keeping up to date on issues and key developments that may impact on own area, KWETB or the wider public service
- Has significant expertise in his/ her field that is recognised and utilised by colleagues

Drive and 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

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. Please note you must advise KWETB if a work permit is required by you before commencing employment with KWETB. This requirement should be notified to KWETB as soon as possible. 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 and Character:

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Salary: 1/6/2026

€61,216, €62,716, €64,463, €66,218, €67,974, €69,548, €71,146, €72,702, €74,251, 1st Long Service Increment €76,910 2nd Long Service Increment €79,582



Starting Salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay scale 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.

Application process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Thursday, 2nd July 2026**.

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.

Reasonable Accommodation Statement

Kildare and Wicklow Education and Training Board (KWETB) is committed to fostering an inclusive and supportive environment for all applicants, learners, and staff. We welcome and encourage applications from individuals of all backgrounds and abilities. We actively support the development and employment of people with disabilities and promote diversity and inclusion throughout the organisation.

In line with the Employment Equality Acts 1998–2015, we are committed to ensuring that candidates with disabilities are treated fairly, have the opportunity to perform at their best and that all recruitment processes are based on merit. We provide positive support to candidates who disclose a disability and ensure that requests for reasonable accommodations are assessed through a collaborative, transparent, and consistently applied process.

Reasonable accommodations are adjustments or supports that help remove barriers for individuals with disabilities, without imposing a disproportionate burden on an organisation.



Examples of reasonable accommodations may include:

- Providing accessible interview locations or online interview options
- Supplying materials in alternative formats (e.g. large print, Braille, or digital)
- Allowing additional time for interviews, assessments, or tests
- Modifying workspaces for accessibility
- Adjusting work schedules or offering remote working options
- Providing assistive technology or software
- Arranging for an Irish sign language interpreter or personal assistant during interviews or training

For more information or to request a reasonable accommodation, please contact niamhtormey@kwetb.ie to arrange a confidential conversation with a member of our team. All requests will be handled with sensitivity and confidentiality.

Dr. Deirdre Keyes, Chief Executive

Kildare and Wicklow Education and Training Board
Chestnut House , Millennium Park,
Osberstown ,Naas ,Co. Kildare