

# Candidate Information Booklet

## Head of Recognition

Closing Date: 10am Tuesday, 7 May 2024

# Candidate Information

The Teaching Council is an equal opportunities employer, and all employment applications will be considered based on merit. The Teaching Council welcomes applications from all suitably qualified candidates irrespective of belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants.

The Teaching Council is committed to fulfilling its obligations under the Official Languages Act and welcomes candidates with competence in the Irish language, or an interest in developing the same.

- E-mail: [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie)
- Block A, Maynooth Business Campus, Maynooth, Co. Kildare
- For Further information on the Teaching Council please visit [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

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## Background

The Teaching Council is the regulator of the teaching profession in Ireland. Our role is to protect the public by promoting and regulating professional standards in teaching.

We do this through the statutory registration of teachers, ensuring a highly qualified teaching profession, whose members meet and uphold high standards of professional competence and conduct.

The Teaching Council is seeking to fill the vacancy of Head of Recognition.

## Location

Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare (Blended working arrangements are available in accordance with the Teaching Council's Blended Working Protocols).

## Job Type

Full-Time Permanent

## The Post

The Head of Recognition will be a member of the senior management team and will report to the Deputy Director. They will have responsibility for the ongoing development and delivery of the Council's statutory functions, assessment of applications from teachers who have qualified outside of the Republic of Ireland in accordance with the provisions of the relevant EU Directive, the Professional Masters in Education verification process, development, and revision of curricular subject registration requirements as appropriate and contribute to the development and achievement of the strategic goals of the organisation.

The Teaching Council has obligations under the Irish Language Act and consequently applications from individuals with Irish language competence are welcomed.

## Key Responsibilities of this position include:

- Managing the Council's current qualifications assessment processes including internal reviews of decisions, for applicants from Ireland, the EU, and non-EU countries.
- Liaising with national and international bodies to ensure compliance with EU Directive 2013/55/EU as amended, which relates to the mobility of professionals within the EU.
- Driving the Council's review of qualifications assessment processes and potential development and implementation of separate processes for recognition and registration.
- Ensuring that any recommendations for change or amendments to processes are supported by a robust evidence base.
- Manage the Professional master's in education verification process in line with the established guidelines.
- Development and review of curricular subject registration requirements as appropriate.
- Management of staff, ensuring a high-performance team, and delegation and planning of work within the team.
- Develop clear and realistic objectives and address any performance issues if they arise.
- leading by example, coaching, and supporting individuals as required.
- Working effectively with other senior managers and the managed service solution where cross-over issues arise.

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- The management of budgets, staff, and other resources assigned to support the section.
- Supporting and providing advice to the Deputy Director, Director, Council, and its sub-committees / panels as appropriate on all matters regarding out-of-state qualifications.
- Managing the information flow through the registration database and reporting as required on established KPIs and developing new KPIs as appropriate.

### Essential Requirements

The successful candidate must hold a third-level qualification in a relevant discipline e.g. education, management, regulation, etc. with a minimum of five years of relevant leadership and management experience

**and**

have a knowledge and understanding of:

- The work and strategic goals of the Teaching Council as the professional standards body for teaching in Ireland.
- The regulatory and policy context, both Irish and international, within which the Teaching Council carries out its work.
- Good corporate governance practice, in a public sector context.
- Working with confidential information and maintaining confidentiality.
- GDPR and the Data Protection Act 2018 and the Council's obligations thereunder.

### Desirable

Candidate should:

- Have the requisite knowledge and ability to be able to discharge all the functions of the position;
- Have exceptional planning, organisational, and analytical/interpretative skills with the ability to work to tight deadlines, prioritise tasks effectively and deliver results within strict deadlines while maintaining a focus on the quality of work.
- Have a proven ability to build productive working relationships with internal and external stakeholders.
- Have a proven ability to supervise and manage own and other workloads.
- Be solutions-oriented with good initiative and problem-solving ability and have a desire to innovate and drive change.
- Adopt an organised approach and have meticulous attention to detail in assisting with complex tasks and procedures.
- Have an organised approach to managing information, including file management and use of ICT, and have experience with and be proficient in the use of a suite of software used in Office 365 package.
- Be flexible and adapt to changing demands, manage competing priorities, and meet deadlines.
- Have excellent interpersonal skills as the role involves speaking to and meeting with a wide range of stakeholders.
- Be clear, comprehensive, and concise in both written and oral communications, including drafting correspondence, report-writing, and minute-taking.
- Be able to deal with complex queries from a wide range of stakeholders.

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### Candidate Assessment Criteria

Candidates will be assessed based on the job description outlined above, evidence of meeting the essential requirements set out above, and the competency framework for Assistant Principal Officer grade staff shown below.

#### Team Leadership

- Actively contributes to the development of the strategies and policies of the Department/ Organisation.
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads and maximises the contribution of the team as a whole.
- Considers the effectiveness of outcomes in terms wider than own immediate area.
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks.
- Develops capability of others through feedback, coaching & creating opportunities for skills development.
- Identifies and takes opportunities to exploit new and innovative service delivery channels.

#### Analysis & Decision Making

- Research issues thoroughly, consulting appropriately to gather all information needed on an issue.
- Understand complex issues quickly, accurately absorbing and evaluating data (including numerical data).
- Integrates diverse strands of information, identifying inter-relationships and linkages.
- Makes clear, timely, and well-grounded decisions on important issues.
- Considers the wider implications of decisions on a range of stakeholders.
- Takes a firm position on issues s/he considers important.

#### Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard.
- Plans and prioritises work in terms of importance, timescales, and other resource constraints, re-prioritising in light of changing circumstances.
- Ensuring quality and efficient customer service is central to the work of the division.
- Looks critically at issues to see how things can be done better.
- Is open to new ideas initiatives and creative solutions to problems.
- Ensures controls and performance measures are in place to deliver efficient and high-value services.
- Effectively manages multiple projects.
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### Interpersonal & Communication Skills

- Presents information in a confident, logical, and convincing manner, verbally and in writing.
- Encourages open and constructive discussions around work issues.
- Promotes teamwork within the section, but also works effectively on projects across departments/ sectors.
- Maintains poise and control when working to influence others.
- Instils a strong focus on customer service in his/ her area.
- Develops and maintains a network of contacts to facilitate problem-solving or information sharing.
- Engages effectively with a range of stakeholders, including members of the public, Public service colleagues, and the political system.

### Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the role, objectives, and targets of self and team and how they fit into the work of the unit and Department/ Organisation.
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities.
- Is considered an expert by stakeholders in their field/ area.
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.
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### Drive and Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level.
- Is personally honest and trustworthy and can be relied upon.
- Ensures the citizen is at the heart of all services provided.
- Through leading by example, fosters the highest standards of ethics and integrity.
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## Competition Process

### How to Apply

Applications should be made by completing the form sent with this information booklet. All sections of the form must be fully completed. Once you complete your application you must forward it to [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie).

All application forms must be submitted in Microsoft Word format only.

### Closing Date

**Your application must be submitted by email no later than 10am Tuesday, 7 May 2024**

If you do not receive an acknowledgment of receipt of your application within 5 working days of applying, please contact [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie).

**Applications will not be accepted after the closing date.**

Candidates should make themselves available on the date(s) specified by the Teaching Council and should make sure that the contact details specified on the application form are correct.

### Selection Methods

The selection will include:

- Shortlisting of candidates based on the information contained in their application.
- Competency Based Interview

### Shortlisting

Normally, the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Teaching Council may decide that a number only will be called to interview. In this respect, the Teaching Council provides for the use of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, but rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

# Appendix 1

## Part 1 (Conditions which particularly apply to this position)

### Pay

The scale of pay is as follows:

#### Non-Personal Pension Contribution (Non-PPC) Pay Rate

€74,888 – €77,614 – €79,177 – €81,873 – €84,629 – €86,222 – €88,997<sup>1</sup> – €91,784<sup>2</sup>

This rate will apply where the successful candidate is a current civil or public servant recruited **before 6 April 1995** and who is not required to make a compulsory personal pension contribution. This rate will be adjusted in line with revised pay scales published by the Department of Public Expenditure and Reform.

<sup>1</sup>LSI 1 is a Long Service Increment after 3 years on max of scale.

<sup>2</sup>LSI 2 is a Long Service Increment after 6 years on max of scale.

#### Personal Pension Contribution (PPC) Pay Rate

€77,528 – €80,383 – €83,278 – €86,182 – €89,082 – €90,754 – €93,680<sup>1</sup> – €96,617<sup>2</sup>

This rate will apply where the appointee is a recruit to the public service or is a civil or public servant appointed **on or after** 6 April 1995 and is making a compulsory personal pension contribution. This rate will be adjusted in line with revised pay scales published by the Department of Public Expenditure and Reform.

<sup>1</sup>LSI 1 is a Long Service Increment after 3 years on max of scale.

<sup>2</sup>LSI 2 is a Long Service Increment after 6 years on max of scale.

**Important Note:** Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance and changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. In general circumstances, different conditions may apply if, immediately before appointment, the appointee is a serving civil or public servant. Please note that fixed-period secondments from other Public Sector bodies may be considered.

# Appendix 2



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### Part 2 (other conditions which apply generally to the officer to this position)

#### Probation

The appointee must serve a probationary period, which normally will last for six months. Should the appointee's service be satisfactory as regards health, conduct, efficiency, and performance generally during the probationary period, the appointment will be confirmed.

#### Duties

The appointee will be required to perform any duties assigned from time to time as appropriate to the position.

#### Outside Employment

The position is whole-time, and the appointee may not engage in private practice or be connected with any outside business, which would interfere with the performance of official duties. Clarification must be sought from line management where any doubt arises.

#### Headquarters

The Teaching Council's headquarters are located in Maynooth, Co. Kildare and this post will be based there. The Teaching Council has developed a blended working protocol in line with the Blended Working Policy Framework for Civil Service Organisations. Employees may apply for a blended working arrangement in accordance with organisational requirements.

#### Hours of Attendance

Hours of attendance will be fixed and will amount to no less than 41 hours and 15 minutes gross per week (or 35 hours net of 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.

#### Annual Leave

The annual leave allowance will be 30 days per annum. This allowance is subject to the usual conditions regarding the granting of annual leave is based on a five-day week and is exclusive of the usual public holidays.

#### Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service will apply on a pro-rata basis, in accordance with the provisions of the Department of Public Expenditure and Reform sick leave circulars.

#### Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions by pension arrangement in the Teaching Council depending on the status of the successful appointee:

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- In general, an individual who has no prior pensionable Public Service history in the 26 weeks before the appointment or who is not currently on a career break or special leave with/without pay from a pensionable Public Service position will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 –Section 10 of the Public Service Pension (Single Scheme and Other Provisions) Act 2012 refers;
- An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on their substantive grade i.e., the grade at which the individual is employed in their parent organisation.
- An individual who was a member of a 'pre-existing public service pension scheme' as construed by the Public Service Pensions (Single Scheme and Other Pensions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

### Other Information

The Teaching Council will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Teaching Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but attend for interview you will be putting yourself at unnecessary expense.

Before recommending any candidate for appointment to this position the Teaching Council will make all such inquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, the Teaching Council may, at its discretion, select and recommend another person for appointment on the results of this selection process.

### Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

### Security Clearance

Vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to the National Vetting Bureau for security checks on all addresses at which they reside. If unsuccessful this information will be destroyed by the Teaching Council. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

### Deeming of candidature to be withdrawn

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Candidates who do not attend for interview when and where required by the Teaching Council, or who do not, when requested, furnish such evidence as the Teaching Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.

### Feedback regarding the process

Feedback will be provided on written request following the interview stage. Such a request should be made within 5 working days of being notified of the Council's decision.

### Review Process

Should a candidate be unhappy with an action or decision about their application for appointment, they may write to [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie), setting out the basis on which they seek a review. This request must be made within 5 working days of receiving notification of the decision on their application. This review will be carried out internally by the Teaching Council.

### Candidates Obligations

Candidates should note that canvassing will disqualify them and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information,
- Canvass any person with or without inducements,
- Interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions if found guilty of an offense. A person who is found guilty of an offense is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offense was or is a candidate in a recruitment process, then:

- Where the candidate has not been appointed to a post, they will be disqualified as a candidate,
- Where the candidate has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

### Data Protection Act 2018

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. To request under the Data Protection Act 2018 or GDPR 2018, please submit your request in writing to [dpo@teachingcouncil.ie](mailto:dpo@teachingcouncil.ie).

Please ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purpose