**TEMPORARY ASSISTANT STAFF OFFICER – GRADE IV**

This fixed term contract is tenable up to 31/08/2018 (may be extended subject to DES approval)

**Buildings Department**

Applications are invited for the post from suitable, qualified and experienced persons for the post of Temporary Assistant Staff Officer which is approved by the Department of Education & Skills up to 31/08/2018.

Applications are based on the following Person Specification/Job Description.

CONDITIONS OF SERVICE:

**Terms of Appointment**

The post is a whole-time fixed purpose contract for a temporary position up to 31/08/2018, working 37 hours per week.

Initial assignment to the Buildings Department, GRETB Administrative Head Quarters, An Coiléar Bán, Athenry, Co. Galway.

**Remuneration:**

€29,617 - €43,889 (including two long service increments). Rate of remuneration may be adjusted from time to time in line with Government pay policy. As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale, however incremental credit may apply, if, immediately prior to appointment the appointee is already a serving Civil or Public Servant.

**Garda Vetting:**

No applicant may take up a vacancy without satisfactory Garda Vetting clearance. If an applicant has not obtained Garda Vetting clearance by the time they are due to commence, the offer of employment will be withdrawn.

**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.

**Health & Character**

Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form. References will be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

**How to Apply:**

Completed application forms (*4 copies*) must be submitted, by post or hand-delivery only, to:

**Recruitment Division,**

**Galway & Roscommon ETB,**

**An Coiléar Bán,**

**Athenry,**

**Co. Galway.**

**By 12.00 noon on Thursday, 2nd November, 2017.**

Shortlisting of applicants may apply. Applications will not be accepted via fax or e-mail. Late applications will not be considered.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

Galway & Roscommon ETB is an equal opportunities employer*.* Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.

**Person Specification**

1. **Essential**

Each candidate must:

* have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
* be capable and competent of fulfilling the role to a high standard;
* have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;

1. **Desirable**

* Have a degree equivalent to level 7 or higher on the National Framework of Qualifications in relevant discipline or as may be considered appropriate**;**
* Experience within the construction industry would be advantageous;
* Have the ability to read and understand Architectural and Services drawings and have an understanding of building statutory compliance;
* Have an understanding of Construction Procurement in the Public Sector;
* Ability to consult, communicate to Design Teams, contractors and Department of Education and Skills;
* Ability to monitor, evaluate and write reports;
* Excellent communications, presentation and facilitation skills;
* Ability to prepare, monitor and manage budgets and to prepare funding applications;
* Have excellent administrative and IT Skills;
* A self-motivated approach to work.
* Excellent judgement, problem-solving, analytical and decision-making skills;
* Proven record as a team-player with a flexible approach;
* Demonstrated experience of building and maintaining relationships;
* Possess full driver’s licence and have access to transport as role entails travel throughout Galway and Roscommon;
* Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge.

Capacity to discharge the duties of the post through the medium of Irish

**Job Description**

The appointee will report to the Head of Buildings Department and will be delegated responsibility for management functions as determined by Head of Buildings/Director of OSD/CE from time to time.

Main Duties of Assistant Staff Officers within GRETB:

* Liaise with Principal’s and Centre Managers regarding requests for Building Works;
* Organise and submit applications for emergency works, summer works, additional accommodation and all relevant documentation to the Department of Education and Skills and liaise with the Department on all aspects of each application;
* Liaise and direct multi-discipline Design Teams regarding project scope and brief;
* Review tender drawings and documents;
* Monitor works on site;
* Monitor and manage project budgets;
* Attend site meetings;
* Keep a detailed project file;
* Co-operate fully with Audits and Inspection as required;
* Provide advice on maintenance and Health and Safety;
* Prepare monthly reports and plans, and or other submissions as may be required from time to time by the Chief Executive, GRETB, Department of Education and Skills, Comptroller and Auditor General, Internal Auditors and other appropriate organisations/bodies;
* Carrying out such other projects or activities as may be assigned from time to time by the Chief Executive.;
* Foster and support the development and use of ICT systems.

**The duties assigned may be varied by the Chief Executive/Director of OSD having regard to the changing needs of GRETB.**