Post-Primary Languages Ireland (PPLI)

Open competition for the appointment of Operations Officer

Information Booklet

October 2017

Operations and Project Officer

**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 key actions in 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 and Project 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.

**Closing date for applications: 30th June 12noon.**

1. **Job Specification**

The purpose of the job is to support and develop the operations functions of PPLI, reporting to the Operations Manager:

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

* Support and report to the Operations Manager in areas of operational, office and staff management and administration
* Work with the Operations team to ensure effective support in areas of planning, organizing, leading, and controlling in relation to operational processes, risk management, record keeping, evaluation of practices, codes of practice, and organisational change and development
* Lead on and manage assigned projects, liaising with relevant PPLI Team members and stakeholders, and ensure delivery of these projects
* Support HR operations and proactively support the development of HR practices
* Lead on managing the teaching staff administration and communication, contributing to employee satisfaction and the development of effective operational changes as required
* Co-ordinate and facilitate the creation of teaching timetables in collaboration with education officers, stakeholder schools, and delivery of classes in the context of demand.
* Work with the team overseeing the administration, delivery and development of Saturday school language classes
* Proactively engage with co-workers and stakeholders, striving for high standards and the delivery of organisational and operational excellence
* Carry out other duties as requested by the Operations Manager

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

* Strong understanding of operational functions in the areas of managing and administering operations, HR, and office requirements
* Understanding and experience in areas of planning, organizing, leading, and controlling operational processes, risk management, record keeping, evaluation of practices, codes of practice, and organisational change and development
* Proven project management skills
* Experience in education sector
* 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
* Self-directed and able to deliver work independently and as part of a team
* Team Leadership
* Analysis & Decision Making
* Management & Delivery of Results
* Interpersonal & Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive & Commitment to Public Service Values

**Minimum requirements:**

* Level 8 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.
* Candidates must have experience in managing staff and leading teams, managing projects, managing budgets, and supporting operational functions

Desirable:

Competence in a foreign language (in addition to English/Irish) desirable and a positive attitude to foreign languages

Qualification in HR

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 and Project Officer salary scale is as follows:

Analogous to HEO (NPPC) in the Civil Service.

€48,426 - €49,826 - €51,220 - €52,628 - €54,037 - €55,455 - €56,865 - €58,893¹ -€60,927²

¹ After 3 years satisfactory service at the maximum.
² 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 29 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 Dublin 15.

 **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 to explain to the interview board how you have demonstrated the skills and competencies as outlined in 3 above for the position of Operations and Project Officer in 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 July. 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 Kirsi.hanifin@ppli.ie or info@ppli.ie