

ADULT EDUCATION OFFICER

Reporting to the Director of Further Education and Training, the Adult Education Officer will have responsibility for Adult Education Services within DDLETB and will be responsible for leading, developing and communicating the ETB's Adult Education Services plans and policies.

PERSON SPECIFICATION/PROFILE (C/L 62/2016)

Essential requirements:

1 Experience

The successful candidate will:

- (a) Have management experience at an appropriate senior level, including leading teams and managing resources;
- (b) Have relevant experience in the following:
 - leadership of teaching or learning or training in adult education or further education or training or community or voluntary sectors;
 - governance and management;
 - performance management.
- (c) Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures;
- (d) Demonstrate the ability to manage and lead change and to fulfil reform Requirements within the ETB;
- (e) Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required;
- (f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:
 - **Leadership:**
Supporting, developing, leading and managing FET staff.
 - **Analysis & Decision Making:**

Programme planning, monitoring and implementation.

- **Management and delivery of results:**

Reviewing, reporting and evaluating FET programme and service delivery.

- **Interpersonal and communication skills:**

Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.

- **Specialist Knowledge, Expertise and Self-development:**

Possess a clear understanding of the role and how it fits into the work of the ETB and maintain a focus on self-development, seeking feedback and opportunities for growth to help carry out the specific role requirements.

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

Develop, manage and implement an ETB-wide framework approach to the delivery of further education and training provision and service.

(g) Carry out the lawful orders of the ETB Board and of its Chief Executive.

2 Qualifications

Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage.

Job Location: Adult Education Services

Reporting to: Director of Further Education and Training

Nature of Post: Permanent

Salary: AEO - €53,323 – 82,540 per annum
New appointees to any grade start at the minimum point of the scale. Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.

Hours of Work: 37 hours per week. Attendance will be required during normal ETB office hours and at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with the Adult Education Officer as will the offsetting of such attendance against normal office hours attendance.

Annual Leave : 35 days per annum.

Note: The functions and responsibilities assigned to this position are based on the current stated role and objectives of Dublin and Dun Laoghaire ETB, these may alter in line with any change in the role and objectives of Dublin and Dun Laoghaire ETB.

Dublin and Dun Laoghaire Education and Training Board is an equal opportunity employer.

Format of Applications : Applications should be made online through www.etbvacancies.ie
All sections of the application form must be fully completed.
The latest date for receipt of applications is: 4.00p.m.
Wednesday 9th June 2021.
Shortlisting may take place. Late applications will not be considered.