

Candidate Information Booklet

**Legal Support and Reporting
Manager
(Higher Executive Officer)**

Open Competition

Closing Date: 3pm on Wednesday, 7 May 2025

Candidate Information

Legal Support and Reporting Manager (Higher Executive Officer)

The Teaching Council is an equal opportunities employer and all applications for employment 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, membership of the travelling community, family status or whether they have dependants.

The Teaching Council is committed to fulfilling its obligations under the Official Languages Act 2003 and welcomes candidates with competence in the Irish language, or an interest in developing same.

- E-mail: recruitment@teachingcouncil.ie.
- Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7X0.
- For further information on the Teaching Council please visit www.teachingcouncil.ie

Purpose of the Teaching Council

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 are currently seeking to appoint a Legal Support and Reporting Manager at Higher Executive Officer level.

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 Contract

Job Description

Role Summary

The Professional Standards section of the Teaching Council supports three statutory Committees, the Executive Committee, the Investigating Committee and the Disciplinary Committee. Reporting to the Head of Professional Standards, the Legal Support and Reporting Manager will manage all pre-live complaints and support the work of the Executive Committee.

This will involve managing the gathering of information for the purpose of the Executive Committee deciding whether to make a complaint and in very serious cases consideration of whether to apply to the High Court for an order suspending the registration of the teacher. The Legal Support and Reporting Manager will work on other policy and advisory related matters and projects including reporting, statistics, trends, policy papers, procedures, guidelines etc.

Main Duties and Responsibilities

- Managing all pre-live complaints including correspondence with complainants, teachers, Tusla, Gardaí and other stakeholders where necessary. Oversight and management of correspondence with complainants, teachers or third parties in advance of a live complaint being opened.
- Monitoring throughput of s.37 Notifications from Employers (regulations signed by the Minister on 11 May 2023). These are notifications to the Teaching Council where a registered teacher has been dismissed or has resigned in certain circumstances.

- Support Executive Committee and present section 42(1) items to that Committee. These are matters where Council can become Complainant in relation to a registered teacher.
- Co-ordinate and manage s.47 applications before the Executive Committee, which are cases where the Executive Committee considers whether it is in the public interest to apply to the High Court for an order suspending the registration of the registered teacher.
- Assist Head of Section with policy work and ad-hoc projects including reviews, reporting, audits, procedures, guidelines, FoI requests, Parliamentary Questions and communications material.
- Present at Committee Meetings, Council Meetings on occasion, Stakeholder Briefings and liaise with stakeholders and other state bodies.
- Assist with drafting the fitness to teach contribution for the Teaching Council's Annual Report, and a separate Fitness to Teach Report to be prepared annually.
- Assisting with training in relation to the statutory functions of the Teaching Council.
- Liaison with legal advisors, other professional advisors and the Head of Professional Standards on legal and procedural issues that arise in pre-live complaints.
- Management of any staff directly reporting into the Higher Executive Officer.
- Taking on such additional responsibilities as may be assigned from time to time.
- Other duties assigned by Head of Professional Standards or Teaching Council Director or Deputy Director.

Essential Requirements

Successful candidate must:

- A minimum of **three** years relevant work experience.
- Have the requisite knowledge and ability to be able to discharge all the functions of the position.
- Have the ability to bring experience/expertise from previous projects to bear on existing issues.
- 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 quality of work.
- Have excellent communication, interpersonal and people management skills. This role will involve speaking to and meeting with a wide range of stakeholders, some of whom may be distressed if going through the complaint process.
- Organised approach and meticulous attention to detail in assisting with complex tasks and procedures.

- Organised approach in managing information, including file management and use of ICT and have experience of and be proficient in the use of suite of software used in Office 365 package.
- Ability to be flexible and adapt to changing demands, manage competing priorities and meet deadlines.
- Have a proven ability to build productive working relationships with internal and external stakeholders.
- Be solutions-oriented with good initiative and problem-solving ability and have a desire to innovate and drive change.
- Ability to deal with complex queries from a wide range of stakeholders.
- Ability to work with confidential information and maintain confidentiality.

Desirable Criteria

- Third level qualification in the area of Law, Governance or Public Administration are desirable.
- Five years work experience in a regulatory, legal or disciplinary setting.
- Have an understanding of Part 5 of the Teaching Council Acts, 2001 - 2015, dealing with fitness to teach.
- Ability to interact using Irish language.

This job description is intended as a general guide to the range of duties, and it is neither definitive nor restrictive. The Teaching Council reserves the right to assign staff within the Teaching Council as appropriate and necessary.

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 Higher Executive Officer grade staff shown below.

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads by example, coaching and supporting individuals as required.
- Places high importance in staff development, training and maximising skills & capacity of team.

- Is flexible and willing to adapt, positively contributing to the implementation of change.

Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical, or otherwise weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions.
- Uses previous knowledge and experience to guide decisions.
- Makes sound decisions with a well-reasoned rationale and stands by these.
- Puts forward solutions to address problems.

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/ changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.

- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy, and respect, even in challenging circumstances.
- Presents information clearly, concisely, and confidently when speaking and in writing.

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 and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to their area of work.
- Focuses on self-development, striving to improve performance.

Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided.
- Upholds high standards of honesty, ethics, and integrity.

Competition Process

How to Apply

Applications should be made by completing the application form. All sections of the form must be fully completed. Once you complete your application you must email it to 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 **3pm on Wednesday, 7 May 2025.**

If you do not receive an acknowledgement of receipt of your application within 5 working days of applying, please contact 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 form.
- 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 a 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, 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:

Personal Pension Contribution (PPC) Pay Rate

€58,264 €59,967 €61,668 €63,366 €65,072 €66,769 €68,472 €70,928¹
€73,378²

This rate will apply where the appointee is a new recruit to the public service or is a civil or public servant *appointed on or after 6th 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.

**LSI 1 is Long service Increment after 3 years on Max of scale.*

**LSI 2 is Long service increment after 6 years on Max of scale.*

The Non-Personal Pension Contribution (Non PPC) pay rate will apply where the successful candidate is current civil or public servant *recruited before 6th 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.

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 to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. In certain circumstances, different conditions may apply if, immediately prior to 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

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 Organisation. Employees may apply for blended working arrangement in accordance with organisational requirements.

Hours of Attendance

Hours of attendance will be fixed and will amount to not less than 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. Flexi time is available.

Annual Leave

The annual leave allowance will be 29 days per year, rising to 30 after five years' service. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of 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, NDP Delivery and Reform sick leave circulars.

Superannuation and Retirement

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

In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to 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.

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 purposes of 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 are 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 nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Teaching Council will make all such enquiries 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.

Deeming of candidature to be withdrawn

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 require 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. Feedback is not provided at the shortlisting stage. Such a request should be made within five working days of being notified of the Council's decision.

Candidates' Obligations

Candidates should note that canvassing will disqualify 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 impersonate 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 offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

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

- Where the candidate has not been appointed to a post, they will be disqualified as a candidate; and
- 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 make a request under the Data Protection Act 2018 or GDPR 2018, please submit your request in writing to 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.