

**INFORMATION GUIDE**  
**ASSISTANT PRINCIPAL OFFICER (PERMANENT)**  
**INITIAL DUTIES: INFORMATION & COMMUNICATION TECHNOLOGY**  
**POST REFERENCE: OSD 14/2024**

Longford and Westmeath Education and Training Board is now holding a competition for the above permanent Assistant Principal Officer competition. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

This is a senior position reporting to the Director of Organisation Support and Development (Director of OSD) and the Chief Executive as appropriate. The appointee to this demanding senior management post will be responsible for the efficient and effective leadership and management functions required within LWETB.

**General duties and responsibilities:**

**Key areas of responsibility:**

The initial duties will include but may not necessarily be confined to the following:

- Operate and control the ICT section in all its aspects for LWETB.
- Implement the necessary steps with approval from SLT to become compliant with the ICT baseline standards as outline by the Government from time to time.
- Liaise and cooperate with internal and external stakeholders to meet and anticipate the needs of LWETB into the future.
- Ensure Compliance with Accessibility, Data Management and GDPR requirements and all other appropriate legislation.
- Ensure efficient and effective spending of the ICT budget.

**Detailed functions included in the above include:**

- Take the lead in managing and overseeing the planning /implementation and delivery of the ICT strategy by developing processes and project plans that actively contribute to successful implementation.
- Implementation of the Government Baseline standards.
- Help define IT infrastructure strategy, architecture, and processes, Develop ICT operational plans and roadmaps.
- Work with the ICT Team to deploy best practice policies, procedures, guidelines, processes and process frameworks.
- Liaise with the ETB's colleges/centres and departments, and external bodies to ensure projects are delivered in a timely manner and standards and processes meet best governance practice.
- To ensure compliance Accessibility requirements and GDPR requirements

- Engage with relevant stakeholders in the implementation of National Shared Services Projects for Education and Training Boards/Department of Education.
- Provide guidance and control over all ICT systems and processes both with internal and external systems and with internal and external stakeholders. Both operational and Audit processes. Ensure third party suppliers provide services in line with agreed contractual arrangements as part of the effective delivery of the projects.
- Provide support to SLT in developing the Service Plan the Strategy statement and roadmaps in all aspects of ICT from devices to contractors to systems, licences, websites and social media etc
- The development, testing and updating of contingency plans; ensuring adequate backup procedures and systems are in place.
- Manage the ICT budget and develop business cases in support of securing capital investment or alternative funding streams, for the development of ICT.
- Ensure the ETB is appropriately licensed for all software in use.
- Oversee the day to day running of the ICT helpdesk, ensuring the service provided allows our organisation operate as required.
- Carrying out such other projects or activities as may be assigned from time to time by the Director of OSD/Chief Executive (including personal development projects or assignments).

#### **Assistant Principal Officer - General Duties**

- In addition to the technical requirements above are the administrative duties including:
- Assist the Director/CE, as appropriate, in the provision of an efficient and effective service in accordance with agreed procedures.
- Coordinate the day-to-day activities of the Department including overseeing the helpdesk, monitoring workloads, overseeing the co-ordination of tasks and troubleshooting as necessary
- Assist in the planning, control, management and co-ordination of the efficient operation of the functions of the Department/ETB.
- Supervise the activities within the Department and provide advice and guidance as necessary.
- Contribute to the provision of an efficient and effective service for internal and external customers that adheres to agreed procedures and best practices.
- Ensure compliance with Legislation, Policies & Procedures and Departmental Circular Letters within the functional area(s) of the ETB including, inter alia; Risk Management, Freedom of Information, Data Protection, Planning and Development and Office of Government Procurement.
- Maintain accurate and effective records management to comply with legislative and organisational requirements.
- Identify risk levels of non-compliance within the Department and develop and implement adequate systems/processes to eliminate those risks.
- Review and Update the Risk Register as it pertains to the functional areas of the Department in accordance with the agreed timeframe.
- Undertake quality assurance checks on all aspects of the work of the Department.

- Compile accurate Data Returns for the functional area for relevant bodies e.g. ETBI, Department of Education, Department of Further and Higher Education, Research Innovation and Science, (DFHERIS), Department of Expenditure and Reform (DPER), SOLAS, FOI, Data Protection, OGP or other relevant body or Department
- Act as the main Approver in the processing of work-related data in line with agreed procedures.
- Prepare, review and update Reports for the CE/Director, Heads of Department, Senior Managers, Department Officials, Auditors or other relevant persons, as and when required.
- Coordinate the development and implementation of appropriate systems in accordance with the regulations and guidelines of the Department of Education/ETB.
- Cooperate and liaise with key stakeholders in the implementation of new systems or upgrading of existing systems within the Department.
- Comply with C&AG and internal audits.
- Supervise, manage and develop staff in a positive environment that delivers a quality customer service.
- Provide guidance and training to less experienced staff in the Department.
- Effectively administer staff Leave applications within the Department to ensure continuity of the service.
- Coordinate, evaluate and plan effectively for Team Project Work in consultation with key stakeholders.
- Coordinate Teamwork Scheduling within the Department towards the completion of tasks.
- Manage the performance of staff, dealing with underperformance in a timely and constructive manner.
- Brief staff on the progress of Project Work across relevant functional Departments.
- Act on Department/Cross Functional Project Teams from time to time.
- Attend and contribute to local, regional and national meetings attached to the functional area as appropriate.
- Be flexible and willing to readily respond to changing circumstances and expectations.
- Other tasks or project work as required by the Director/CE to contribute to the objectives of the Department.
- Assisting in the preparation and review of policies and procedures.
- Any other duties which may be assigned by the Director/CE
- This job description is not intended to be a comprehensive list of all duties involved and

consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time by the CE and to contribute to the development of the post while in the role.

The above list of duties may be varied having regard to the changing needs of LWETB and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

## **Person Specification:**

### **Essential criteria;**

- A minimum of three years' management experience
- Leadership expertise with experience of managing a department
- Managerial expertise with experience of delivering high quality results in an efficient and effective manner
- Highly developed communication skills with experience of negotiation, report writing and presentation skills
- Excellent judgement, problem-solving, analytical and decision making skills
- Expertise of building productive working relationships and the ability to foster strong links with internal and external stakeholders
- Understand the main features and challenges of the Government's public sector reform plans
- Strong ability to multitask
- Drive and commitment to public service values
- Level 8 or equivalent in IT or other relevant discipline.

### **Desirable criteria;**

It would be an advantage for candidates to hold:

- A proven track record in a multiplicity of the areas outlined in the job description

### **Competencies required:**

The appointee to the Assistant Principal Officer post will be required to show evidence of the following competencies in no more than 250 words per competency. Candidates must adhere to the word count identified above.

### **Team Leadership**

- Actively contributes to the development of the strategies and policies of the ETB, 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 entire ETB
- 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 introduce new and innovative ways to improve service across the ETB

### **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 s/he considers important

### **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 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

## **Terms and conditions:**

**Salary:** Starting point on salary is €81,077

For persons entering employment at this grade for the first time or those with no prior public service employment at this grade starting pay will be at the minimum of the incremental scale. This is not negotiable. An incremental salary scale applies thereafter as per C/L 0075/2024. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Previous public sector experience in the same grade may be eligible for incremental credit to be determined upon appointment.

**Base:** LWETB's Head Office Marlinstown Business Park, Mullingar, Co Westmeath. Successful candidates will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service demands require.

**Hours per week:** 35

## **Requirements and Eligibility Criteria**

### **Citizenship Requirement:**

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. 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. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible.

### **Health and Character:**

Those under consideration for a position will at the discretion of the employer be required to complete a health and character declaration and may be required to complete Garda Vetting Form. References will be sought.

## Application and selection process

1. Candidates should read the guide on how to complete the application carefully.
2. Completed application forms should be submitted by email to [HeadofHR@lwetb.ie](mailto:HeadofHR@lwetb.ie) by **13.00 hours on Wednesday 20<sup>th</sup> November 2024**.
3. Provisional date for interviews is as soon as is practical post-closing date but a provisional date is week commencing 2<sup>nd</sup> December 2024.
4. Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
5. Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
6. Incomplete applications will not be considered. **Late applications will not be accepted.**
7. **Please provide us with a digital signature.** If unable to do so, please type your name and insert date above. Failure to do so will render your application invalid and it will not be considered.
8. Candidates must adhere to the word counts specified.
9. Shortlisting may apply.
10. Selection will be by way of competency-based interview.
11. Canvassing by or on behalf of the applicant will disqualify.
12. All enquiries regarding your application should be made to Mr. Charlie Mitchell at [HeadofHR@lwetb.ie](mailto:HeadofHR@lwetb.ie). You must use the post reference in the subject line of the email.
13. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
14. If successful referees may be contacted directly by LWETB at its convenience and without further notice to candidates.
15. LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.

16. Further information on LWETB including details of our schools, centres for education and programmes can be found on our website [www.lwetb.ie](http://www.lwetb.ie)
17. Longford and Westmeath ETB is equal opportunities employer.
18. Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.

Mr. Brian Higgins, Chief Executive, Longford and Westmeath ETB (Acting)