Post-Primary Languages Ireland

Open competition for the appointment of Clerical Officer

Information Booklet

October 2017

**1. Introduction**

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Post-Primary Languages Ireland (PPLI) works to implement the policy of the Department of Education in Ireland of diversifying, enhancing and expanding the teaching of foreign languages in post-primary schools and works to implement Languages Connect - Ireland’s Strategy for Foreign Languages in Education 2017-2026 and Implementation Plan 2017-2022 (links to the strategy documents are available [here](https://www.gov.ie/en/publication/52f94d-framework-for-consultation-on-a-foreign-languages-in-education-strat/)). PPLI wishes to appoint a Clerical Officer to support the role of PPLI in implementing key actions of this strategy. Further details about the PPLI and its work is available [here](http://ppli.ie/) and [here](http://languagesconnect.ie/).

PPLI is a diverse team of experts who successfully deliver high quality projects in the area of foreign languages education and awareness raising. PPLI is known for its professionalism, innovation, versatility, and strong work ethic. It supports a wide variety of stakeholders including government departments, education agencies, schools and teachers, and many other partners.

The post is a full-time position on a one year fixed-term contract. A six-month probationary period will apply.

**Closing date for application: Friday 13th May 12noon.**

**Job Specification**

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

* Provide secretarial support to the PPLI team as required
* Gather data and maintain database of schools and tutors/teachers
* Respond to queries via email and phone
* Collate data and feedback from schools
* Process invoices and payments to third parties and handle associated queries. Keep related financial records up to date
* Organise meetings / training and book venues, ensuring that these are equipped with necessary documentation, equipment and refreshments.
* Process payments and expenses including payments relating to the PPLI teachers and other personnel associated with PPLI, and keeping files up to date and respond to queries re same
* Administer various other information relating to PPLI activities such as collating data, registration of schools and students, creating registration forms
* Arrange and track postal and delivery services as needed
* Maintain data management, using Excel and other relevant software
* Maintain office systems including filing, storeroom stock, purchasing of office and other materials
* Handle telephone calls, enquiries and requests from both PPLI employees and the public, providing them with appropriate responses or directing them to the relevant person

**2. Experience/Qualifications**

* At least Grade D (or a Pass) in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme or a pass Leaving Certificate Applied or an equivalent qualification on the National Framework of Qualifications (NFQ) or have passed an examination of at least equivalent standard
* High level of IT proficiency and good knowledge of the Microsoft Office package
* Competence in a foreign language (in addition to English/Irish) desirable and a positive attitude to foreign languages

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.

**Skills & Competencies:**

* Attention to detail and excellent organisational skills
* Flexibility with a “can-do” attitude to requests and tasks
* Working as part of a team and working on own initiative
* Delivery of Results, on time, and sometimes under tight deadlines and high pressure
* Excellent Interpersonal & Communication Skills including excellent English, across all language skills
* Foreign Languages Knowledge and Expertise desirable
* Drive & Commitment to Promoting Foreign Languages

**3. Salary**

The salary will be €24,148 which is analogous to Point 1 on the Clerical Officer 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.

**4. Annual Leave**

The annual leave allowance will be 22 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**

PPLI is currently based at The Liberty Insurance Building in Blanchardstown.

**6. Equal Opportunities**

The PPLI is an equal opportunities employer.

**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 (referees will not be contacted without the candidate’s prior agreement)

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**

You will be asked to give examples from your career to date that best illustrate how you have developed and demonstrated the following competencies.

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**9. Eligibility**

Can legally 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 in May. 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 info@ppli.ie