

**Grade VII – Administrative Officer**  
**Specific Purpose**  
**City of Dublin FET College Employer Engagement Service**  
**Ref: EOIG7SP26**

<b>Expression of Interest open to</b>	All existing administrative staff currently employed by City of Dublin ETB
<b>Proposed Timeline</b>	Shortlisting will begin on: 15 <sup>th</sup> January 2026 Interviews will commence week beginning: 19 <sup>th</sup> January 2026 <i>*All dates are subject to change and are for guidance only</i>
<b>Duration of Position</b>	This is a specific purpose contract covering a temporary promotion.
<b>Salary</b>	Will be paid at the appropriate point on the Grade VII salary scale.
<b>Hours of work</b>	35 hours per week.
<b>Location</b>	The position will be mainly based in the City of Dublin FET College Employer Engagement Service, Kilbarrack, Greendale Road, Dublin 5.
<b>Details of Position</b>	The City of Dublin ETB is committed to serving the needs of its learners and wider stakeholders. A particular focus is to ensure that all learners are provided with the opportunity to access education and training opportunities and supports to enable them to access the labour market. We are committed to working with employers, employer organisations and wider stakeholders to ensure that our programmes provide relevant training and skills. We will engage in ongoing review to ensure relevant to the labour-market and to achieve relevant strategic goals, actions and commitments.
<b>Essential Requirements</b>	<p>The ideal candidate will;</p> <ul style="list-style-type: none"> <li>• Be currently employed in an administrative capacity with City of Dublin ETB.</li> <li>• Have a proven track record of working with employers, representative groups and local providers to identify skill gaps and successful training solutions in response to labour market needs.</li> <li>• Have an in-depth knowledge of QQI Quality Assurance standards and requirements.</li> <li>• Have excellent communication skills, networking and influencing skills.</li> <li>• Be able to analyse information, conduct research and find solutions that satisfy a range of stakeholders.</li> <li>• Have an extensive knowledge of the range of services and supports delivered by City of Dublin ETB.</li> <li>• Have a proven track record of working with staff at all levels to develop and implement programmes to address labour market needs.</li> <li>• Have an in-depth knowledge of relevant strategies, policies and legislation that impact on FET provision.</li> <li>• Have an understanding of the future strategic direction of City of Dublin ETB.</li> <li>• Have the requisite knowledge, skills, and competencies to carry out the role.</li> <li>• Be capable and competent of fulfilling the role to a high standard.</li> </ul>
<b>Desirable Requirements</b>	<ul style="list-style-type: none"> <li>• Have a degree, equivalent to level 7 or higher on the National Framework of Qualifications.</li> </ul>
<b>Duties and Responsibilities</b>	<p>The overall general requirements of the job will include:</p> <ul style="list-style-type: none"> <li>• Support the campuses of City of Dublin FET College in their engagement with employers.</li> <li>• Identify opportunities for collaboration within and without of City of Dublin ETB.</li> <li>• Engage with employer representative groups to identify key areas of the provision of education and training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead on the development phases of Apprenticeships and Traineeships</li> <li>• Conduct Occupational Skills Profiling and desk-based research to identify and support Apprenticeship and Traineeship opportunities.</li> <li>• To promote City of Dublin ETB's training and education programmes provided to employers.</li> <li>• Identify skills gaps and training needs of employers in specific sectors including: <ul style="list-style-type: none"> <li>○ Pre-entry to employment programmes</li> <li>○ Upskilling of employees.</li> </ul> </li> <li>• Develop solutions for employers to address skills gaps including using current programmes and / or bespoke solutions.</li> <li>• Identify current and new opportunities and develop strategies to incorporate entrepreneurial skills development and support for learners.</li> <li>• Engage with City of Dublin FET College campuses for the development and delivery of programmes.</li> <li>• Advise the FET Director and local managers on emerging skill needs through liaising with relevant partners, agencies, industry bodies, etc.</li> <li>• Develop an annual plan that aligns with employer skills requirements and City of Dublin ETB delivery.</li> <li>• Represent City of Dublin ETB at events and on working groups as required.</li> <li>• Document systems and processes to support local involvement in employer engagement.</li> <li>• Ensure solutions meet QQI and industry-standard requirements.</li> <li>• Undertake administrative tasks as required by Director for FET, maintaining records of all work activity.</li> </ul>
<b>Competencies</b>	<p><b><i>Team Leadership</i></b></p> <ul style="list-style-type: none"> <li>• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.</li> <li>• Provides clear information and advice as to what is required of the team.</li> <li>• Strives to develop and implement new ways of working effectively to meet objectives.</li> <li>• Leads the team by example, coaching and supporting individuals as required.</li> <li>• Places high importance on staff development, training and maximising skills and capacity of team.</li> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change.</li> </ul> <p><b><i>Analysis &amp; Decision Making</i></b></p> <ul style="list-style-type: none"> <li>• Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.</li> <li>• Takes account of any broader issues and related implications when making decisions.</li> <li>• Uses previous knowledge and experience in order to guide decisions.</li> <li>• Makes sound decisions with a well-reasoned rationale and stands by these.</li> <li>• Puts forward solutions to address problems.</li> </ul> <p><b><i>Management &amp; Delivery of Results</i></b></p> <ul style="list-style-type: none"> <li>• Takes responsibility and is accountable for the delivery of agreed objectives.</li> <li>• Successfully manages a range of different projects and work activities at the same time.</li> <li>• Structures and organises their own and others work effectively.</li> <li>• Is logical and pragmatic in approach, delivering the best possible results with the resources available.</li> <li>• Delegates work effectively, providing clear information and evidence as to what is required.</li> <li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation.</li> <li>• Demonstrates enthusiasm for new developments / changing work practices and strives to implement these changes effectively.</li> <li>• Applies appropriate systems / processes to enable quality checking of all activities and outputs.</li> </ul>

	<ul style="list-style-type: none"> <li>Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.</li> </ul> <p><b>Interpersonal &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>Builds and maintains contact with colleagues and other stakeholders to assist in performing role.</li> <li>Acts as an effective link between staff and senior management.</li> <li>Encourages open and constructive discussion around work issues.</li> <li>Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.</li> <li>Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.</li> <li>Presents information clearly, concisely and confidently when speaking and in writing.</li> </ul> <p><b>Specialist Knowledge, Expertise and Self Development</b></p> <ul style="list-style-type: none"> <li>Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department / Organisation and effectively communicates this to others.</li> <li>Has high levels of expertise and broad knowledge of FET relevant to his/her area of work.</li> <li>Focuses on self-development striving to improve performance.</li> </ul> <p><b>Drive &amp; Commitment to Public Service Values</b></p> <ul style="list-style-type: none"> <li>Strives to perform at a high level, investing significant energy to achieve agreed objectives.</li> <li>Demonstrates resilience in the face of challenging circumstances and high demands.</li> <li>Is personally trustworthy and can be relied upon.</li> <li>Ensures that customers are at the heart of all services provided.</li> <li>Upholds high standards of honesty, ethics and integrity.</li> </ul> <p><b>Note:</b> Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, at interview, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.</p> <p>Ideally you should include all elements of the STAR competency framework which is outlined as follows:</p> <table border="1"> <tr> <td><b>S</b>ituation</td><td>Present a challenging situation you found yourself in.</td></tr> <tr> <td><b>T</b>ask</td><td>What did you need to achieve from the situation?</td></tr> <tr> <td><b>A</b>ction</td><td>What action did you personally take to achieve this?</td></tr> <tr> <td><b>R</b>esult</td><td>What was the result of your action?</td></tr> </table>	<b>S</b> ituation	Present a challenging situation you found yourself in.	<b>T</b> ask	What did you need to achieve from the situation?	<b>A</b> ction	What action did you personally take to achieve this?	<b>R</b> esult	What was the result of your action?
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To apply please upload your CV and Letter of Application, as one attachment, on our Online Platform The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CV4R244NXG9>

**Important Notes:**

- Please ensure that your letter of application & CV clearly evidence the essential requirements.
- Applicants must create a profile in order to apply for positions / upload CV's via our online system, which can be done through the link above.
- Creating a profile is NOT applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.
- Staff with queries should contact [applications@cdetb.ie](mailto:applications@cdetb.ie) for assistance quoting the reference number, however staff with technical queries should use the help function available at the login area.

- *Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.*
- *Please note that it is the responsibility of the applicant to ensure that all application documents are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.*

Latest date for receipt of completed profiles and upload requirements is: **Thursday 15<sup>th</sup> January 2026**

*Late applications will not be accepted. Shortlisting may take place. Canvassing will disqualify.  
City of Dublin ETB is an equal opportunities employer.*