

INFORMATION BOOKLET

Regional Education and Language Teams (REALT) Coordinators

(One post available in each of the 16 ETBs)

Open Competition/ 1 year Fixed Term Contract



**Closing Date: Monday 9th
January 2023 at 12 noon**

ETBs are equal opportunity employers.



REALT Coordinators

Education and Training Boards (ETBs)

Introduction

Education and Training Boards (ETBs) are statutory education authorities, established by the Education and Training Boards Act 2013 to replace the Vocational Education Committees (VECs). The Act created a new structure that better positions the sector to support the evolution of the delivery of educational services.

ETBs deliver a wide range of services across many educational levels throughout Ireland. They operate over 270 second-level schools, Post Leaving Certificate (PLC) colleges, vocational training centres, and over 500 education centres. ETBs are trustees of 92 Community Colleges. They also manage a growing number of multi-denominational primary-level Community National Schools (www.cns.ie). ETBs are involved in Youth Work, Youthreach programmes, apprenticeships, traineeships, prison education, Back to Education initiatives, Vocational Training Opportunities (VTOS) schemes, workplace learning programmes, outdoor education and training, adult and community education, and other educational programmes. There are ETB-run centres, schools or colleges in every corner of Ireland.

Role Description

Each of the 16 ETBs will have a Regional Education and Language Teams (REALT) Coordinator and the primary role will be to provide education support structures and related services for Ukrainian, Non-Ukrainian children and their families and assist them in securing school places.

The REALT Coordinators will support schools in the area to meet the needs of these children as they emerge, to advise and support the Department in developing new capacity where required, and to co-ordinate the provision of education services to schools and families. The REALT Coordinators must comply with all of the requirements of the Department of Education as well as their local ETB requirements.

REALT CO-ORDINATOR ROLE REQUIREMENTS:

The ideal candidate will have:

- A proven track record of working in complex environments, creating and leading teams to achieve results
- In-depth knowledge of the Irish Education system including national and regional support structures and ideally understand how schools operate at primary and / or post-primary
- Strong communication skills and experience of dealing with complex issues at pace and under time pressure
- Experience of dealing with the public and on items of public interest
- Proven ability to exercise sound judgement, excellent critical and analytical thinking as well as problem solving/decision making skills
- Strong personal drive, commitment, resilience, flexibility and an ability to cope with competing demands and challenges
- Ability to work flexibly as part of a multidisciplinary team and to work independently as necessary
- Experience of data gathering and reporting using digital and other relevant methods.



- Willingness to work in a fast paced environment as part of a focused team.
- A clear knowledge of the difficulties facing children/families arriving to Ireland under International Protection or capacity to acquire same.
- Efficient record keeping.
- Experience of supporting and implementing Department Of Education policy.
- Ability to provide clear and accurate information both written and oral.
- Proven ability to make appropriate decisions quickly, work to deadlines and work collaboratively within a team.

Essential Skills Requirements:

The successful candidate will:

- Experience of working in the Irish Education System
- Excellent communication, interpersonal and ICT skills

In addition

- Quality and Qualifications Ireland (QQI) Level 7 (or higher) major academic award (or equivalent qualification recognised and accredited in Ireland) in health, education, arts, humanities, psychology, social science, youth and community areas or a relevant business qualification
- Or**
- Have appropriate relevant experience which encompasses equivalent skills and expertise.

Other requirements of the role

The successful candidate may have to travel to various locations throughout the country so will require access to transport.

NOTE: Qualifications/eligibility may not be verified until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Competencies Required:

The REALT Coordinator will be required to show evidence of the following competencies:

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any 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 objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills & capacity of team
- Is flexible and willing to adapt, positively contributing to the implementation of change



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
- 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

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
- 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 Self Development

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and department/organisation and effectively communicates this to others
- Has a breadth and depth of knowledge of relevant Government Strategy and Policy, along with ETB sectoral issues and is sensitive to wider political and organisational priorities
- Is focused on self-development, keeps up to date with relevant developments seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future.



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

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

Citizenship Requirement

Candidates should note that eligibility to compete 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, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.



CONDITIONS OF SERVICE

Terms of Appointment

This appointment will be for a 1-year fixed-purpose contract subject to a nine-months probationary period. If at any time during the probation period, it appears that the appointee would not be suitable for final appointment the contract will be terminated.

The REALT Coordinator will receive a contract setting out the commencement and termination dates of the fixed term employment and indicating times of work will be agreed with the ETB.

The Unfair Dismissals Acts 1977 to 2001 shall not apply to a dismissal consisting only of the expiry of the fixed term of this contract without its being renewed. In accordance with Section 8 of the Protection of Employees (Fixed Term Work) Act 2003, the REALT Coordinator is not being offered a contract of indefinite duration on this occasion as their employment is subject to continuity of the programme funding.

Secondment from the education sector may be considered for the filling of the position.

Reporting Structure

The REALT Coordinator will report to the Director of Schools in their local ETB.

Remuneration

The salary scale applicable to this position is a Grade VII salary scale. The salary scale as of 1st October 2022 is €53,942 – €70,127 (including two long service increments). As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale, however incremental credit may apply, if, immediately prior to appointment the appointee is already a serving Civil or Public Servant.

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 Public Servant.

Prior to taking up duty an appointee seconded to the post will be required to provide a comprehensive statement to the ETB from his/her substantive employer confirming salary and pension details.

Annual Leave

The appointee will be entitled to 29 working days holidays in each year (in addition to the usual Public and Bank Holidays) to be taken at a time or times convenient to business needs.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETB staff generally. Prior to taking up duty an appointee seconded to the post will be required to provide to ETB their sick leave records for the previous 4-year rolling period from his/her substantive employer.



Termination

The appointment will be terminated by one month's notice in writing on either side.

Pension

The appointee will be eligible to join the ETB's pension scheme in accordance with scheme rules. If the appointee is seconded from the education sector (public service), the rules of the superannuation scheme applicable to their substantive grade will apply.

Location

The REALT Co-ordinators principal place of work is dependent on the ETB area to which they are assigned.

Maternity / Adoptive / Carers / Parental / Force Majeure Leave

Maternity / 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.

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.



SELECTION PROCESS

How to Apply

The job advertisement will appear on ETBI's recruitment webpage [ETB National Recruitment Campaigns – ETBI](#) and will direct applicants to the relevant ETB recruitment webpage. Your application must be submitted online to the appropriate ETB that you wish to apply to.

The recruitment process will be in line with the local ETBs business processes.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETB is satisfied that such person fulfils the requirements.

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 submitting applications are not the responsibility of the ETB. Therefore, candidates are strongly advised to submit applications well before the *application deadline* on the specified closing date. Enquiries should be directed to the ETB.

Closing Date and Time:

Your application must be submitted online to the appropriate ETB not later than Monday 9th January 2023 by 12 noon.

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by the ETB.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview

The Selection Process will include:

- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. If the numbers applying for the position are such that it would not be practical to interview everyone, an ETB may decide to employ a short-listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, *prima facie*, better qualified and/or have more relevant experience. During any short-listing exercise that may be employed, an ETB examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience on the application form.



GENERAL INFORMATION

Security Clearance

ETBs are registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other Important Information

ETBs will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that any ETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position each ETB will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, an ETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by an ETB or who do not, when requested, furnish such evidence as the ETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

ETBs process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

Latest date for receipt of completed applications for the above post is: Monday 9th January 2023 by 12 noon.

LATE APPLICATIONS WILL NOT BE ACCEPTED
CVs WILL NOT BE CONSIDERED
SHORTLISTING OF CANDIDATES MAY TAKE PLACE

ETBS ARE AN EQUAL OPPORTUNITIES EMPLOYER