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| **Job Description** |
| **Post Type:** | Assistant Principal Officer  |
| **Job Title:** | Head of Corporate Services The initial appointment will be to the Corporate Services Department in the Organisation Support and Development Directorate; however, the area of responsibility may change in line with the needs of LOETB |
| **Reporting to:** | Chief Executive (CE), Director of Organisation Support and Development (DOSD) |
| **Place of Work:**  | Corporate Services, Administrative Offices, LOETB, Mountrath Road,PortlaoiseLOETB reserves the right to assign a staff member to any location as the service exigencies require.  |
| **Salary Scale:** | €81,077-€98,746 (13-point scale)  |
| **Annual Leave:** | 30 days per year |
| **Date of Re-issue:**  |  14 April 2025 |

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| **Key functions of the role:** |
| The key functions of the Corporate Services Department, include, but are not limited to the following: * Corporate Governance
* Corporate Communications and Public Relations
* External Stakeholder Engagement and Relationship Management
* Customer Charter, Complaints Management, and Protected Disclosures
* Statutory Reporting (Annual Report and Service Plan)
* Strategy Statement; Coordination, Production, and Monitoring
* Legislative and Regulatory Compliance
* Languages Act Initiatives and Compliance
* Risk Management and Risk Register
* Audit Register and Liaising with Internal Audit Unit
* Data Management and Compliance
* Coordination of the Policies and Procedures
* Support for Board, Committees, and Senior Management
* Ethics and Conflict Management
* Insurance and Legal
* Public Sector Duty and Equality, Disability, and Inclusion Initiatives
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| **Duties:** |
| **Key areas of responsibility:**The initial duties will include but may not necessary be confined to the following:* **Corporate Communications**: Develop and implement a Corporate Communications strategy and plan for LOETB.
* **Statutory Reporting:** Co-ordinating the development and dissemination of LOETB’s statutory reports and key governance documents including the Strategy Statement, Service Plan and Annual Report.
* **Strategic Progress Monitoring:** Management and oversight of the planning/coordination and reporting on the delivery of the of the LOETB’s strategic plan.
* **Support to the Board and Senior Management:** Meeting Preparation; Meeting Management; Record Keeping; Communication; Compliance and Governance; Board Calendar, Publication of Board Minutes on the LOETB Website. Support to the Senior Management as required.
* **Code of Practice for the Governance of Education and Training Boards:** Leading the development of policies and practices that ensure compliance with the requirement of the Code and any subsequent revisions.
* **Board Committees:** Provision of support to the Audit and Risk Committee in compliance with the Code of Practice for ETBs and any subsequent revisions. Attend Audit and Risk Committee and Committee meetings of the Board as required. Production and retention of Committee minutes and support to all LOETB Board of Management Committees
* **Ethics and Conflict Management:** Overseeing and administration of the Ethics Acts and the Code of Practice for the Governance of ETBs including the Code of Conduct. Development and oversight of the Conflict of Interest Policy and Procedure.
* **Corporate Training:** Co-ordination and provision of Board and Committee induction and training and training on behalf of the Senior Management Team.
* **Risk Management**: ensuring that the risk management processes are effectively aligned with the strategic objectives, and compliant with regulatory requirements including developing and monitoring risk management policies and procedures, defining roles and responsibilities for risk management; establishing a risk management framework structure. Co-ordinate the identification, assessment, categorisation of risk processes ensuring appropriate risk mitigation strategies are in place. Provide training and awareness programs to employees on risk management policies and procedures.
* **Data Management:** Oversight of data management practices: data protection; data subject access requests; freedom of information requests; Oireachtas enquiries and parliamentary question responses; retention policies, procedures and oversight; compliance with relevant regulations.
* **Protected Disclosures:** Maintain a framework for employees to raise concerns about potential workplace wrongdoing in accordance with legislation and policy and compile and publish the annual protected disclosure report.
* **Team Leadership and Development:** Mentor and manage a high-performing Corporate Services team. Foster a culture of collaboration, professional growth, and continuous improvement within the finance department.
* **Education Directorates:** supporting key projects for the Further Education and Schools Directorates as they are relevant to the Corporate Services Division
* **Audit Coordination:** Serve as the primary liaison on external audits. Coordinate audit processes, address audit findings, and implement recommendations to strengthen financial controls and practices.
* **Stakeholder Engagement:** Build and maintain effective relationships with both internal and external stakeholders on behalf of LOETB, including senior management, board members, department heads, community representatives, patrons, and public representatives.
* **Corporate Services Policies and Procedures:** Develop and implement policies and procedures ensuring alignment with organisational objectives and compliance with regulatory standards.
* **Continuous Improvement:** Drive process improvements and efficiency initiatives within the finance function. Leverage technology and best practices to streamline financial operations and enhance productivity.
* **Health and Safety:** Ensure that all Health & Safety and Risk Assessment policies, procedures, rules and regulations are adhered to and are regularly reviewed updated and communicated. Keep up to date with all aspects of relevant health, safety at work, welfare at work and risk assessment legislation and communicate relevant changes throughout the organisation.
* **Climate Action Plan:** Supporting the Climate Action Champion in design and delivery of LOETB’s Climate Action Plan, climate action strategies and policies. Developing and assisting in the roll-out of programmes and campaigns, which promote climate action amongst management, staff and Learners.  Providing support and advice to all departments on climate action related matters
* **Other duties** may be assigned from time to time by the Director of Organisation Support and Development or Chief Executive.

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. |
| **Personal specification – Qualifications, Knowledge, Experience, and Skills** | **Essential** | **Desirable** |
| * Relevant third level education qualification minimum Level 8 qualification
* A minimum of three years’ experience at Management level
* Proven leadership capabilities, with a capacity to work on own initiative, as well as to support and mentor other staff
* Strong analytical skills and ability to interpret complex financial data.
* Expertise of building productive working relationships and the ability to foster strong links with internal and external stakeholders
* 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
* Commitment to integrity, ethics, and transparency in financial management.
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| **Competencies required:** |
| The appointee to the post will be required to show evidence of the following competencies in no more than 200-250 words per competency. Candidates must adhere to the word count identified above. **Leadership*** Actively contributes to the development of the strategies and policies of LOETB, 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 the organisation
* Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
* Develops capability of others through feedback, coaching and creating opportunities for skills development
* Identifies and takes opportunities to introduce new and innovative ways to improve service across LOETB

 **Judgement, Analysis and Decision Making*** Researches 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
* Makes clear, timely and well grounded decisions on important issues
* Considers the wider implications of decisions on a range of stakeholders
* Takes a firm position on issues considered important to the organisation

**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
* Ensures quality and efficient customer service is central to the work of the division
* 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
* Effectively manages multiple projects

**Interpersonal & Communication Skills*** Presents information in a confident, logical and convincing manner, verbally and in writing Encourages open and constructive discussions around work issues
* Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
* Maintains poise and control when working to influence others Instils a strong focus on Customer Service
* Develops and maintains a network of contacts to facilitate problem solving or information sharing
* Engages effectively with a range of stakeholders, including members of the public, public service colleagues, and public representatives

**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
* Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
* Is considered an expert by stakeholders in own field/area
* Is focused on self- development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.

**Drive and 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
* Ensures the citizen is at the heart of all services provided
* Through leading by example, fosters the highest standards of ethics and integrity
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| **Terms & 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 LOETB and not to a particular centre. LOETB reserves the right to transfer staff as the needs of the organisation 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 LOETB’s expense, a medical examination by a qualified practitioner nominated by LOETB.
* Extern work may not be undertaken without the prior consent of LOETB
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| **Sick Leave and Special Leave** |
| 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. |
| **Garda Vetting** |
| LOETB 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, where applicable. LOETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment. |
| **Superannuation & Retirement** |
| The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/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 [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie/).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. Key provisions attaching to membership of the Single Scheme are as follows: * Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).
* Retirement Age: Scheme members must retire on reaching the age of 70.
* Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI).
* Post retirement pension increases are linked to CPI.
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| **Pension Abatement** |
| 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 will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. 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. 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 & 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. |
| **Department of Education Early Retirement Scheme for Teachers Circular 10/2007** |
| The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment). |
| **Exclusions** |
| 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:**Incentivised Scheme for Early Retirement (ISER**): 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 *same employment or the same sector*. Therefore, such retirees may not apply for this position;**Department of Health and Children Circular (7/2010):** 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 reemployment 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. |
| **Ill Health Retirement** |
| 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. |
| **Pension Accrual** |
| 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. |
| **Additional Superannuation Contribution** |
| This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. |
| **Declaration** |
| 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. |