

**CANDIDATE INFORMATION
BOOKLET**

**Executive Officer
Open Competition**

Closing Date: 12pm Friday, 24 January 2025.

Candidate Information

Executive Officer – Open Competition

The Teaching Council is an equal opportunities employer and all applications for employment will be considered based on merit. The Teaching Council welcomes applications from all suitably qualified candidates irrespective of belief, gender, disability, race, political opinion, age, civil status, sexual orientation, or whether or not they have dependants.

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.

- E-mail: recruitment@teachingcouncil.ie.
- Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7X0.
- For further information on the Teaching Council please visit www.teachingcouncil.ie.

Background

The Teaching Council is the regulator of the teaching profession in Ireland. Our role is to protect the public by promoting and regulating professional standards in teaching. We do 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.

We are seeking to fill potential vacancies as they arise from a panel at the Executive Officer grade.

Title of Position

Executive Officer.

Job Type

Permanent, full-time.

Location

Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare W23 Y7XO.

(Blended working arrangements are available in accordance with the Teaching Council's Blended Working Protocols.)

Job Description

The Executive Officer ensures that processes run smoothly, and that applications and decisions meet quality standards. This role involves managing tasks, organising work and handling any challenges in the assigned areas. The Executive Officer also reviews documents carefully to provide accurate information for the Council's decisions.

Additionally, the role involves following the Council's procedures and looking for ways to improve processes. Working closely with other staff and external service providers is important for this job's success.

The Executive Officer is expected to suggest solutions to problems, take responsibility for assigned tasks, and participate in Council meetings by attending, presenting, and recording minutes. An important part of the role is understanding the legislation and policies that guide the work of the Council and ensuring they are followed in the section.

Appointed Executive Officers will report to a line manager, usually a Higher Executive Officer or the Head of the section to which they are assigned. In addition, Executive Officers may serve as line managers for Clerical Officers within their section.

The duties and responsibilities outlined above serve as a general guide and are neither definitive nor restrictive. The Teaching Council retains the right to assign staff as deemed appropriate and necessary.

Essential Requirements

The successful candidate must:

- Have a minimum of two years administration experience.
- Meet the requirements outlined in the competency framework for the Executive Officer grade.
- Be highly proficient in the use of MS Office applications, including Outlook, Excel, and PowerPoint.

Desirable Criteria

- Ability to conduct business through Irish.
- Previous experience in a regulatory environment would be an advantage.
- Third level qualification in business/public administration, project management, process management or equivalent.

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 Executive Officer grade staff shown below.

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues.
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise.
- Values and supports the development of others and the team.
- Encourages and supports new and more effective ways of working.
- Deals with tensions within the team in a constructive fashion.
- Encourages, listens to, and acts on feedback from the team to make improvements.
- Actively shares information, knowledge, and expertise to help the team to meet its objectives.

Analysis & Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues.
- Understands the practical implication of information in relation to the broader context in which they work – procedures, divisional objectives etc.
- Identifies and understands key issues and trends.
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations.
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence.

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
- Constructively challenges existing approaches to improve efficient customer service delivery.
- Accurately estimates time parameters for project, making contingencies to overcome obstacles.

- Minimises errors, reviewing learning and ensuring remedies are in place.
- Maximises the input of own team in ensuring effective delivery of results.
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented.

Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/audience.
- Actively listens to the views of others.
- Liaises with other groups to gain co-operation.
- Negotiates, where necessary, in order to reach a satisfactory outcome.
- Maintains a focus on dealing with customers in an effective, efficient, and respectful manner.
- Is assertive and professional when dealing with challenging issues.
- Expresses self in a clear and articulate manner when speaking and in writing.

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/expertise in own area and provides guidance to colleagues.
- Has a clear understanding of the role, objectives, and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team.
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team.

Drive & Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level.
- Demonstrates flexibility and openness to change.
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks.
- Ensures that customer service is at the heart of own/team work.
- Is personally honest and trustworthy.
- Acts with integrity and encourages this in others.

Competition Process

How to Apply

Applications should be made by completing the application form. All sections of the form must be fully completed. Once you complete your application you must forward it to recruitment@teachingcouncil.ie.

All application forms must be submitted in Microsoft Word format only.

Closing Date

Your application must be submitted by email no later than **12pm Friday, 24 January 2025**.

Applications will not be accepted after the closing date.

If you do not receive an acknowledgement of receipt of your application within 5 working days of applying, please contact recruitment@teachingcouncil.ie.

Candidates should make themselves available on the date(s) specified by the Teaching Council and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection will include:

- Shortlisting of candidates based on the information contained in their application form.
- Competency based interview.

Shortlisting

Normally, the number of applications received for a position exceeds that required to fill the position. While a candidate 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 Teaching Council may decide that a number only will be called to interview.

In this respect, the Teaching Council provides for the use of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

Appendix one

Part 1 (Conditions which particularly apply to this position).

Pay

The scale of pay of Executive Officer is the following:

Personal Pension Contribution (PPC) Pay Rate

€36,544 €38,465 €39,550 €41,667 €43,564 €45,400 €47,229 €49,019 €50,831 €52,618
€54,514 €55,784 €57,596¹ €59,422²

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 6th 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 3 years on Max of scale.*

**LSI 2 is Long service increment after 6 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.

Appendix two

Part two (other conditions which apply generally to the officer to this position).

Probation

The appointee must serve a probationary period, which normally will last for six 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 23 days per year, rising to 24 after five years' service at the grade, 25 after ten years' service, 26 after 12 years' service and 27 after 14 years' service. 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.