Post-Primary Languages Ireland

Open competition for the appointment of
Executive Officer

Information Booklet

October 2017

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## 1. The Appointment

Post-Primary Languages Ireland (PPLI) works to implement the foreign languages strategy of the Department of Education in Ireland by diversifying, enhancing and expanding the teaching of foreign languages in post-primary schools. PPLI wishes to appoint an Executive Officer to support the implementation of this strategy. Further details about PPLI and its work is available at [www.ppli.ie](http://www.ppli.ie) and the awareness raising campaign website [www.languagesconnect.ie](http://www.languagesconnect.ie). The Executive Officer will be particularly involved in the implementation by PPLI of a new Department of Education initiative to provide a taster module in foreign languages and ISL in primary schools.

Schools will be supported by PPLI in providing a six-week sampler module across a range of additional languages including Irish Sign Language (ISL). This sampler module will provide pupils with opportunities to expand their experience of language and languages, support the development of a positive attitude towards language learning and encourage interest in the uptake of Modern Foreign Languages (MFL) at post-primary level. It will also support the transfer of language skills and appreciation of linguistic and cultural diversity which are key features in enriching the language learning experiences in English and Irish espoused in the Primary Language Curriculum/Curaclam Teanga na Bunscoile (PLC/CTB) (2019) and Languages Connect, Ireland’s strategy for Foreign Languages in Education (2017)

The post is a full-time position on a one year fixed-term contract.

**Job Specification**

The duties of the Executive Officer will include, but are not limited to:

* Developing and managing operational systems for the delivery of foreign languages and ISL in primary schools
* Acting as a contact person with operational duties for the project
* Promoting and disseminating the work of the project
* Liaising with relevant education sector stakeholders
* Carrying out duties involving organisational and administrative tasks
* Supporting all team members as needed
* Any other duties assigned from time to time by the Director of PPLI

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

A six-month probationary period will apply.

## 2. Experience/Qualifications required

* Educated to degree level or equivalent
* Previous experience in a role in which you have demonstrated the required competencies including organisational skills and delivery of results, ability to analyse information and present it clearly, interpersonal skills, and making recommendations and decision making
* Provide support with relevant financial matters to accounts department
* Competence in a second language (in addition to English/Irish)
* Ability to work independently and also as part of a team
* Previous experience in the education sector
* High level of digital literacy and working knowledge of the Microsoft Office package
* Be eligible to work in Ireland

**Skills & Competencies:**

* Excellent Organisational Skills
* Excellent Interpersonal & Communication Skills
* Flexibility
* Teamwork and working independently
* People management
* Analysis & Decision Making
* Delivery of Results, on time, within budget and sometimes under tight deadlines and high pressure
* Foreign Languages Knowledge and Expertise
* Drive & Commitment to Promoting Foreign Languages

## 3. Salary

The salary will be €29,428 which is analogous to Point 1 on the Civil Service Executive Officer NPPC salary scale:

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Hours of Attendance:**

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 37.5 hours (net of rest breaks) per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

## 4. Annual Leave

The annual leave allowance will be 23 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

## 5. Location

This role will initially be working from home due to current government restrictions and will be based at The Liberty Insurance Building in Blanchardstown, Dublin 15 when regular working arrangements return.

## 6. Equal Opportunities

PPLI is an equal opportunities employer.

Garda vetting will be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

## 7. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references.

Final selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

## 8. Preparing for interview

Please prepare to explain to the interview board how you have demonstrated the following competencies required for the position of Executive Officer in PPLI.

* Analysis & Decision Making
* Organisational Skills
* Flexibility
* Teamwork and working on own initiative
* People management
* Delivery of Results, on time, within budget and sometimes under tight deadlines and high pressure
* Interpersonal & Communication Skills
* Foreign Languages Knowledge and Expertise
* Drive & Commitment to Promoting Foreign Languages

For each competency, you may be asked to give examples from your career to date that best illustrate how you have developed and used this competency.

## 9. Eligibility

Must be eligible to work in the Republic of Ireland.

## 10. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

## 11. Attendance at interview

Interviews for the post will be held online in June 2021. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

## 12. Deeming of candidature to be withdrawn

Applicants who-

1. do not, when requested, furnish such evidence as PPLI requires in regard to any matter relevant to their candidature;
2. or do not attend the interview at the time and place appointed,
3. or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

## 13. Queries

If you have any queries in relation to the process or the role, please contact kirsi.hanifin@ppli.ie