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

INFORMATION GUIDE - CONFINED COMPETITION

Confined competition from the Education and Training Sector Candidate Pool which comprises of serving staff employed in ETBs and IOTs for the filling of:

Contracted Training Officer Temporary Acting * (Grade VII) 6 Months Fixed Term Contract – KWNT11626

Initial Location: Training Services, Kildare and Wicklow ETB, Chestnut House, Millennium Park, Naas, Co. Kildare

Post:	Grade VII Contracted Training Officer –Training Services Department.
Reporting:	Grade VII reports to the Relevant Director and the Manager of Training Services.
Place of Work:	KWETB Administrative Office, Naas, Co. Kildare
Hours of Work:	Monday to Friday – 35 hours per week.
Salary Scale:	€61,216 – €79,582 (Incl 2 x long service increments)

FUNCTION OF JOB: To ensure that scheduled training programmes are provided and monitored through approved contracted trainers meeting all relevant Quality Assurance Procedures and Standards.

To develop and assist in the administration of:

- Assist in the identification of skills needs and propose appropriate training courses
- Assist in the design and development of Contracted Training Programme Specifications
- Prepare Contracted Proposals for tender
- Prepare Contracted file (Management & Administration)
- Liaise with Course Recruitment Officers on recruitment to Contracted Programmes
- Monitor Contracted Programmes (as per QA procedures)
- Monitor costs and activity versus budgets on an on-going basis
- Check and Approve Contracted Invoices to appropriate Level as per Financial Procedures.
- Confirm Contracted Training Invoices on Finance system as per Contracted Training Procedures.
- Monitor and document Throughput/ Placement/Certification results
- Liaise with:
    - Registered Training Organisations
    - Department of Social Protection
    - Partnership Companies
    - Kildare and Wicklow ETB Offices
- Represent the interests of Kildare and Wicklow ETB
- Work as part of a team to ensure smooth operation of the contracted training provision

- Ensure Contracted Training Learners are registered on TACS/TAPS for payment of allowances
- Prepare reports both statistical and written when required
- Prepare Contracted Training Plan for the year
- Prepare activity and cost budgets for Contracted Training
- Input into the annual integrated FET services plan
- Implement any new processes in relation to Contracted Training provision
- Undertake or oversee any other duties/projects as required and directed by Management from time to time, having regard to the changing needs of the service.

Requirements and Eligibility for the post

Essential requirements

Candidates must

- Be currently in direct employment of Kildare and Wicklow ETB
- 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;
- 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.

Desirable requirements

The following are desirable requirements for appointment to this post:

- A qualification at Level 7 on National Framework of Qualifications or its equivalent, or significant relevant work experience
- A high level of expertise in the area of the Further Education and Training Sector
- Broad Public Sector knowledge relevant to the area of work.

Competences required

The person appointed to the above temporary acting post will be required to show evidence of the following competences:

Team Leadership

- Works with the 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 ETBs 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 within the ETB.

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 identify areas for improvement and develop practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Apply 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 the ETB.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing roles.
- 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.
- Treats 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 Staff Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and the ETB
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area and the ETB
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues

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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
MOTIVATION: Knowledge of Post/ Organisation Personal Motivation Work-Related Achievements	A good knowledge of Contracted Training and other TSU programmes. A good working knowledge of Training Quality Assurance Standards and Procedures A work history which demonstrates flexibility, initiative, ability to change work practices and methods, undertake new challenges and responsibility and the ability to deliver using own initiative. Comprehensive Information Technology Skills and Working Knowledge of Training Centre IT Systems – SRM SAP TACS TAPS etc.	Knowledge of post and of the Kildare and Wicklow ETB organisation. A good knowledge of Kildare and Wicklow ETB Authorisation and Procurement Procedures. Good general knowledge of planning, organising and managing training programmes Ability to deal with customers and stakeholders with a proven track record in managing people

WORK EXPERIENCE: Specify Particular Experience/Skills Required	Several years' experience in the administration or delivery of training programmes or other relevant experience. Knowledge of labour market training needs, performance indicators and quality assurance. High level of competence in main administration computer packages, accounting systems, database, excel. Good Working Knowledge and experience in dealing with Training Client issues.	Marketing and promotion skills Knowledge of e-learning Knowledge of Health & Safety requirements in Training. Understanding and ability to operate in a supplier relationship environment Procurement experience
COMMUNICATIONS/ INTERPERSONAL SKILLS: Verbal / Presentation Skills Writing Skills Special Requirements Disposition	Good written and verbal communication skills. Good listening skills and the ability to empathize with different client groups. Good report writing, presentation skills. Work history demonstrating the ability to work as part of a team. Positive and open in attitude	Good influencing skills. Good telephone skills.
CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB: e.g. Travel; Car Owner; Driving Licence; Unsocial Hours; Base etc.	A full driving licence and prepared to travel. Must be willing to work outside normal working hours. Flexible in undertaking new tasks due to ongoing change.	

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Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **Extension * 12 noon on Thursday, 19th November 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 that 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

Kildare and Wicklow Education and Training Board,
KWETB, Chestnut House,
Millenium Park,
Naas,
Co. Kildare
W91FH6T
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*It should be noted that any acting-up allowance will not be payable unless the acting-up period exceeds a continuous period of 84 days. This means that the person who is appointed to act up in a sanctioned acting-up position will not receive payment until day 85 of their acting up period has been reached. They can then receive arrears back to day 1.