

Grade VII – Administrative Officer
Specific Purpose: Sick Leave
City of Dublin FET College Ballyfermot, Chapelizod Hill
Ref: EOIG7BSP26

Expression of Interest open to	All existing Grade III Clerical Officers to Grade VI Senior Staff Officers currently employed by City of Dublin ETB
Proposed Timeline	Shortlisting will take place week commencing: 23 rd March 2026 Interviews will commence week beginning: 30 th March 2026 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	This is a specific purpose contract covering sick leave.
Salary	Will be paid at the appropriate point on the Grade VII salary scale.
Hours of work	35 hours per week.
Location	The position will be mainly based in the City of Dublin FET College Ballyfermot, Southwest Campus, Chapelizod Hill Road, Chapelizod, Dublin 20, D20 CX93.
Details of Position	Reporting to the Manager, the successful candidate will have a key operational function within the FET structure, providing vital administrative and analytical support to the Senior Management Team in relation to scheduling, budgeting and tracking of data.
Essential Requirements	The ideal candidate will; <ul style="list-style-type: none"> • Be currently employed in an administrative capacity, Grade III to Grade VI, with City of Dublin ETB. • Have expertise and experience working directly in a finance setting. • Experience in working with data, spreadsheets and budgeting. • Comprehensive knowledge and experience of working with SUN or an equivalent tier 1 ERP system. • Experience in working with learner data systems such as PLSS and ACSS. • Excellent judgement, problem-solving, analytical and decision-making skills. • Excellent work planning and organisation skills. • Have the requisite knowledge, skills, and competencies to carry out the role. • Be capable and competent of fulfilling the role to a high standard.
Desirable Requirements	<ul style="list-style-type: none"> • Have a degree, equivalent to level 7 or higher on the National Framework of Qualifications. • Have a good knowledge of the functions of training centres
Duties and Responsibilities	The overall general requirements of the job will include: <ul style="list-style-type: none"> • Tracking learner activity days across FET programmes to ensure accuracy in reporting and compliance with SOLAS and ETB data return requirements • Preparing, monitoring, and submitting FET budgets, in collaboration with the Senior Management Team • Coordinating with centres and programme managers to gather and validate programme and financial information • Supporting the SMT of the training centre in decision-making through preparation of management reports and performance data • Ensuring administrative continuity, data integrity, and compliance across multiple FET funding streams

<p>Competencies</p>	<p><i>Team Leadership</i></p> <ul style="list-style-type: none"> • Works with the team to facilitate high performance, developing clear and realistic objectives and addressing 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 and capacity of team. • Is flexible and willing to adapt, positively contributing to the implementation of change. <p><i>Analysis & Decision Making</i></p> <ul style="list-style-type: none"> • 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 and related implications when making decisions. • Uses previous knowledge and experience in order to guide decisions. • Makes sound decisions with a well-reasoned rationale and stands by these. • Puts forward solutions to address problems. <p><i>Management & Delivery of Results</i></p> <ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives. • 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, delivering the best possible results with the resources available. • Delegates work effectively, providing clear information and evidence as to what is required. • 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. <p><i>Interpersonal & Communication Skills</i></p> <ul style="list-style-type: none"> • 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 discussion 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. <p><i>Specialist Knowledge, Expertise and Self Development</i></p> <ul style="list-style-type: none"> • 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. • Has high levels of expertise and broad knowledge of FET relevant to his/her area of work. • Focuses on self-development striving to improve performance. <p><i>Drive & Commitment to Public Service Values</i></p> <ul style="list-style-type: none"> • Strives to perform at a high level, investing significant energy to achieve agreed objectives.
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	<ul style="list-style-type: none"> • Demonstrates resilience in the face of challenging circumstances and high demands. • Is personally trustworthy and can be relied upon. • Ensures that customers are at the heart of all services provided. • Upholds high standards of honesty, ethics and integrity. <p>Note: 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" style="width: 100%;"> <tr> <td style="width: 20%;">Situation</td> <td>Present a challenging situation you found yourself in.</td> </tr> <tr> <td>Task</td> <td>What did you need to achieve from the situation?</td> </tr> <tr> <td>Action</td> <td>What action did you personally take to achieve this?</td> </tr> <tr> <td>Result</td> <td>What was the result of your action?</td> </tr> </table>	S ituation	Present a challenging situation you found yourself in.	T ask	What did you need to achieve from the situation?	A ction	What action did you personally take to achieve this?	R 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/CVBZWAYBP7C>

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 for assistance quoting the reference number, however staff with technical queries should use the help function available at the login area.**
- **Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection processor, were discovery is made after appointment, in summary dismissal.**
- **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: **Friday 20th March 2026**

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