**JOB DESCRIPTION**

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| Competition Title: | Tertiary Coordinator |
| Grade: | Assistant Principal Officer (0.5) |
| Reporting To: | Director of FET |
| Tenure: | 17.5 hours per week. Two year fixed-term contract. |
| Location: | The place of work will be determined on appointment. This is subject to change in line with the requirements of the service. |
| Applications to: | [By](mailto:By) email to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | This is an open competition. |

**Summary of Position**

This is a Senior Management position reporting to the Director of FET. The successful candidates will develop, support and coordinate the delivery of a number of projects in the development of an integrated tertiary education and training environment across WWETB and partner Higher Education Institutions.

**Essential Requirements for APO post holders**

* Third level education qualification or equivalent in relevant discipline commensurate with the role, minimum Level 8 qualification
* Minimum of 3 years’ experience at Senior Management level
* Proven leadership capabilities, with a capacity to work on own initiative, as well as to support and mentor other staff
* Excellent analytical and decision-making skills
* Proven management capabilities and an ability to deliver results with a high level of attention to detail within agreed timelines
* Excellent interpersonal and communication skills
* Expertise and knowledge to enable candidate to undertake the technical aspects of the role, including excellent ICT skills
* Drive and commitment to public service values

**Desirable Requirements**

The successful candidate should have:

* A significant level of understanding relating to the requirements of Quality Assurance Systems and their implications for FET centres and services.
* Knowledge of or an involvement in programme development and validation.
* A knowledge of the different programmes and divisions of WWETB.
* Excellent report writing and presentation skills.
* Have management experience at an appropriate senior level, including leading teams and managing resources.
* Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures.
* A work history which demonstrates initiative and the ability to accept change
* Demonstrate the ability to manage and lead change and new challenges and to fulfil reform requirements within WWETB.
* Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent WWETB as required.

**Main Duties**

The below outlines some of the more immediate duties and responsibilities, but is not an exhaustive list:

* Develop a joint FET-HE process and associated supporting materials for future tertiary education and training programme developments and initiatives;
* collaborate on projects to develop Tertiary Degree opportunities;
* support and manage the strategic planning, delivery and coordination of specific FET-HE tertiary education and training programmes;
* support working and task groups to develop specific FET-HE tertiary education and training programmes;
* support tertiary education and training programme proposals through validation and approval processes;
* gather, analyse and report on data relevant to the assigned area of responsibility;
* provide cross-reporting to WWETB, HEI partners and NTO respectively regarding progression of curriculum gap analysis and development of the new programmes and/or other assigned area(s) of responsibility;
* engage with FET and HE partners in the broader tertiary education and training landscape;
* work collaboratively with, and facilitate co-operation, between colleagues and stakeholders involved in the engagement and delivery of the assigned area of responsibility;
* be accountable for the governance, monitoring, control and evaluation of the assigned area of responsibility;
* ensure that management structures are fully implemented to guarantee continuous progress in implementing and supporting the area of responsibility;
* engage with and provide updates to the National Tertiary Office Director as required;
* promote and support a collaborative, co-operative, innovative and integrated approach to the continuous improvement, effectiveness and efficiency of the assigned area of responsibility;
* represent WWETB and/or NTO on working / task groups, as appropriate;
* undertake or oversee any other duties / projects as required and directed from time-to-time having regard to the changing needs of an integrated tertiary sector;
* carry out the lawful instructions of the respective line manager.

**Particulars of the position**

This role is 17.5 hours per week. Two year fixed-term contract.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for APO positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scale. Successful candidates will be paid at point 01 of the salary scale unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official Assistant Principal Officer Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB 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 and the likely number of vacancies to be filled*. 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. Canvassing will automatically disqualify.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus, Quality and Sustainability are the guiding principles of the organisation and underpin the competencies required to fulfil this role. The interview will be competency based and marks will be awarded under the following Core Competencies identified for the position of Administrative Officer Grade VII:

* Leadership
* Analysis and Decision Making
* Management and Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive and Commitment to Public Service Values

These core competencies are assessed and awarded marks by demonstrating the following key skills sets:

***Leadership***

* Actively contributes to the development of the strategies and policies of WWETB, as a member of the senior management team
* Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
* Leads and maximises the contribution of the team as a whole ensuring effective delivery of tasks
* Considers the effectiveness of outcomes across WWETB
* Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
* Develops capability of others through feedback, coaching & creating opportunities for skills development
* Identifies and takes opportunities to introduce new and innovative ways to improve service across WWETB

***Analysis and Decision Making***

* Research issues thoroughly, consulting appropriately to gather all information needed on an issue
* Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
* Integrates diverse strands of information, identifying inter-relationships and linkages with awareness of possible consequences
* Makes clear, timely and well-grounded decisions on important issues
* Considers the wider implications of decisions on internal and external stakeholders
* Takes a firm position on issues s/he considers important and works effectively with senior management

***Management and Delivery of Results***

* Takes responsibility for challenging tasks and delivers on time and to a high standard
* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams
* Ensures quality and efficient customer service is central to and underpins the work of WWETB
* Looks critically at issues to see how things can be done better
* Is open to new ideas initiatives and creative solutions to problems
* Ensures controls and performance measures are in place to deliver efficient and high value services consistently
* Effectively manages multiple projects and personnel

***Interpersonal and Communication Skills***

* Presents information in a confident, logical and convincing manner, verbally and in writing
* Encourages open and constructive discussions around work issues and is solution focussed
* Promotes teamwork within the section, but also works effectively on projects across WWETB
* Maintains poise and control when working to influence others
* Instils a strong focus on high standards of Customer Service in his/her area

Develops and maintains a network of contacts to facilitate problem solving or information sharing

* Engages effectively with a range of internal and external stakeholders, including ETB staff, members of the public and colleagues in other public sector organisations

***Specialist Knowledge, Expertise and Self Development***

* Has the required level of knowledge and expertise to undertake the technical aspects of the role\* (see Main Duties above)
* Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of WWETB
* Has a breadth and depth of knowledge of relevant national policy issues and is sensitive to wider political and organisational priorities
* Is focused on self-development, keeps up to date with developments in relevant field seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future

***Drive & Commitment to Public Service Values***

* Is self-motivated and shows a desire to continuously perform at a high level
* Is personally honest and trustworthy and can be relied upon
* Promotes the highest standards of customer care and respect
* Through leading by example, fosters the highest standards of ethics and integrity.

**Additional Information**

**Citizenship**

* 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 Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

* Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form.
* References will be sought.
* Canvassing will disqualify.
* Some posts require special security clearance.
* In the event of potential conflicts of interest, candidates may not be considered for certain posts.