

**TITLE: Grade V Staff Officer (PWT) Permanent Whole-Time  
(Initial Assignment – Human Resources Department)**

**LOCATION: Galway Campus**

**Competition Type:**

**This is a confined competition from the Education & Training Sector Candidate Pool (The Education & Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector, the Education and Training Sector comprising Education and Training Boards (ETBs) and Institutes of Technology (IOTs).**

**REQUIREMENTS**

**Candidates must:**

- have the requisite knowledge, skills and competencies to carry out the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector.

The recommended candidate must also pass a medical examination prior to taking up duty.

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**DUTIES:**

- The appointee may be assigned to any of a very wide range of areas or activities carried out in the Institute, in any of its campuses.
- Appointees at this grade would have supervisory responsibility and would normally work under the direction of a higher grade or senior officer for a section of the Institute's activities. The section would normally have a moderate size staff of two or more levels. The jobholder would be responsible ultimately for most of the decisions taken in the section. The work of the section would be reasonable complex and broad in scope.
- Alternatively, the appointee may be assigned as a secretary, involving the provision of a range of supportive services, including typing and audio typing to a senior officer/committee/school/department, and involving access to and processing significant confidential information. It could also involve supporting staff in research, collection and collation of reasonable complex material and the preparation of reports and submissions. The job would involve regular contacts with students, staff, the public and organisations and individuals at all levels where discretion, tact and courtesy would have to be constantly exercised. The jobholder would be required to take decisions involving the conscious exercise of judgement.

- All jobs demand a good knowledge and skill in the use of Information and Communication Technologies and appointees will be expected to use new techniques and technologies as they arise. The Institute will provide the necessary training as appropriate.
- Following appointment, the appointee will be assigned to a particular location and post-institutes may operate a number of different locations in addition to the main campus. On assignment to the particular post, the institute will provide a detailed list of duties and responsibilities applicable to the post.

### **Specific Duties – HR Department:**

In this role, the successful applicant will be responsible for managing & supervising the day to day activities of the compensations and benefits team, which includes all aspects of remuneration, superannuation and other benefits.

Other responsibilities will include:

- Planning and coordinating the work of the compensations and benefits section, which includes commencing new employees into their relevant posts, on our payroll system, so that they are paid in a timely manner as well as adjustments to contracts and salaries for existing staff as a result of promotion, etc.
- Ensuring the accuracy and integrity of staff records.
- Calculating and administering leave entitlements such as annual leave, sick leave, maternity leave, carers leave, etc.
- Providing advice to staff in relation to parental leave, reduced working hours, incremental credit, progression, superannuation.
- Supporting the administration of initiatives such as optical benefits and tax saver/bike to work schemes.
- Planning and assisting with the management of deadlines in relation to multiple payroll runs.
- Developing/reviewing of the leave and benefit policies and guidelines of the Institute.
- Other duties as may be assigned from time to time.

**HOURS OF WORK:** 37 hours per week.

**ANNUAL LEAVE:** 25 days annual leave per annum (New Entrant) as per Circular 0009/2014.

For existing staff who have their leave entitlements set in accordance with Circular 0009/2014, these staff will, upon promotion:

- Maintain their current leave entitlement, if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.

**Salary Scale: €42,042.00 - €47,392.00 (5 Increments)**