

**Auctioneering & Property Services  
Apprenticeship Programme Manager  
(Fixed Term Contract for 2 Years)**

Expression of interest is invited for the above **fixed term** position within City of Dublin ETB

|                                       |   |
|---------------------------------------|---|
| <b>Expression of Interest open to</b> | All Class III teachers currently employed with City of Dublin ETB.  |
| <b>Proposed Timeline</b>              | Shortlisting will take place week commencing: 5 <sup>th</sup> May 2025<br>Interviews will commence week beginning: 12 <sup>th</sup> May 2025<br><i>*All dates are subject to change and are for guidance only</i>   |
| <b>Duration of Position</b>           | This is a fixed term contract for two years.  |
| <b>Salary</b>                         | Will remain at current point of Class III salary scale plus honorarium for summer.  |
| <b>Hours of work</b>                  | 35 hours per week (calendar year) with evening or occasional weekend work involved. A time in lieu system will operate as necessary.  |
| <b>Annual Leave</b>                   | 35 days per annum.  |
| <b>Location</b>                       | The position will initially be based in Ballsbridge CFE, however travel will be required between services and centres.  |
| <b>Essential Requirements</b>         | <ul style="list-style-type: none"> <li>• Be currently employed as a Class III teacher with City of Dublin ETB.</li> <li>• Work history which demonstrates initiative, innovation and ability to accept new challenges.</li> <li>• In-depth understanding of QA systems and standards.</li> <li>• Ability to create and maintain business networks / relationships.</li> <li>• Excellent office administration experience.</li> <li>• Excellent IT skills and extensive, proven knowledge and use of the Microsoft Office Suite.</li> <li>• Experience working in a Further Education and Training context (i.e. PLC, Adult and Community Education, Youthreach, Training, Education Service to Prisons etc).</li> <li>• Excellent organisation and project management skills.</li> <li>• Excellent communication skills.</li> <li>• Proven ability to manage multiple projects simultaneously, with strong attention to detail.</li> <li>• Demonstrated ability to self-motivate, think strategically and identify opportunities.</li> <li>• High level of professionalism, strong interpersonal skills and ability to work in a team environment or independently.</li> <li>• Commitment to providing quality education and training opportunities to learners.</li> <li>• Openness to continued upskilling to support personal and professional development within the role and as part of the team.</li> </ul> |
| <b>Desirable Requirements</b>         | <ul style="list-style-type: none"> <li>• Knowledge of apprenticeships.</li> <li>• Proven track record in liaising with employers.</li> <li>• Experience of management or co-ordination or oversight of national or large-scale programme.</li> <li>• Relevant experience within an Education / Training environment.</li> <li>• Valid, full driving licence with access to own transport.</li> </ul>  |

|                                      |   |
|--------------------------------------|---|
| <b>Key Role and Responsibilities</b> | <p>The general duties and responsibilities listed below are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office and efficient management of resources.</p> <p>Initially the post holder will be responsible for the administration of the Auctioneering Property Services (APS) apprenticeship. As more apprenticeships come on stream, the post holder's role may be expanded.</p> <ul style="list-style-type: none"> <li>• To represent City of Dublin ETB supporting the delivery of National APS Apprenticeship.</li> <li>• Support the national rollout of the APS.</li> <li>• Assist with the marketing and PR of the APS to inform the target audience, provide a pathway to engage with our service and identify media and other promotional opportunities.</li> <li>• Undertake relevant administrative duties in relation to the APS such as processing payments, ordering and other items in accordance with City of Dublin ETB policies and procedures.</li> <li>• To support local programme co-ordinators and their teachers / instructors to ensure consistency of teaching and learning strategy across the colleges.</li> <li>• Collect and report on employer interest for City of Dublin ETB colleges / centres and provide support and guidance to prospective employers in the setting up and running of the programme</li> <li>• Assist in management, development and production of course content and creation of assessments in keeping with the validated programme and module learning outcomes ensuring relevance to industry and compliance with regulatory standards.</li> <li>• Assist in ensuring Quality Assurance procedures as agreed with QQI as part of the Validation process are adhered to.</li> <li>• Assist in ensuring that all the necessary resources, facilities, equipment and consumables are available for the operational delivery of the APS Apprenticeship.</li> <li>• Maintain positive collaborative relations with all stakeholders.</li> <li>• Participate in annual course / calendar planning.</li> <li>• Support in the generation, collection, collation, and distribution of reports as outlined in the QA documentation.</li> <li>• Arrange meetings, etc. with the National Programme Board, CSG, National Examination Board and the RPK Board, in accordance with QA Documentation including minute taking.</li> <li>• Participate on apprenticeship groups and forum as required.</li> <li>• Other duties as required.</li> </ul> |
| <b>Competencies</b>                  | <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>• Works with and leads teams and working groups 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.</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 &amp; capacity of team.</li> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change.</li> </ul> <p><b>Analysis &amp; Decision Making</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> </ul>   |

|                  |   |
|------------------|---|
|                  | <ul style="list-style-type: none"> <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>Management &amp; Delivery of Results</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> <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 relationships internally and externally; keeps all stakeholders involved; is professional and discreet across all relationships; willingly supports and assists others</li> <li>• Encourage open and constructive discussions around work issues.</li> <li>• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.</li> <li>• Collaborative; anticipates impact on others; listens to gain complete understanding; sensitive to views and feelings of others;</li> <li>• Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.</li> <li>• Acts as an effective link between staff and senior management.</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 Public Sector knowledge 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>Candidates should note that questions relating to the above competencies will form part or all of the interview.</b></p> |
| <b>Reporting</b> | The successful applicant will report to the Principal, Ballsbridge College and Director of FET.   |

To apply please submit the following to [applications@cdetb.ie](mailto:applications@cdetb.ie) no later than:  
12 noon on Monday 5<sup>th</sup> May 2025

- Letter of Application
- Current CV

**Important Note:** Please ensure that your letter of application & CV clearly evidence the essential requirements, failure to do so may result in candidate not being shortlisted.

*Late Applications Will Not Be Accepted. Shortlisting May Take Place. Canvassing will disqualify.  
City of Dublin ETB is an equal opportunities employer.*