

**Assistant Manager  
Ballyfermot Training Centre  
(Permanent Post)  
Ref: AMBTC24**

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

Ballyfermot Training Centre, as part of the City of Dublin ETB is committed to delivering an extensive range of training courses to its clients. These clients include persons entering the labour market for the first time, persons changing career, persons wishing to up-date or acquire new skills, and apprentices. Courses include Apprenticeship Phase 2, Adult Day Courses, Evening Courses and NZEB.

<b>Proposed Timeframe</b>	Shortlisting will take place week commencing: 13 <sup>th</sup> May 2024 Interviews will commence week beginning: 20 <sup>th</sup> May 2024 <i>*All dates are subject to change and are for guidance only</i>
<b>Location of Position</b>	The position will be based initially in Ballyfermot Training Centre, Chapelizod Hill Road, Chapelizod, Dublin 20, D20CX93.
<b>Salary</b>	€59,903 - €93,260. Please note that the successful candidate will commence at point 1 of the salary scale (unless they have previous public sector service at the same grade).
<b>Annual Leave</b>	30 days per annum.
<b>Summary of Position</b>	The post of Assistant Manager is an integral part of the management team and the duties assigned will encompass a broad range. As part of the Centre's Management team the Assistant Manager will play a significant role in City of Dublin ETB vision for FET across the whole city, placing the learner at the heart of the journey and looking for ways that different aspects of the ETBs provision. In the interest of organisation effectiveness and flexibility, members of the management team will be required to rotate operational functions within the general Training Centre management team.
<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational preparation) <b>or</b> equivalent <b>or</b> have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable standard to Leaving Certificate <b>or</b> equivalent or higher <b>or</b> have appropriate relevant experience which encompasses equivalent skills and expertise.</li> <li>• Have at least two years' experience working at operational or management level in the field of Education and or Training and Development.</li> <li>• Have the requisite knowledge, skills and competencies to carry out the role.</li> <li>• Be capable and competent of fulfilling the role to the required standard.</li> <li>• Knowledge and experience of the broader training function in FET.</li> </ul>

<p><b>Desirable Requirements</b></p>	<ul style="list-style-type: none"> <li>• A minimum qualification at Diploma Level or its QQI equivalent in Education and or Training and Development</li> <li>• Have a minimum of three years recent experience which in the opinion of City of Dublin ETB is relevant to the post.</li> <li>• Knowledge of the broad Further Education and Training Sector.</li> <li>• Have significant experience in people management including but not limited to general staff supervision, team work, scheduling, staff development and training.</li> <li>• Have excellent administrative and IT skills.</li> <li>• Ability to prioritise and manage work in a dynamic and pressurised environment.</li> <li>• Goal oriented in a manner that ensures that work is comprehensively completed.</li> <li>• Proven record as a team-player with a flexible approach.</li> <li>• Demonstrated experience of building and maintaining relationships.</li> <li>• Effective verbal and written communications in a clear and concise manner.</li> <li>• Excellent judgement, problem-solving, analytical and decision-making skills.</li> <li>• Excellent interpersonal and people management skills.</li> <li>• Excellent work planning and organisation skills.</li> <li>• Self-motivating, flexible and results focused.</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<p>The general duties and responsibilities listed below are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post while in office:</p> <ul style="list-style-type: none"> <li>• Participate in the business planning and budgeting process. Manage activity plans while adhering to budgets and achieving various annual targets as agreed with Solas in the strategic performance agreement.</li> <li>• Assist in the selection and development of suitably qualified and competent staff to perform their assigned duties. Manage an effective work team, communicate with and motivate staff to meet the changing needs of the internal and external environment.</li> <li>• Ensure appropriate management information systems, which integrate into national systems, are monitored, maintained and fully utilized as a management tool.</li> <li>• Establish and maintain effective internal and external communication / linkages with appropriate bodies, organisations and agencies including representing City of Dublin ETB on boards and committees as appropriate.</li> <li>• Promote continuous improvement and innovation.</li> <li>• Provide a safe and healthy work environment in compliance with Health and Safety Legislation and regulations.</li> <li>• Manage staff relations and HR administration at local level in accordance with City of Dublin ETB HR Policies and Procedures utilising the Partnership approach.</li> <li>• Approve purchase of services / goods and recommend / authorise payment in accordance with City of Dublin ETB Financial Authority Levels and Procurement Policies and Procedures. Ensure that the assets of the organisation are properly protected.</li> <li>• Delivery of City of Dublin ETB strategy.</li> <li>• Deputise for Manager.</li> <li>• Work closely with City of Dublin ETB senior leadership team and other managers ensuring FET is delivered in a cohesive and collaborative fashion across all City of Dublin services.</li> <li>• Assist in the delivery on the vision to integrate the Training Centre provision more seamlessly with the rest of the ETB provision.</li> <li>• Undertake such other duties and responsibilities as assigned from time to time.</li> </ul>

**Competencies**

***Planning and Organising***

- Makes a contribution to the success of the function/unit/organisation.
- Identifies and manages risk.
- Considers feasible alternatives or options in planning and decision-making and evaluates their advantages and disadvantages.
- Ensures the resources are in place to achieve goals.

***Achieving Delivery***

- Measures progress against key performance indicators and takes feedback.
- Takes responsibility to effectively manage underperformance.
- Takes responsibility for responding to change.
- Perseveres to achieve results.

***Communication & Influencing Skills***

- Embraces a partnership approach.
- Facilitates dialogue to understand ideas, concepts and feelings of others.
- Gains support for ideas, strategies and values.
- Presents both written and verbal ideas clearly, with ease and interest, so that others understand what is being communicated.

***Team Working***

- Works effectively with others to achieve common objectives.

***Continuous Improvement & Innovation***

- Looks for new and better ways of doing things.
- Adapts to unforeseen circumstances that might affect the achievement of goals.
- Finds communication channels to short circuit ineffective processes.

***Customer Focus***

- Knows the range of customers and their broad needs / concerns.
- Knows the stakeholders and challenges facing the organisation.

**Note:** Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.

Ideally you should include all elements of the STAR competency framework which is outlined as follows:

<b>S</b> ituation	Present a challenging situation you found yourself in.
<b>T</b> ask	What did you need to achieve from the situation?
<b>A</b> ction	What action did you personally take to achieve this?
<b>R</b> esult	What was the result of your action?

**Terms and Conditions of Appointment**

- The appointment will be subject to the sanction of the Chief Executive.
- The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- Any offer will be subject to the receipt of two satisfactory references.
- Appointment is to City of Dublin ETB as a whole, not to a particular centre. City of Dublin ETB reserves the right to transfer Officers as the needs of the scheme dictates.
- The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.
- For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.
- Extern work may not be undertaken without the prior consent of City of Dublin ETB.

<b>Citizenship Requirements</b>	<p>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 agreement may also apply.</p> <p>Please visit the link below for updates to these requirements:  <a href="#">Coming to Work in Ireland - Workplace Relations Commission</a></p>
<b>Termination</b>	<p>The appointment will be terminated by one month's notice in writing on either side.</p>
<b>Garda Vetting</b>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board's recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures which City of Dublin ETB reserves the right to vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
<b>Exclusions</b>	<p>Candidates should note that persons who have taken part in Public Service early retirement schemes including the following are not eligible to take part in this competition:</p> <p><b>Incentivised Scheme for Early Retirement (ISER):</b> It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the <i>same employment or the same sector</i>. Therefore, such retirees may not apply for this position;</p> <p><b>Department of Health and Children Circular (7/2010):</b> 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 funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.</p>
<b>Sick Leave and Special Leave</b>	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.</p>
<b>Superannuation &amp; Retirement</b>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <a href="http://www.singlepensionscheme.gov.ie">www.singlepensionscheme.gov.ie</a>.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> <li>• Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).</li> <li>• Retirement Age: Scheme members must retire on reaching the age of 70.</li> <li>• Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).</li> </ul>

	<ul style="list-style-type: none"> <li>• Post retirement pension increases are linked to CPI.</li> </ul>
<b>Pension Abatement</b>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension <b>will be subject to abatement</b> in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. <b>Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</b></p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community &amp; Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<b>Pension Accrual</b>	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
<b>Ill Health Retirement</b>	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
<b>Additional Superannuation Contribution</b>	<p>Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.</p>
<b>Referees</b>	<p>Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.</p>
<b>Declaration</b>	<p>Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned 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.</p>

**Notes:**

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the City of Dublin ETB. Therefore candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- City of Dublin ETB may contact the named referees and/or employers for a reference should you be called to interview.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.

Latest date for receipt of completed online applications for the above is:

**12 noon on Friday 10<sup>th</sup> May 2024**

*Late applications will not be accepted. Shortlisting may take place.*

*Canvassing will disqualify.*

*City of Dublin Education and Training Board is an equal opportunities employer.*