

CANDIDATE INFORMATION BOOKLET

**Deputy Director of
Governance and Strategy**

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Candidate Information

Introduction to the Teaching Council

Established in March 2006, the Teaching Council is the regulator of the teaching profession in Ireland. The role of the Council is to protect the public by promoting and regulating professional standards in teaching.

The Council does this through the statutory registration of teachers, ensuring a highly qualified teaching profession, whose members meet and uphold high standards of professional competence and conduct.

The Teaching Council is seeking to fill the vacancy of Deputy Director of Governance and Strategy (Principal Officer).

The Role

Post Title: Deputy Director of Governance and Strategy (Principal Officer)

Status: Full-Time Permanent

Company: The Teaching Council

Location: Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7X0

This newly created Deputy Director position will report directly to the Director, and as a key member of the Senior Management Team, will play a critical role in ensuring robust governance frameworks and leading the strategic direction of the organisation.

The post holder will work hand in hand with the section Managers in guiding and providing leadership in a number of functional areas including Policy and Communications, Corporate Affairs and HR, Finance and IT and Digital Transformation and as such will have a number of direct reports.

The role will involve working closely with the Council, management, and key stakeholders to advance the quality and professionalism of teaching in Ireland.

The Teaching Council is committed to fulfilling its obligations under the Official Languages Act and welcomes candidates with competence in the Irish language, or an interest in developing same.

Principal Duties and Responsibilities of the Role

The duties and responsibilities of the role include but are not limited to the following:

- Lead the strategic planning, execution, and operational management of multiple functional areas, including Policy and Communications, Corporate Affairs and HR, Finance and IT and Digital Transformation.
- Work closely with the Director and the Deputy Director for Operations to develop and implement strategies that support long-term goals and respond to the evolving needs of the organisation and the education sector.
- Provide strategic advice to the Director and Council members on critical issues, trends, and policies impacting professional regulation and teaching in Ireland, including strategic governance, strategic finance and managing risk.
- Provide Strategic oversight of the organisation's governance framework and processes.
- Provide oversight and advise the Director on all aspects of strategic and operational finance.
- Provide oversight and advise the Director on strategic communications.
- Provide oversight and advise the Director on best and emerging practice in ICT and digital transformation.

- Provide leadership to a number of direct reports across functional areas, ensuring effective collaboration and coordination among teams to achieve organisational objectives.
- Establish priorities in agreement with the Director and Deputy Director (Operations) and set, monitor and attain robust targets for the organisation.
- Ensure that department heads are supported with clear guidance, resources, and performance management to foster a high-performing leadership team.
- Provide mentorship and support to senior management, ensuring the professional development of direct reports and fostering leadership capacity within the organisation.
- Build and maintain relationships with key stakeholders, including Council Members, government bodies, educational institutions, and international organisations to ensure the Council's policies and strategic objectives are communicated effectively in the public interest.
- Work with the registrants and other high-level stakeholders to generate policy ideas and initiatives to influence policy, practice and public awareness.
- Advocate for the Teaching Council's mission and vision, positioning the organisation as a leader in relevant education policy and professional standards.
- Represent the organisation at internal and external events and ensure the role of the Teaching Council is well understood by relevant stakeholders.
- Oversee the implementation of a framework for measuring and improving performance across all functional areas, ensuring that objectives are met and opportunities for improvement are identified.
- Work with the Director and Deputy Director (Operations) to develop a culture of continuous improvement, innovation, and excellence in governance and operational practices across the organisation.
- Carry out other duties as may be assigned by the Teaching Council Director.

Essential Requirements

- The successful candidate must hold a third-level qualification in a relevant discipline.
- Relevant leadership and management experience within large and complex organisations.
- A thorough understanding of corporate governance practice, in a public sector context and strategic issues affecting a regulatory body in Ireland.
- Proven ability to make difficult and challenging decisions that support strategic aims and long-term vision.
- Proven leadership skills and the ability to motivate a team towards the achievement of desired outcomes.
- A successful track record of managing change and digital transformation.

Contract Details

This is a full-time permanent position with The Teaching Council. Offices are located in Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7X0.

Blended working arrangements are available in accordance with the Teaching Council's Blended Working Protocols. Travel within Ireland will also be a requirement.

Additionally, the role may require participation in meetings which can occur in the evenings and on weekends.

Candidate Assessment Criteria

Candidates will be assessed based on the job description outlined above, evidence of meeting the requirements set out above and the competency framework for Principal Officer grade staff shown below.

Leadership and Strategic Direction

- Leads the team, setting high standards, tackling any performance problems and facilitating high performance.
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication.
- Contributes to the shaping of Departmental/Government strategy and policy.
- Develops capability and capacity across the team through effective delegation.
- Develops a culture of learning and development, offering coaching and constructive/supportive feedback.
- Leads on preparing for and implementing significant change and reform.
- Anticipates and responds quickly to developments in the sector/broader environment.
- Actively collaborates with other Departments, Organisations and Agencies.

Judgement and Decision Making

- Identifies and focuses on core issues when dealing with complex information/situations.
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically.
- Sees the relationships between issues and quickly grasps the high level and socio-political implications.
- Identifies coherent solutions to complex issues.
- Takes action, making decisions in a timely manner and having the courage to see them.
- Makes sound and well informed decisions, understanding their impact and implications.
- Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions.

Management and Delivery of Results

- Initiates and takes personal responsibility for delivering results/services in own area.
- Balances strategy and operational detail to meet business needs.
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus.
- Makes optimum use of resources and implements performance measures to deliver on objectives.
- Ensures the optimal use of ICT and new delivery models.
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements.
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements.
- Ensures team are focused and act on Business plans priorities, even when faced with pressure.

Building Relationships and Communication

- Speaks and writes in a clear, articulate and impactful manner.
- Actively listens, seeking to understand the perspective and position of others.
- Manages and resolves conflicts/disagreements in a positive and constructive manner.
- Works effectively within the political process, recognising and managing tensions arising from different stakeholders perspectives.
- Persuades others, builds consensus, gains co-operation from others to obtain information and accomplish goals.
- Proactively engages with colleagues at all levels of the organisation and across other Departments/Organisations and builds strong professional networks.
- Makes opinions known when they feel it is right to do so.

Specialist Knowledge, Expertise and Self Development

- Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department/Organisation.
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role.
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth.

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level.
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues.
- Contributes positively to the corporate agenda.
- Is personally trustworthy, honest and respectful, delivering on promises and commitments.
- Ensures the citizen is at the heart of all services provided.
- Is resilient, maintaining composure even in adverse or challenging situations.
- Promotes a culture that fosters the highest standards of ethics and integrity.

Deputy Director Terms and Conditions

Pay

The scale of pay of Deputy Director is the following:

Personal Pension Contribution (PPC) Pay Rate

€102,913 €107,280 €111,613 €115,978 €119,661 €123,481¹ €127,295²

This rate will apply where the appointee is a new recruit to the public service or is a civil or public servant *appointed on or after 6 April 1995* and is making a compulsory personal pension contribution. This rate will be adjusted in line with revised pay-scales published by the Department of Public Expenditure NDP Delivery and Reform.

**LSI 1 is Long service Increment after three years on Max of scale.*

**LSI 2 is Long service increment after six years on Max of scale.*

Important Note: Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. In certain circumstances, different conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant. Please note that fixed period secondments from other Public Sector bodies may be considered.

Probation

The appointee must serve a probationary period, which normally will last for nine months. Should the appointee's service be satisfactory as regards health, conduct, efficiency, and performance generally during the probationary period, the appointment will be confirmed.

Duties

The appointee will be required to perform any duties assigned from time to time as appropriate to the position.

Outside Employment

The position is whole-time, and the appointee may not engage in private practice or be connected with any outside business, which would interfere with the performance of official duties. Clarification must be sought from line management where any doubt arises.

Headquarters

The Teaching Council's headquarters are located in Maynooth, Co. Kildare, and this post will be based there. The Teaching Council has developed a blended working protocol in line with the Blended Working Policy Framework for Civil Service Organisation. Employees may apply for blended working arrangement in accordance with organisational requirements.

Hours of Attendance

Hours of attendance will be fixed and will amount to not less than 35 hours net of breaks per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance will be 30 days per year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Department of Public Expenditure, NDP Delivery and Reform sick leave circulars.

Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangement in the Teaching Council depending on the status of the successful appointee.

In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment, or who is not currently on a career break or special leave with/without pay from a pensionable Public Service position, will be a member of the Single Public Service Pension Scheme (Single Scheme). This scheme commenced from 1 January 2013 and is referred to under Section 10 of the Public Service Pension (Single Scheme and Other Provisions) Act 2012.

An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on their substantive grade i.e., the grade at which the individual is employed in their parent organisation.

An individual who was a member of a 'pre-existing public service pension scheme' as construed by the Public Service Pensions (Single Scheme and Other Pensions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Other Information

The Teaching Council will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Teaching Council are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Teaching Council 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 if an additional vacancy arises, the Teaching Council may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality

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

Deeming of candidature to be withdrawn

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

Feedback regarding the process

Feedback will be provided on written request following the interview stage. Feedback is not provided at the shortlisting stage. Such a request should be made within five working days of being notified of the Council's decision.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Interfere with or compromise the process in any way.

A third party must not impersonate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is committing an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process, then:

- Where the candidate has not been appointed to a post, they will be disqualified as a candidate; and
- Where the candidate has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Data Protection Act 2018

When your application form is received, we create a record in your name, which contains the personal information you have supplied. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. To make a request under the Data Protection Act 2018 or GDPR 2018, please submit your request in writing to dpo@teachingcouncil.ie.

Please ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purpose.