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| **Job Description** |
| **Post Type:** | Senior Staff Officer – Grade VIThe initial appointment will be to the following Departments:* Corporate Services Department

The area of responsibility may change over time in line with the needs of LOETB |
| **Reporting to:** | The Grade VI reports to the CE, the Relevant Director and the Relevant Head of Department |
| **Nature of Post:** | 1 x Fixed Purpose Post until 02/04/2026 |
| **Place of Work:**  | Appointment is to the Scheme - However, LOETB reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Portlaoise Administrative Offices, Mountrath Road, Portlaoise. |
| **Salary Scale:** | €53,346 – €65,173 |
| **Hours of Work:** | Monday to Friday – 35 hours per week. |
| **Annual Leave:** | 27 days per year  |
| **Date of issue:**  | 19th April 2024  |
| **Function of job: Post Summary/Purpose** | It will be the responsibility of the post holder to evaluate the integrity of financial and operational performance, including regulatory compliance. Provide an evidence-based opinion to the CE and Relevant Directors on the adequacy and effectiveness of the system of internal controls and assurance within the organisation.Assist in bringing a systematic and disciplined approach to the evaluation and improvement of the effectiveness of the organisation’s governance, risk management and internal controls.Manage Data Protection, Data Management, Freedom of Information & Protected Disclosures.  |

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| **Duties and Responsibilities:** |
| **Compliance*** Review management and control systems both financial and operational, as requested by the Director of Organisation Support and Development.
* Assist in the annual review of internal controls for the purpose of providing an evidence-based opinion, to inform LOETB’s Chairperson’s statement to the Minister (Circular Letter 0002/2019).
* Carry out compliance tests to evaluate systems for non-compliance, using a risk-based approach. Non-compliance categories including but not limited to:
	+ The ETBs Statutory Functions under section 10 of the 2013 Act;
	+ The other sections of the 2013 Act
	+ Other relevant legislation and funding obligations;
	+ DES and other relevant Departments’ Circulars and Guidelines
	+ Safeguarding of Assets, Integrity of transactions and Reliability of RecordsCode of Practice for the Corporate Governance of ETBS
	+ LOETB policies and procedures
* Produce reports setting out all identified weaknesses/findings in the existing system/processes/procedures, potential outcomes and recommended improvements to relevant managerial staff.
* Where system breaches are identified set out recommendations on the steps that should be taken to guard against such a breach occurring in future;
* Assist in the preparation required for Internal and External Audit
* Under the guidance of the Director of Organisation Support and Development liaise with the External Auditors, Comptroller & Auditor General (C&AG) and the Internal Audit Unit for the ETBs (IAU-ETBs), as required.
* Review findings and assist in responding to audit reports from C&AG and IAU-ETB. Incorporate learning from findings into future internal reviews.
* Respond appropriately to the Audit & Risk Committee and its Chairperson, in the form of reports, briefing documents, presentations etc. when and if required
* Research issues thoroughly, consult appropriately to gather all information needed on an issue.
* Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.
* Attend relevant meetings and contribute their ideas, and/or enhancement of approaches or practices.
* Keep up to date with developments, Circular Letters, DoE/SOLAS Report Requirements.
* Maintain a strong focus on self-development, seeking feedback and opportunities for growth.

**Data Protection, Data Management & Freedom of Information*** Cooperate with and act as the contact point for the Data Protection Authority.
* Be involved in all issues which relate to the protection of personal data within LOETB, in particular by organising training and establishing a network of persons who are aware of the data protection issues within LOETB.
* Act as the contact point for individuals within or outside the organisation with regard to all issues relating to the processing of their personal data and to the exercise of their rights under GDPR.
* Monitor performance and provide advice on the impact of data protection efforts.
* Advise on/promote/organise/participate in, as appropriate, staff development programmes.
* Record and acknowledge all information requests within predetermined legislative timescales.
* Maintain accurate and up to date registers of requests, data processing activities and data breach log, including details of investigations, disclosures, refusals, fees, advice and guidance.
* Assist in the review of the Freedom of Information Publication Scheme and ensure requests are added to the disclosure log appropriately.
* Investigate reported data incidents, liaising with the various directorates on behalf of the team, and assist with follow-up actions and recommendations.
* Process FOI requests as an FOI decision maker, forming logical legally sound conclusions after careful consideration of the information to be released and withheld.
* Manage the FOI and data protection mailboxes, ensuring appropriate follow-up in a secure, timely and confidential manner.
* Assist with the preparation of policy and best practice guidance, training materials and communications.
* Support the update of a complete records retention schedule, and support adherence to retention timeframes.
* Carry out lawful orders of the Chief Executive or delegated officer.
* The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.
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| **Personal specification – Qualifications, Knowledge, Experience & Skills** | **Essential**  | **Desirable**  |
| * High level of experience and knowledge of the Corporate Service function.
* 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.
* Relevant qualification in (Corporate Governance, Legal) Level 7
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| **Competencies required:** |
| The appointee to the Grade VI post will be required to show evidence of the following competencies: **Specialist Knowledge, Expertise and Self Development*** Clearly understands the role, objectives and targets and how they fit into the work of the Organisation.
* Develops the expertise necessary to carry out the role to a high standard and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
* Is proactive in keeping up to date on issues and key developments that may impact on the Department and/or wider ETB service
* Consistently reviews own performance and sets self-challenging goals and targets

**Leadership Potential*** Is flexible and willing to adapt, positively contributing to the implementation of change
* Contributes to the development of policies in the Department/Organisation
* Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
* Formulates a perspective on issues considered important and actively contributes across a range of settings

**Analysis & Decision Making** * Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
* Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral
* Uses numerical data skilfully to understand and evaluate service issues
* Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
* Sees the logical implications of taking a particular position of an issue
* Is resourceful and creative, generating original approaches when solving problems and making decisions.

**Delivery of Results** * Assumes personal responsibility for and delivers on agreed objectives/goals
* Manages and progresses multiple projects and work activities successfully
* Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
* Maintains a strong focus on meeting the needs of customers at all times
* Ensures all outputs are delivered to a high standard and in an efficient manner
* Use resources effectively, at all times challenging processes to improve efficiencies

**Interpersonal & Communication Skills** * Communicates in a fluent, logical, clear and convincing manner verbally and in writing
* Is able to listen effectively and develop a two-way dialogue quickly
* Maintains a strong focus on meeting the needs of internal and external customers
* Effectively influences others to take action
* Works to establish mutual understanding to allow for collaborative working

**Drive & Commitment to Public Service Values** * Consistently strives to perform at a high level
* Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
* Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
* Is personally trustworthy and can be relied upon
* Places the citizen at the heart of all process and systems
* Upholds high standards of Respect, Quality, Equality, Inclusion and Learning
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