Post-Primary Languages Ireland (PPLI)

Open competition for the appointment of Operations Manager

Information Booklet

October 2017

Operations Manager

**1. Introduction**

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 an Operations Manager 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.

1. **Job Specification**

The purpose of the job is to lead, manage and develop the operations functions of PPLI:

* Manage corporate services in PPLI including work related to financial, HR and operational matters
* Ensure excellent corporate governance in relation to implementation of codes of practice, audit, risk management, systems of control and procurement
* Managing the corporate services interface with the DE and other stakeholders and agencies

The following expectations and tasks summarise the responsibilities of the role.

**General Support**

* Work in tandem with PPLI’s Director to drive and execute the implementation of key actions in Languages Connect in line with strategic business objectives
* Assist, support, represent and deputise for the director
* Support staff with project management and risk assessment
* Support the director in delivering ongoing effective performance management and review of employees
* Conduct relevant research and analysis
* Prepare reports and applications
* Oversee the effective running of the office
* Work with team members to develop and operate relevant projects and stakeholder engagement effectively

**Manage the finances of PPLI**

* Prepare estimates and budgets for the plan of work.
* Work with director on budget and ensuring VFM
* Manage all aspects of procurement processes
* Report on expenditure under all project codes and monitor expenditure on budgets.
* Provide quarterly management accounts.
* Submit quarterly income and expenditure reports and prompt payments reports for DoE.
* Authorise purchase orders and payments as they arise.
* Ensure compliance with public sector guidelines
* Arrange for the production of annual financial statements.
* Ensure provision of effective service regarding information and queries by stakeholders and the public

**Manage HR at PPLI**

* Assist with recruitment, induction and mentoring of new employees
* Provide HR life-cycle management for employees
* Write and facilitate contracts, pay scales, and visas where relevant
* Conduct ongoing management and performance management of operations team
* Determine staff training needs and capacity building

**Ensure compliance with all Corporate Governance regulations**

* Lead and manage the operations work of PPLI
* Ensure compliance with the revised Code of Practice for the Governance of State Bodies and develop and review policies and procedures where necessary.
* Assist in the production of the annual report
* Develop and review operational and business processes
* Develop, monitor, and review PPLI policies and procedures
* Ensure adherence to public sector procurement policy and ongoing improvement and development.
* Support the annual audit in accordance with agreed timescales and act on recommendations arising.
* Contribute to risk management processes
* Ensure rules, practices and processes are in place, adhered to and reviewed at operational and organisational level
* Ensure GDPR compliance and maintain expertise on same

**Ensure the efficient performance and ongoing development of the Operations function of PPLI.**

* Manage and lead a team of 7 Operations staff
* Oversee financial, HR and operational matters and provide support to the operations team.
* Review and implement Fixed Asset processes
* Prepare Procurement Plan and Contracts documentation and processes
* Meet the information needs of DE in a timely manner.
* Ensure Customer service processes further developed

**3. Requirements, Skills & Competencies:**

* Focused specialist with a strong understanding of HR, finance, and governance.
* Degree or equivalent business experience – 8 plus years
* Experience in education sector
* Proven project management skills
* Possess a proactive and flexible approach to managing multiple activities within relevant timeframes in a fast-paced environment
* Have strong communication skills, both oral and written
* Able to deliver work independently and as part of a team
* Enthused and self-motivated to provide strategic and tactical support to PPLI’s Director on many fronts
* Leadership
* Judgement, Analysis, and Decision-making
* Management and Delivery of Results
* Self-starting and self-directing
* Writing reports
* Can communicate in a foreign language

**Minimum requirements:**

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.

The post is a full-time position contracted for one yearinitially.

1. **Salary**

The Operations Manager salary scale is as follows:

**Analogous to ASSISTANT PRINCIPAL (NPPC) in the Civil Service**

68,003 – 70,478 – 71,843 – 74,345 – 76,848 – Max 78,295 – LSI 1 80,816 – LSI 2 83,345

(LSI1) After 3 years satisfactory service at the maximum.

(LSI2) After 6 years satisfactory service at the maximum.

Increments may be awarded subject to satisfactory service and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

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

The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New Entrants will commence on the first point of the salary scale, as is the practice in the public sector.

Different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

1. **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.

1. **Annual Leave**

The annual leave allowance will be 30 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.

1. **Location**

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

 **8. Equal Opportunities**

PPLI is an equal opportunities employer.

 **9. 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 interview, and satisfactory references (referees will not be contacted without the candidate’s prior agreement.

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.

**10. Preparing for interview**

Please prepare a 5-minute presentation on how you envisage your role in the context of the job responsibilities outlined in Section 3.

Please also prepare to explain to the interview board how you have demonstrated the skills and competencies as outlined in 3 above for the position of Operations Manager in the PPLI.

**11. Eligibility**

Candidates are not eligible to apply if they have availed of the public service early retirement schemes set out below.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in 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.

Department of Health and Children Circular 7/2010

The Department of Health Circular 7/2010 of 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) 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 monies. The same prohibition on re-employment applies under the redundancy scheme also, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. 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.

**12. Confidentiality**

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

**13. 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.

**14. Deeming of candidature to be withdrawn**

Applicants who-

1. do not, when requested, furnish such evidence as the 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 the PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

**15. Queries**

If you have any queries in relation to the process or the role please contact Karen.ruddock@ppli.ie