

**Job Description**

**Grade VII**

**The initial appointment will be to Sustainability and Green Skills however, the area of responsibility may change in line with the needs of LOETB**

**General Terms and Conditions**

Post: Grade VII (Training Officer)

Reporting to: Director of Further Education and Training/ FET Management Team

Nature of Post: 2 Year Fixed Term Contract - 37 hours per week

Place of Work: Tullamore (the post will require travel within the Laois/Offaly region).

Salary Scale: €51,340 - €66,744 (SOLAS Grade 08 Equivalent)

**Function of the Job**

Working as a key member of LOETB’s Enterprise Support Services team with specific focus on the provision of upskilling and reskilling opportunities that equip employees with green and sustainable skills to progress in their current job, or to take advantage of new career advancement opportunities.

**Duties**

The duties of the role will encompass the following:

* Research and analyse proposed regional employment growth areas, within the context of Just Transition, and explore potential for FET provision that promotes matching skills development in Laois and Offaly.
* Develop an Implementation Plan for LOETB’S ‘Greening FET’ initiative with an initial focus on supporting enterprises in the region to transition to a more sustainable future.
* Work as a key member of LOETB’s Enterprise Support Services team to ensure a coordinated approach to developing relationships with employers, industry representatives, employees and other stakeholders.
* Liaise with employers in the Laois/Offaly region in a coordinated manner to identify skills needs and plan responsive upskilling and reskilling programmes.
* Develop, where required, and implement FET upskilling and reskilling provision that correlates with, and advances LOETB’s contribution to, the National Strategy for Education for Sustainable Development 2014-2020 and the Climate Action Plan 2021.
* Analyse relevant data, national strategies and policies and engage regional stakeholders in identifying skills gaps in the region, plan appropriate training provision in response to identified needs.
* Negotiate with employers and employees in relation to such matters as learner work release, times/hours of training, and most appropriate modes of training delivery.
* Coordinate employer related activities with other relevant services within the LOETB.
* Prepare relevant budget and outcomes projections annually and submit reports on provision, costs, accreditation and other outcomes.
* Any other duties assigned by the Chief Executive or a delegated Officer.

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| **Qualifications/Experience** **Essential:** * Candidates must have the requisite knowledge, skills and competencies to carry out the role.
* Be capable and competent of fulfilling the role to a high standard.
* 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.
* A full drivers licence is essential as travel within and outside the region is required. Candidates must be willing to work outside normal working hours.
* Relevant experience of collaborating successfully with industry/employers
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| **Desirable:*** A relevant Level 7 or higher qualification in the field of education, training and/or business
* Have an excellent knowledge and skill in the use of ICT. Appointees will be expected to use new technologies as they arise. Appointees are also expected to continue to update their knowledge and skills in the area of ICT.
* Have excellent management & co-ordination skills.
* The above list is not exhaustive and may be varied having regard to the changing needs of the Scheme.
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**Competencies**

A number of key competencies have been identified as being essential for the effective performance of this role. The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

**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 & 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 & 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 & 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 ETB and effectively communicates this to others.
* Has high level of expertise and broad Public Sector knowledge relevant to his/her area of work.
* Focuses on self-development and strives to improve performance.

**Drive & 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.