

Job Description	
Post Type:	Training Services – Grade VII
Reporting to:	The Grade VII reports to the CE, the FET Director and the Relevant FET Manager
Nature of Post:	The post of plays an integral role in the provision of essential administrative services within LOETB's FET Service.
Place of Work:	Tullamore However, LOETB reserves the right to assign a staff member to any location as the service exigencies require.
Salary Scale:	€61,216 - €79,582
Annual Leave:	29 days
Date of issue:	September 2026
Contract:	Permanent Contract (subject to probation)

Role Overview

Working as a key member of LOETB's Enterprise Support team with responsibility for Green Skills, they will lead the planning, coordination, integration, and monitoring of FET programmes, ensuring high-quality delivery and positive learner outcomes. Working closely with Centre Managers, staff, employers, and other stakeholders, the successful candidate will ensure programmes meet learner needs, labour market demands, and organisational priorities.

A key focus of the role is building and maintaining strong employer relationships to identify skills needs, support programme development, and create opportunities for learner progression, work placements and employment.

The role also includes responsibility for programme performance, quality assurance, budget management, team leadership and continuous improvement, ensuring programmes are delivered effectively and in line with organisational objectives.

Duties and Responsibilities		
• Monitor, evaluate, and report on programme outcomes, learner progression, placements, and certification achievements. • Liaise effectively with LOETB FET Centre/Service Managers, Directors, Coordinators, and other relevant stakeholders and partner organisations. • Ensure learners are accurately registered and maintained on all relevant systems, including PLSS. • Ensure compliance with Quality Assurance (QA) policies, procedures, and regulatory requirements. • Prepare and present statistical, analytical, and written reports as required. • Provide leadership and oversight within a large, multi-level team environment, taking responsibility for operational decision-making within the assigned area. • Plan, organise, and prioritise workloads to meet deadlines, service objectives, and resource requirements. • Support the development of high-performing teams by fostering a culture of continuous improvement, skills development, and effective policy implementation. • Collaborate with key stakeholders, employers and industry to ensure the effective planning, coordination, delivery, and monitoring of training programmes that address identified local, regional, and national needs. • Liaise closely with Centre Managers to facilitate the seamless integration of programmes into centre operations, supporting quality delivery, learner engagement, and organisational objectives. • Manage and monitor budgets, including financial planning, expenditure control, and resource allocation, ensuring compliance with financial policies and value-for-money principles. • Contribute to the development, review, and implementation of policies and strategic initiatives across LOETB. • Promote the values and objectives of LOETB through effective leadership, creating a positive, inclusive, and supportive working environment. • Build and maintain productive relationships with internal and external stakeholders, ensuring effective communication and collaboration. • Represent the department and organisation at meetings, forums, and events as required. • Conduct research and analysis, gathering and evaluating relevant information to support informed decision-making and policy development. • Carry out duties and responsibilities as directed by the Chief Executive. • Undertake any other duties appropriate to the grade and role as may be assigned from time to time.		
Personal specification – Qualifications, Knowledge, Experience & Skills	Essential	Desirable
• High level of experience and knowledge of the relevant function. • An excellent knowledge and skill in the use of ICT. Appointees will be expected to use new technologies as they arise. Appointees	✓ ✓	

are also expected to continue to update their knowledge and skills in the area of ICT. • To operate successfully at this level, the appointee will be required to have resilience, self-confidence and strong personal impact grounded in a record of achievement in a similar role. The position requires an energetic person who can work collaboratively and flexibly to deliver through cross-functional teams. • 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. • Have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade • Relevant experience in education, training, public service, or a comparable environment. • Demonstrated experience in the planning, coordination, delivery, and evaluation of education, training, or development programmes. • Proven experience of working collaboratively with Centre Managers and other stakeholders to support programme integration, implementation, and service improvement.	✓ ✓ ✓ ✓ ✓ ✓	
The Successful candidate will need to demonstrate: • Proven ability to think and act strategically with experience of translating strategies into prioritised work plans; • Track record of providing strong and demonstrable leadership in an organisation undergoing significant organisational and cultural change; • Excellent communications, interpersonal and influencing skills and capable of interacting with a complex range of stakeholders; • Excellent judgement and creative problem-solving skills. • Ability to foster and manage strong internal and external stakeholder relationships and to ensure knowledge transfer; • Ability to create a highly cohesive team-oriented collaborative environment;		✓ ✓ ✓ ✓ ✓ ✓

• Excellent management and leadership skills, with an ability to manage conflict and influence and engage peers; • Ability to generate strong team morale, cooperation and participation. • Fluent in Irish Language - Desirable		✓ ✓ ✓
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Competencies required:

The appointee to the Grade VII post will be required to show evidence of the following competencies:

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the ETB and effectively communicates this to others.
- Displays high level of skills/expertise in the area and provides guidance to colleagues.
- Has a high level of expertise and broad LOETB sector knowledge and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards.
- Is focused on self-development and strives to improve performance.
- Has the required level of knowledge and expertise to undertake the technical aspects of the role.

Judgement, Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Uses judgement to make sound decisions with a well reasoned rationale and stands by these.
- Puts forward solutions to address problems.
- Has capacity to work on own initiative to support other staff and to deal with unexpected problems that can arise.
- Understands the practical implications of information in relation to the broader context in which s/he works – procedures, service objectives, etc.

Management & Delivery of Results

- Takes ownership of tasks and sees them through to a satisfactory conclusion.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Minimises errors, reviewing learning and ensuring, remedies are in place.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.

- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.
- Deals with any tensions within the team in a pro-active manner.
- 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 agreed objectives.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Collaborates and supports colleagues to achieve organisational goals.

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Is flexible and open to change.
- Is resilient and perseveres to achieve objectives despite obstacles or setbacks.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided.
- Behaves with integrity and encourages this in others.

