

GRADE VI SENIOR STAFF OFFICER IN CORPORATE SERVICES (PERMANENT POSITION BASED IN MONAGHAN)

JOB DESCRIPTION

REPORTING TO:	APO Corporate Services, Director of Organisation Support and Development
NATURE OF POST:	Permanent
PLACE OF WORK:	Monaghan
HOURS OF WORK:	Monday to Friday – 35 hours per week
SALARY SCALE:	Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Grade VI positions.

ROLE AND RESPONSIBILITIES

The responsibilities for the post include:

- Freedom of Information
 - To receive, acknowledge and co-ordinate replies to FOI requests within the timeframes allowed under FOI legislation.
 - Identify Decision Makers for each request received and liaise with them and internal reviewers in dealing with requests for information, providing advice where necessary and ensuring that statutory deadlines are met.
 - To support and advise management within the ETB to ensure compliance with the Freedom of Information Acts.
 - To update the documentation required for FOI Publication Scheme and periodically monitor and track compliance.
 - To maintain the FOI request tracking and recording system and the preparation of the FOI Request log as part of the FOI Publication Scheme requirement.
 - To provide statistical returns via the FOI Network to the Central Policy Unit (CPU.)
- Data Protection
 - To support and advise management within the ETB to ensure compliance with the Data Protection Acts (including implementation of requirements under the GDPR).
 - To maintain awareness of Data Protection responsibilities among the ETB staff community through ongoing training and communication campaigns.
 - To deal with Data Protection issues as they arise including data breach report coordination, coordination of communications on breaches with data subjects and others.
 - Performing internal Data Protection Audits to ensure compliance with legislation.
 - To support the development and adaption of policy and procedures relating to data protection.
 - Creating, reviewing, tracking and approval of data processing/sharing agreements in conjunction with the APO of Corporate Services and other relevant parties.

- Processing and coordinating Subject Access Requests.
- Engaging with the national Data Protection Officers group to develop common sectoral approaches to data protection and GDPR implementation.
- Risk Management
 - Support risk management strategy for the ETB utilising the risk management registers and plan to drive an embedded risk awareness for the ETB.
 - Support the development of a Risk Management Business plan and a risk management policy for the organisation.
- Governance
 - Provide support to the Board and Committees
 - Co-ordination the development and implementation of CMETB's policies and procedures in accordance with relevant legislation, ETBI policies and Department of Education provisions and oversee their implementation.
 - Contribute to the overall vision and strategic direction of CMETB and the preparation of the Board's strategic plan.
 - Co-ordinate the preparation of the Service Plan, Annual Reports and other statutory reports.
 - Co-ordinate relevant returns to the Department of Education and other Statutory authorities
 - Co-ordinate Standards and Ethics in Public Office returns
- Oversee the process of Garda Vetting administration for schools/centres.
- Co-ordinate the implementation of the Information Security Management within the section
- Responsible for managing and supporting the Administration office reception team.
- Co-ordinate CMETB's response to fulfilling its obligations under Equality and Human Rights legislation.
- Provide advice and support to Schools and FET Management in governance and compliance matters.
- Undertaking relevant training and development activities and responding positively to new and alternative systems and procedures.
- Representing the Department and CMETB at meetings and National Forums, as required.
- Research issues thoroughly and 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 for self and relevant staff teams.
- Carry out any other duties appropriate to the grade which may be assigned from time to time.
- Any other task or duty which may be required from time to time by the APO Corporate Services, Chief Executive/Director of Organisation Support and Development.

**** This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and will be reviewed from time to time.***

SENIOR STAFF OFFICER LEVEL COMPETENCIES

EFFECTIVE PERFORMANCE INDICATORS

PEOPLE MANAGEMENT

- Leads others, monitoring performance and trying to get the best out of people.
- Allocates work fairly and appropriately and ensures that everybody does their fair share.
- Addresses any performance issues in a timely, appropriate and constructive manner.
- Involves others in decisions that affect them, allocating work fairly and appropriately.
- Demonstrates trust in others to deal with important tasks and acknowledges a job well done.
- Helps team members to identify their own and their team's learning and development needs in line with objectives.
- Helps build effective relationships and resolve disagreements between team members.
- Acts as an effective link between staff and other managers

INFORMATION MANAGEMENT AND DECISION MAKING

- Follows procedures and ensures they are implemented in own area, understanding the rationale behind them.
- Reviews completed work regularly and acts on learning points.
- Evaluates current work practices to identify changes that could be made to improve efficiencies.
- Can work effectively on a number of tasks at the same time.
- Is comfortable working with and manipulating a range of data, for example numerical, written etc.
- Makes sound appropriate decisions in a confident manner and can justify and stand by them.

DELIVERY OF RESULTS

- Delivers results on time and to a high standard.
- Takes responsibility for own work and the work of the team.
- Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands.
- Evaluates the current work practices to identify changes that could be made to help them run more effectively.
- Maintains accurate records and monitors work, ensuring any errors are identified and rectified.
- Appreciates the need to delegate work appropriately rather than doing everything oneself.

INTERPERSONAL AND COMMUNICATION SKILLS

- Shows respect, tact and maintains composure when dealing with customers or staff members.
- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite.
- Listens to others and invites feedback, dealing with information in a constructive way.
- Influences others by actively listening and clearly expressing their position.
- Produces written letters /reports in a clear and concise manner.

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT

- Develops and maintains the skills and expertise required to perform in the role effectively, for example relevant technologies, IT systems, relevant policies.
- Has a clear understanding of the role, objectives, and targets and how they fit into the work of the unit and Department/ Organisation and communicates this to the team.
- Leads by example, being committed to self-development and enhancing the knowledge and skills required to improve performance.

DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES

- Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles.
- Serves the Government and people of Ireland.
- Can work independently without excessive guidance or support.
- Demonstrates resilience in the face of significant demands and challenges.
- Ensures that the customer is at the heart of all services provided.
- Is personally honest and trustworthy.
- Acts with integrity and supports this in others.

SHORTLISTING

Shortlisting will take place on the basis of the information provided in the application form. During any shortlisting exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in the candidates' own interests to provide a detailed and accurate account of qualifications and experience in their application form. Additional data is not accepted after the 12-noon deadline.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis, of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview.
- Reference checking.
- Completion of a satisfactory pre-employment medical assessment.

Cavan and Monaghan Education and Training Board is an equal opportunities employer.

References may be checked prior to interview.