



Job Description	
Post Type:	Electrical Instructor x 2 (Apprenticeships)
Contract Type:	Permanent
Reporting to:	Director of Further Education and Training Services/FET Management Team
Place of work:	Based in Midland Skills Centre, Tullamore, Co Offaly (the post may require travel within Laois/Offaly region)
Hours of work:	The Appointee will be required to work 35 hours per week together with such additional hours as may be required from time to time for the proper discharge of their duties.
Salary:	Salary Scale: €49,497 - €77,920 (contributory scale)
Annual Leave:	25 days Annual Leave will be in accordance with arrangements authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time.
Date of issue:	August 2026

Nature of Post
Electrical Instructors deliver to the apprentices all aspects of Phase 2 Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus under the direction of a designated Manager.

Role and Responsibilities
The role and responsibilities will encompass the following: • Instruct the apprentices in all aspects of Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, maths, science, drawing, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus • Prepare lesson plans, course notes, overheads and handouts as appropriate. • Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.

- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeats procedure.
- Maintain prescribed course records.
- Supervise apprentices and ensure that correct methods, quality standards, health & safety procedures are observed.
- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application.
- Prepare and issue progress reports to the employer in respect of each apprentice.
- Ensure adequate security of tools, equipment, machines and materials located in the training area.
- Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule.
- Plan and ensure the timely delivery of all course materials and non-capital tools and equipment.
- Raise Requests for Purchase for the supply of course material and non-capital tools and equipment.
- Ensure that course materials are used in an economical and cost effective manner.
- Use new technology, as appropriate, to assist in delivering and administering training.
- Undertake sure duties as may be assigned from time to time.

This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.

Person Specification:

Key Competencies

ROLE AND FUNCTION OF ELECTRICAL INSTRUCTOR

A number of key competencies have been identified as being essential for the effective performance of the role and function of Electrical Instructor.

1. **Relevant experience and knowledge of the trade**
2. **Teaching/Instructing/Training experience or ability**
3. **Managing people and resources**

Selection Criteria:	Essential	Desirable
Motivation: - Aware of Phase 2 Standards Based Apprenticeship - Record of achievement in own career - Good knowledge of ETB Training Services activities	✓ ✓	✓
Work Experience: - Must have two years post apprenticeship experience - Supervisory or teaching experience - Understanding of programme planning and delivery	✓	✓ ✓
Communication/Interpersonal Skills: - Group Management skills - Clear and effective written and verbal communication skills - Ability to engage with learners - Commitment to the development of apprentices - Fluent in Irish Desirable	✓ ✓ ✓ ✓	✓
Education and Training - Leaving Certificate standard - Must have a recognised apprenticeship - Practical & Theoretical qualifications - National Craft Certificate in Electrical Trade or higher - A degree or its equivalent in the subject area - Relevant technical/training qualification - IT Skills.	✓ ✓ ✓ ✓	✓ ✓ ✓
Circumstances/Special Requirements for this job: - A full driving licence - Car owner - Must be willing to work outside normal working hours. - Must be able to meet the travel requirements of the post.	✓ ✓	✓ ✓

Terms & Conditions of Appointment

- The appointment will be subject to the sanction of the Chief Executive.
- The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- Any offer will be subject to the receipt of two satisfactory references.
- Appointment is to Laois & Offaly ETB as a whole, not to a particular centre. LOETB reserves the right to transfer Instructors as the needs of the scheme dictates.
- The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.
- For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at LOETB's expense, a medical examination by a qualified practitioner nominated by LOETB.
- External work may not be undertaken without the prior consent of LOETB

Sick Leave and Special Leave

Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.

Garda Vetting

Laois & Offaly ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board's recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable. LOETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.

Superannuation & Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education Early Retirement Scheme for Teachers Circular 10/2007

The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease.

Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Exclusions

Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:

Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the *same employment or the same sector*. Therefore, such retirees may not apply for this position;

Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.

III Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.