



INFORMATION GUIDE

Kildare and Wicklow ETB invite application for the following post:

Permanent Senior Training Advisor (Grade VII)

Initial duties: Authorised Officer

Training Services Department - KWTN6926

Job Title:	Senior Training Advisor (Grade VII) Initial Duties: Authorised Officer
Hours per week:	35 hours per week Monday to Friday
Reporting to:	Training Service and Innovation Manager, or as delegated by Chief Executive

Initial Work Location:

Kildare and Wicklow ETB, Training Services, Chestnut House Naas, the successful candidate will be initially assigned in the above location. KWETB reserves the right to assign the person to any other location as the service needs require. This will be confirmed on appointment to the post.

Nature of Post: Senior Training Advisor – Apprenticeship

Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

Role: The provision of essential support services to registered Apprentices and Employers in Kildare and Wicklow to the standards determined by SOLAS under the National Apprenticeship Standards (NAS) rules. The successful candidate may also be responsible for engagement across a range of sectors including community training providers based on the exigencies of the service.

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, and / or significant relevant work experience; third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage
- A high level of knowledge and expertise in the area of the Further Education and Training (FET)



- A knowledge of National Apprenticeship Standards and new Apprenticeship programmes.
- A work history, which demonstrates flexibility and the ability to deliver using your own initiative
- Excellent ICT, administration, and co-ordination skills
- Experience of developing policies and procedures and implementation and monitoring of same.
- Excellent motivating, negotiating, interpersonal and team-working skills
- Excellent oral and written communication skills
- Good presentation skills.
- Minimum 4 years training related experience and /or experience of dealing with the various client groups (community or employer based)
- Experience of Planning and organising
- Budget management
- Good Listening Skills and the ability to empathise with different client groups
- Proven networking skills

Desirable Requirements:

- Project management experience
- Supervisor management experience
- Good influencing skills
- Good telephone skills
- Good general knowledge of training in business and community-based organisations.
- Knowledge of Local Labour Market

The duties of the role will encompass the following:

- Assist in the co-ordination of all the activities of the National Apprenticeship Standards Programme.
- Carry out the functions/role of the SOLAS Authorised Officer, in accordance with the role's operational rules as set down by SOLAS.
- Promote and operate the Regulatory Apprenticeship programme as per the role description of a SOLAS Authorised Officer.
- Provide information to employers, schools and other interested parties on the National Apprenticeship Standards Programme.
- Assess the suitability of employers to train apprentices.
- Register apprentices to National Apprenticeship Standards programmes.
- Brief employers on their roles and responsibilities in relation to the on-the-job Phases of National Apprenticeship System.



- Deliver the mandatory briefing session to the employer's nominated Assessor Verifier.
- Schedule and deliver the apprentice induction programme.
- Registration and payment of "off-the-job" allowances.
- Carry out monitoring visits to apprentices and employers during their "on-the-job" phases.
- Management of redundant apprentices.
- Process applications to the apprenticeship appeals committee.
- Process exemption applications for registered apprentices.
- Approval of Apprentices for certification.
- Actively participate in the Apprenticeship Awards Ceremony.
- Liaise with SOLAS, other agencies and representative bodies on behalf of KWETB.
- Establish and chair meetings on behalf of KWETB.
- Organise sectoral or business events on behalf of KWETB.
- As requested, obtain and collate appropriate data pertaining to apprentices, apprenticeships and industry.
- Liaise with other Further Education and Training providers, Higher Education providers, stakeholders and enterprise in the development and design of new programmes to meet industry needs.
- Lead on the design, development and implementation of new programmes for enterprise and management as requested (for example Skills to Advance, Skills for Work, Skills to Compete and any other initiatives which may arise).
- Organise and chair meetings with staff, management, enterprise, working groups, stakeholders and third parties.
- Be an active member on working groups within KWETB as required.
- Represent KWETB on working groups with other agencies, stakeholders and SOLAS.
- Carry out labour market analyses and produce an action plan under the direction of management.
- Create a database of active employers and monitor skills requirements.
- Liaise closely with FET staff involved in Enterprise Engagement activities.
- Assist with the planning and development of new courses with FET services, DSP, stakeholders and other agencies as required.
- Liaise with FET services, schools, enterprise groups, local community groups/programmes and others in accordance with specific programme promotion and development as required.
- Keep records and statistics and prepare reports, action plans, returns and submissions as required, in consultation with the Area Training Manager/ Director of FET, including reports for SOLAS, DES, FET senior managers and other relevant bodies.



- Liaise with Quality Assurance, HR, Finance, Recruitment, Procurement and other relevant sections within KWETB as required.
- Organise Enterprise Engagement promotional events and activities.
- Establish and maintain effective links with industry representative bodies, other education and training institutions, and other appropriate bodies as required.
- Liaise with learners and industry stakeholders to ensure programmes meet their training needs.
- Carry out skills needs analysis with local enterprise to ascertain skills gaps and develop training programmes to meet these needs.
- Act on behalf of KWETB in the promotion of enterprise engagement
- Carry out surveys and/or skills analyses with industry sectors on behalf of KWETB.
- The role may entail working with and developing existing or establishing new community training programmes.
- Evaluating business plans and applications for the establishment of new programmes.
- Monitoring community related training in line with agreed procedures.
- Monitoring financial expenditure in line with agreed procedures.
- The promotion of all KWETB Further Education and Training Services to employers with the purpose of enhancing enterprise engagement across a range of sectors.
- Undertake new projects or initiatives in the area of Further Education and Training on behalf of KWETB.
- Line manage staff as appropriate.
- All of the above duties and responsibilities are to be carried out in a flexible manner and a spirit of teamwork with other staff within the service and across KWETB.
- Undertake any other duties as required by the Chief Executive, the Director of Further education and Training or their delegated Officer.

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

Shortlisting:

KWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

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.

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



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- 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