

GRADE VI SENIOR STAFF OFFICER IN THE CAPITAL DEPARTMENT, PERMANENT

JOB DESCRIPTION

- REPORTING TO:** Head of Capital; APO Property, Capital and Procurement; Director of OSD; Chief Executive and any other designated Officer.
- NATURE OF POSITION:** 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,

- Assist the Head of Capital to co-ordinate upcoming and ongoing capital development projects at CMETB, including on-site meetings.
- Manage the efficient operation of the financial activities of the Capital Department.
- Work in close co-operation with Finance Department to support alignment of project timescales and budgets.
- Co-ordinate CMETB's Procurement Function as it pertains to Capital projects.
- Assist with the co-ordination of payments in and reporting on CMETB's Capital Projects
- Assist the Finance Department with relevant Tax compliance requirements in respect of construction projects, including relevant returns to the Revenue Commissioners.
- For all Building projects, ensure compliance with regulatory requirements, inclusive of Health & Safety, Fire Services Acts, Revenue, Planning and Development Code, SEAI etc.
- Assist in the preparation of annual accounts, estimates, budget reports and such financial or other submissions as may be required from time to time by CMETB, Department of Education, Department of Further & Higher Education, Research Innovation & Skills, SOLASs, ETBI, Office of Comptroller and Auditor General and other appropriate organisations / bodies.
- The preparation of reports and statistics, as required.
- Assist with the implementation of appropriate systems in respect of CMETB's Capital Department in accordance with the Regulations and Guidelines of the Department of Education, Department of Further & Higher Education, Research Innovation & Skills, SOLAS.
- Undertake quality assurance checks on the financial aspects of the work of the Capital Department.
- Develop and maintain positive working relationships with Departments, SOLAS, ETBI and other stakeholders and represent CMETB at relevant meetings / events.
- Other tasks and project work as required by the Chief Executive, Director of Organisation Support and Development, Director of Further Education & Training, APO Property, Capital and Procurement and Head of Capital to contribute to the achievement of objectives of the section.
- Any other task or duty which may be required from time to time by the Chief Executive, Director of Organisation Support and Development, Director of Further Education & Training, APO Property, Capital and Procurement and Head of Capital

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

COMPETENCIES REQUIRED:

The person appointed will be required to show evidence of the following competencies, in their application form.

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, e.g. 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 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, e.g. relevant technologies, IT systems, relevant policies etc.
- 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.