Information Guide

# Assistant Manager
# City of Dublin FET College Ballyfermot, Chapelizod Hill, Southwest Campus
# 2 Year Fixed Term Position
# Ref: AMFTB26

City of Dublin ETB is the state education and training authority for Dublin city with over 3,000 staff who provide education and training opportunities for over 34,000 people.
We do this through running Community National Schools, Community Special Schools, Community Hospital Schools and 11 Community Colleges across the city. Our City of Dublin FET College operates across four campuses with 9 faculties in the city, providing Post Leaving Certificate courses, apprenticeships, traineeships and a range of further education and training opportunities for adults. We also provide education services in seven prisons and fund a range of Community Training Centres and Local Training Initiatives.
City of Dublin ETB supports the provision, coordination, administration and assessment of youth work in Dublin city, and is the lead partner in Music Generation Dublin City. City of Dublin ETB is also responsible for Student Universal Support Ireland (SUSI), the national awarding authority for student grants in Ireland.
Our provision is supported by the Head Office administrative staff in Ballsbridge. Other support services include a psychological service, a curriculum development unit, a learner support and engagement service, an employer engagement service, a data and strategic planning unit and a buildings maintenance unit.

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| **Proposed Timeframe** | Shortlisting will take place week commencing: 23rd November 2026<br>Interviews will commence week beginning: 7th December 2026<br>***All dates are subject to change and are for guidance only*** |
| **Salary** | For persons entering public service for the first time, starting pay will be at the minimum point of the AEO salary scale, €64,218 per annum (pro rata). This is not negotiable. An incremental salary scale applies thereafter.<br>Previous public sector experience may be eligible for incremental credit, to be determined upon appointment. |
| **Location of Position** | The position will be based in City of Dublin FET College Ballyfermot, Southwest Campus, Chapelizod Hill Road, Chapelizod, Dublin 20, D20CX93. |
| **Annual Leave** | 30 working days per annum (pro rata) |
| **Hours of Work** | 35 hours per week with evening or occasional weekend work involved. A time in lieu system will operate as necessary. |
| **Summary of Position** | City of Dublin ETB is one of the largest providers of Consortia Led Apprenticeships s in the country, currently delivering 11 apprenticeship programmes across the Further Education and Training (FET) College network, operating from 15 locations and supporting over 400 apprentices annually. Apprenticeships are a strategic priority within the FET Strategy and continue to expand in response to national skills needs and employer demand.<br>The Assistant Manager position is a two-year fixed term position to lead and manage Consortia Led Apprenticeships in City of Dublin, including acting as national lead for all Consortia Led Apprenticeships City of Dublin ETB has developed.<br>The post holder may be subject to rotation to other duties at the appropriate level within the management team at City of Dublin FET College, Chapelizod Hill. |
| **Requirements** | • Have a minimum of three years recent experience, preferably at a senior position in an organisation, which in the opinion of City of Dublin ETB is relevant to the post.<br>• Knowledge of the broad Further Education and Training Sector. |

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| | • Have significant experience in people management including but not limited to general staff supervision, teamwork, scheduling, staff development and training.<br>• Have excellent administrative and IT skills.<br>• Ability to prioritise and manage work in a dynamic and pressurised environment.<br>• Goal oriented in a manner that ensures that work is comprehensively completed.<br>• Proven record as a team-player with a flexible approach.<br>• Demonstrated experience of building and maintaining relationships.<br>• Effective verbal and written communications, including negotiation, project management, report writing and presentation skills.<br>• Excellent judgement, problem-solving, analytical and decision-making skills.<br>• Excellent interpersonal and people management skills.<br>• Excellent work planning and organisation skills.<br>• Self-motivating, flexible and results focused.<br>• Experience of developing procedures and implementation and monitoring of same. |
| **Principal Duties and Responsibilities** | The main 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:<br>• Lead and coordinate the delivery, implementation and ongoing development of City of Dublin ETB's Consortia Led Apprenticeships.<br>• Act as the national lead and coordinator for all City of Dublin ETB developed, and in development, Consortia Led Apprenticeships programmes.<br>• Develop and maintain strategic partnerships with employers, industry representatives, enterprise agencies, higher education partners and national stakeholders to support programme growth and sustainability.<br>• Lead the development and implementation of operational systems, processes and governance arrangements to support effective apprenticeship delivery.<br>• Oversee programme performance, quality assurance, compliance and continuous improvement across the apprenticeship portfolio.<br>• Work closely with the Curriculum Development Unit (CDU) in relation to all quality matters including programme development and reviewing.<br>• Support strategic planning through the collection, analysis and reporting of apprenticeship data, including the ongoing development and use of the Strategic Employer Engagement Database (SEED).<br>• Identify opportunities for the expansion of apprenticeship provision in response to national skills priorities and employer demand.<br>• Provide leadership and support to programme teams, ensuring consistent implementation of national policies, funding requirements and quality standards. |
| **Competencies** | ***Leadership***<br>• Actively contributes to the development of the strategies and policies of the Department / Organisation.<br>• Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.<br>• Leads and maximises the contribution of the teams as a whole.<br>• Considers the effectiveness of outcomes in terms wider than own immediate area.<br>• Clearly defines objectives / goals & delegates effectively, encouraging ownership and responsibility for tasks.<br>• Develops capability of others through feedback, coaching & creating opportunities for skills development.<br>• Identifies and takes opportunities to exploit new and innovative service delivery channels. |

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| | ***Analysis and Decision Making***<br>• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue.<br>• Understands complex issues quickly, accurately absorbing and evaluation data (including numerical data).<br>• Integrates diverse strands of information, identifying inter-relationships and linkages.<br>• Makes clear, timely and well-grounded decisions on important issues.<br>• Considers the wider implications of decisions on a range of stakeholders.<br>• Takes a firm position on issues s/'he considers important.<br><br>***Management and Delivery of Results***<br>• Takes responsibility for challenging tasks and delivers on time and to a high standard.<br>• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.<br>• Ensures quality and efficient customer service is central to the work of the division.<br>• Looks critically at issues to see how things can be done better.<br>• Is open to new ideas initiatives and creative solutions to problems.<br>• Ensures controls and performance measures are in place to deliver efficient and high value services.<br>• Effectively manages multiple projects.<br><br>***Interpersonal and Communication Skills***<br>• Presents information in a confident, logical and convincing manner, verbally and in writing.<br>• Encourages open and constructive discussions around work issues.<br>• Promotes teamwork within the section, but also works effectively on projects across Departments / Sectors.<br>• Maintains poise and control when working to influence others.<br>• Instils a strong focus on Customer Service in his/her area.<br>• Develops and maintains a network of contacts to facilitate problem solving or information sharing.<br>• Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system.<br><br>***Specialist Knowledge, Expertise and Self-Development***<br>• Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department / Organisation.<br>• Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities.<br>• Is considered an expert by stakeholders in own field / area.<br>• Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.<br><br>***Drive and Commitment to Public Service Values***<br>• Is self-motivated and shows a desire to continuously perform at a high level.<br>• Is personally honest and trustworthy and can be relied upon.<br>• Ensures the citizen is at the heart of all services provided.<br>• Through leading by example, fosters the highest standards of ethics and integrity.<br><br>**Note:** Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, 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. |

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<tr><td></td><td>Ideally you should include all elements of the STAR competency framework which is outlined as follows:<br><br><table><tr><td>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></td></tr>
<tr><td>Terms & Conditions of Appointment</td><td>• The appointment will be subject to the sanction of the Chief Executive.<br>• Any offer will be subject to the receipt of two satisfactory references.<br>• The appointment will have a probationary period, details of which will be stipulated in the contract of employment.<br>• Appointment is to City of Dublin ETB as a whole. City of Dublin ETB reserves the right to transfer an Officer as the needs of the organisation dictate.<br>• The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.<br>• 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 City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.<br>• Extern work may not be undertaken without the prior consent of City of Dublin ETB.</td></tr>
<tr><td>Citizenship Requirements</td><td>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply.<br>Please visit the link below for updates to these requirements:<br>Coming to Work in Ireland - Workplace Relations Commission<br><br>Please note that upon appointment the successful candidate must have valid right to work status.</td></tr>
<tr><td>Termination</td><td>The appointment will be terminated by one month's notice in writing on either side.</td></tr>
<tr><td>Garda Vetting</td><td>City of Dublin 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 organisations recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable.<br>City of Dublin ETB 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.</td></tr>
<tr><td>Sick Leave and Special Leave</td><td>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.</td></tr>
<tr><td>Superannuation & Retirement</td><td>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the 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.<br>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.<br>Key provisions attaching to membership of the Single Scheme are as follows:</td></tr>
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| | • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).<br>• Retirement Age: Scheme members must retire on reaching the age of 70.<br>• Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).<br>• 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.**<br>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 102/2007** | 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:<br><br>**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.<br><br>**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 re-employment 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. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility). |

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| | **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013:** The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).<br><br>**Collective Agreement Redundancy Payments to Public Servants:** The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility). |
| **Ill 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** | Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment. |
| **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. |
| **Referees** | Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.<br><br>Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates. |

**Notes:**

- Applicants must create a profile in order to apply for positions via our online system, The Hire Lab.
- 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.

- Candidates with queries should contact applications@cdetb.ie for assistance quoting the reference number, however applicants with technical queries should use the help function available at the login area.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding 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**.**
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- City of Dublin ETB may contact the named referees and/or employers for a reference should you be called to interview.
- 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.

Completed online applications should be submitted no later than:

## 12 noon on Monday 23rd November 2026

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

**Dr. Christy Duffy,**
**Chief Executive.**