

INFORMATION GUIDE PLEASE READ CAREFULLY

Open Competition for the purpose of recommending person(s) for  
appointment to the position of

**Assistant Principal Officer**

**Finance & Procurement**

Closing Date: 20th April 2020

*Dublin and Dún Laoghaire Education and Training Board is committed to a policy of  
equal opportunity*

## **INTRODUCTION**

### **Education and Training Boards**

Education and Training Boards (ETBs) are statutory bodies which were established on 1<sup>st</sup> July 2013 under the Education and Training Boards Act 2013 (hereinafter called “the Act”) to replace the Vocational Education Committees (VECs) and to take on an enhanced role in the delivery of training.

The Act created a new structure that better positions the sector to support the evolution of service delivery in schools and in delivering further education and training where ETBs have a strong relationship with SOLAS, the further education and training authority.

A vacancy now exists for an experienced senior manager to play a leadership role as APO Finance & Procurement which will include responsibility for directing the functions of the ETB with regard to Finance and Procurement.

### **Overview of main functions carried out by ETBs**

ETBs are the legal patrons under the Education Act, 1998 of primary and second level post primary schools, including Colleges of Further Education. ETBs also have an important role in the Community School sector, where they are co-patrons, and in relation to Comprehensive Schools.

ETBs play a central role in the provision of further education and training. This includes both labour market focused programmes, programmes with a strong social inclusion dimension and programmes leading to educational progression. FET programmes are delivered in a wide range of ETB settings including Post Leaving Certificate and Further Education Colleges, Youthreach Centres, Training Centres and adult education centres. They are also provided through community and voluntary groups, commercial training providers and in workplaces.

### **SOLAS**

SOLAS, the further education and training authority, was established in 2013. SOLAS provides co-ordination, funding and strategic direction for FET in Ireland. SOLAS works with ETBs to agree annual FET service plans and to undertake a comprehensive programme of reform through the implementation of the Further Education and Training Strategy 2020-24

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## **JOB DESCRIPTION**

As APO Finance & Procurement the post holder will be required to fulfil duties in relation to the management, development, implementation and monitoring of the accounting and procurement function with a focus on areas of budgeting, expenditure, general financial management and procurement.

S/he will play a key role in financial and procurement management and ensure that staff and management receive a high quality, professional and responsive services. S/he will also implement financial and procurement management policies, procedures and systems and ensure compliance with corporate and project standards as well as maintain oversight of day-to-day financial and procurement activities.

## **MAIN DUTIES AND RESPONSIBILITIES**

Financial, management accountant and procurement duties and responsibilities will include the following:

- Prepare DDLETB's annual statutory financial statements for certification by the C&AG and monthly management accounts in accordance with recognised accounting standards;
- Prepare and manage estimates, budgets, forecasts and such financial or other submissions as may be required;
- Provide support to the Director of Organisation Support & Development (OSD) in relation to planning, organising, controlling, managing and coordinating the efficient operation of the Finance & Procurement function;
- Prepare analyses, reports and papers for Finance Committee, Audit Committee and Board meetings. Attend and input to Board and Committee meetings, as required;
- Providing support to the Director of OSD in ensuring adequacy of financial management and reconciliation systems;
- Support and contribute to the effective monitoring and implementation of the ETB's budget as determined by policy priorities and budgetary limitations (i.e. budget amendments and other required actions);
- Participate in and utilise professional accounting knowledge for Financial Management System (FMS) upgrade and enhancement projects;
- Develop new procedures and reporting systems in Finance & Procurement as required;
- Plan, organise, manage and supervise the work and staff of the Unit. Continuously reviewing and improving the service delivery processes with the view to achieving efficiency, consistency and transparency;
- Provide advice to the Director of OSD on systems to ensure proper internal and accounting controls and performance measures are in place to deliver efficient and high value services;
- Providing advice on audit and financial management issues as required,
- Liaising with the internal and external auditors on audit matters, including the C&AG and effectively dealing with any queries issues that arise, in support of the Director of OSD.
- Provide advice on procurement e.g. planning, tendering and using government framework agreements;
- Provide support to the Director of OSD to ensure procurement procedures meet the Public Procurement requirements and comply with EU and National Procurement Rules;
- Provide support in the development and implementation of the ETB's procurement plan, ensuring that the applicable financial and procurement policies and procedures are followed;

- Develop, monitor and propose revisions to financial and procurement policies, practices and procedures, to meet the evolving needs of the ETB.
- Engaging effectively with a range of internal and external stakeholders.
- Undertake such other duties and responsibilities that may be assigned by the CE from time to time.

## **ESSENTIAL QUALIFICATIONS, KNOWLEDGE AND SKILLS**

The successful candidates must:

- A sound education to degree level or equivalent work-based training in Finance.
- Have full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA) e.g. CPA, ACCA, ACA.
- Proven experience at Management level with a least 5 years' in a Financial setting.
- Experience in preparing audit reports and audit files.
- Experience obtained over a number of years in producing annual financial statements.
- A good understanding of public sector accounting and financial management systems.
- A good understanding of public sector Procurement practices and policies.
- Have excellent ICT skills, familiarity with Financial Management Systems and advanced experience in using Microsoft Excel.
- Excellent leadership skills and ability to manage staff and resources effectively to deliver high quality output within tight timeframes.
- Display an observable track record of decision making, initiative and in particular, analytical thought.

## **Desirable Qualifications, Knowledge and Skills**

- Experience of Irish and EU public procurement rules, guidelines and regulations.
- Experience of managing tendering processes.
- A good understanding of contracts management.
- Experience of effective Corporate Governance processes.
- Excellent project management and organisational skills.
- Show evidence of continued professional development and formal management development.

## **Personal Qualities**

- Be a self-starter capable of working on his/her own initiative with strong multi-tasking capability and flexibility.
- Flexibility and be results focused with the ability to work under pressure, to tight deadlines with attention to details.
- Ability to work as part of a team, working towards team goals and establish effective working relationships within a team.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Highly motivated with the drive and determination to succeed. Persistent in achieving goals and overcoming challenges.
- Enthusiasm about emerging technology and innovation.
- Ability to maintain confidentiality and to handle sensitive issues.

## 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.
- Eligibility to compete and certain restrictions on eligibility Citizenship Requirement:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss Citizens under EU agreements may also apply.

### *Incentivised Scheme for Early Retirement (ISER);*

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in 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<sup>st</sup> 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 re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition

### *Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)*

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28<sup>th</sup> June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for

Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

*Collective Agreement: Redundancy Payments to Public Servants;*

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

*Declaration:*

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined 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.

## **PRINCIPAL CONDITIONS OF SERVICE**

### **Nature of position**

The position is whole-time, permanent and pensionable, subject to contract.

### Remuneration

The Salary Scale with effect from 1<sup>st</sup> January 2020 is as follows:

€69,357 p.a. - €79,218 p.a.

Long service Increment 1, €81,555 after three years satisfactory service at the maximum.

Long Service Increment 2, €83,895 after three years satisfactory service at LSI 1

This rate is a gross before deduction, inter alia, of the employee's contribution to the pension scheme to be operated by the ETB.

Subject to the Assistant Principals satisfactorily completing his/her first year of probation, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration of the Assistant Principal

- (a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally

- (b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

#### Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate payscale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

#### Probationary period

For the first year the Assistant Principal Officer will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

#### Annual leave

The Assistant Principal Officer will (in addition to the usual Public and Bank Holidays) be entitled to 30 working days holidays in each year to be taken at a time or times convenient to the ETB.

#### Rest periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

#### Superannuation & Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil 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 (rising to 67 in 2021 and 68 in 2028 in line with changes in 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 up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

#### **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 and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills 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).

- **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.

- **Pension-Related Deduction**

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.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)..

### **Location**

The place of work for the Assistant Principal Officer will be DDLETB Head Office or such other office location within the ETB as determined by the Chief Executive.

The Assistant Principal Officer may be required to travel, within and/or outside, of Ireland in performance of his/her duties.

### *Adoptive / Carers / Parental / Force Majeure leave*

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.

### *Sick leave*

Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.

### *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**

Applications should be made online via [www.etbvacancies.ie](http://www.etbvacancies.ie) All sections of the application form must be fully completed.

If you have not already registered with [www.etbvacancies.ie](http://www.etbvacancies.ie) you should complete the information required to 'Join the Talent Pool' at the bottom of the Job Description for this position.

(Link to Job Description

Page: <https://etbvacancies.thehirelab.com/LiveJobs/JobApply/73690?source=1>

This will bring you directly to the application form for this position and you will be automatically registered with [www.etbvacancies.ie](http://www.etbvacancies.ie) when you submit your application.

Please do not confuse registering (creating a profile) with submitting an application. If you do not register through the job description, you will not be submitting an application to this position.

Once you have submitted your application form it is suggested that you return to the Jobs Page of your account and ensure that it has been successfully submitted. Click on 'Applied Jobs' in the Jobs window and you should see the title of this post listed.

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 DDLETB 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 DDLETB. Therefore candidates are strongly advised to submit applications well before the Monday, 20<sup>th</sup> April 2020.

**Closing Date and Time:**

Your application must be submitted through [www.etbvacancies.ie](http://www.etbvacancies.ie) not later than 12:00 noon Monday 20<sup>th</sup> April 2020. Applications will not be accepted after this date and time.

*Please Note:*

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 DDLETB.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview
- A competitive interview which may include a presentation
- Reference checking

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the

DDLETB 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, the DDLETB 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:**

DDLETB is 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**

DDLETB 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 the DDLETB 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 the DDLETB 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, the DDLETB 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 and Freedom of Information**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

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. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

**Deeming of candidature to be withdrawn**

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

**Data Protection**

DDLETB 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:**

**12:00 noon Monday, 20<sup>th</sup> April 2020**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**CV's ALONE WILL NOT SUFFICE**

**SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

**Assistant Principal Officer**

**Competencies**

**Leadership**

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- 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
- Considers the effectiveness of outcomes in terms wider than own immediate area
- 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 exploit new and innovative service delivery channels

**Analysis & 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 s/he considers important

**Management & 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
- Instills a strong focus on 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 stakeholders, including members of the public, Public Service Colleagues and the political system

### **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 & 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