



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**  
**LIMERICK & CLARE**  
Education & Training Board

## CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Competition for the purpose of recommending persons for appointment to the position of

**Acting Chief Executive  
at  
Limerick and Clare  
Education and Training Board**

**Ref: 24/25**

**Closing Date: 12 noon Friday, August 2<sup>nd</sup> 2024**

**Limerick and Clare Education  
and Training Board  
is committed to a policy of  
equal opportunity.**

**TITLE OF POSITION:** Acting Chief Executive (CE)

**ORGANISATION:** Limerick and Clare Education and Training Board

**LOCATION:** Limerick and Clare Education and Training Board Head Office,  
Marshal House, Dooradoyle Road, Limerick, V94 HAC4

### **Education and Training Boards**

Education and Training Boards (ETBs) are statutory bodies which were established on 1<sup>st</sup> July 2013 under the Education and Training Boards Act 2013 (hereinafter called “the Act”) to replace the Vocational Education Committees (VECs) and to take on an enhanced role in the delivery of training.

The Act created a new structure that is better positioned to support the evolution of service delivery in schools under the direct governance of an ETB and in the further education and training sector. In delivering further education and training, ETBs have a strong relationship with SOLAS, the further education and training authority.

### **Overview of the main functions carried out by ETBs**

ETBs are the legal patrons under the Education Act, 1998 of post-primary schools that they maintain (commonly called Vocational Schools or Community Colleges) and these schools currently educate approximately 31% of all post primary pupils. ETBs are also involved in facilitating the provision of multi-denominational education at primary level.

ETBs also have an important role in the Community School sector, where they are co-patrons with religious authorities, and in relation to Comprehensive Schools where the Acting Chief Executive is a member of and ex-officio secretary to the Board of Management. Comprehensive and Community schools together educate approximately 16% of second level students. ETBs also distribute funding to schools in the DEIS disadvantaged schools programme.

ETBs play a central role in the provision of further education and training (FET). FET is primarily delivered or contracted by the 16 ETBs under the funding and strategic direction of SOLAS, the Further Education and Training Authority. FET provision includes programmes that are labour market focused and programmes with a strong social inclusion dimension. FET programmes are delivered in a wide range of settings including Post-Leaving Certificate and Further Education Colleges, Training Centres, Youthreach and adult education centres. FET is also provided through community and voluntary groups, commercial training providers and in workplaces.

### **SOLAS**

SOLAS, the further education and training authority, was established in 2013. SOLAS is responsible for the co-ordination, funding and strategic direction for FET in Ireland. SOLAS works with ETBs to agree annual FET service plans and to undertake a comprehensive programme of reform through the implementation of the Further Education and Training Strategy. The second FET Strategy 2020 - 2024 is framed around a vision for future FET in Ireland. This outlines how FET will provide pathways for a diverse group of learners, will support societal participation and strong communities, will prepare people for successful careers and a lifetime of learning and development and will be a major driver of Ireland’s next critical phase of economic and social development. SOLAS manages a budget of over €1 billion (current and capital) for the delivery of FET programmes and services at local level. SOLAS agrees a Strategic Performance Agreement (SPAs) with each ETB. The current SPA for the period of 2022-2024 were published in late 2022. These Agreements provide for the reform and realisation of the ambition in the FET Strategy at regional level. Each agreement is unique to the individual ETB and sets out

commitments across the three strategic priorities in the FET Strategy; the progress required across enabling themes; and the individual ETB contribution to the national FET system targets.

### **Acting Chief Executive, Role Description:**

The Acting Chief Executive will be responsible for the leadership, direction and management of the ETB and will be accountable for the overall performance of the organisation. Working closely with the Board, the CE will be responsible for ensuring the ETB achieves its strategic aims and objectives including the provision, in an efficient and effective manner, of the many and diverse services and activities of the ETB in accordance with best practices. The Acting Chief Executive is accountable to the board and also to the Public Accounts Committee and to other Oireachtas Committees.

### **Role Purpose**

- To perform the executive functions of the Board in accordance with the Education and Training Boards Act 2013, the policies of the Education and Training Board and Government policy;
- To assist the members of the Board in the performance of their functions under the Act;
- To ensure the board receives advice, recommendations and information in an effective, thorough and timely manner including information regarding the performance of his or her functions as the board may from time to time require;
- To prepare and submit strategy statements and the annual service plan to the board;
- To develop communication and relationship building processes with the sector providers and stakeholders to facilitate national and regional planning across the further education and training sector;
- To co-ordinate and manage the ETB management team and manage the resources effectively and efficiently;

### **Key Responsibilities;**

- To manage the ETB in accordance with the annual service plan, working with the Board members, sector organisations and other key stakeholders to refine the plan as necessary;
- To continue to lead the reform of the ETB in accordance with the delivery plan and ensure that the organisation has the necessary resources to operate effectively;
- To provide leadership to the senior management team, and review and appraise the work of staff reporting directly to the Acting Chief Executive;
- To actively manage sector engagement processes;
- To develop effective working relationships with key partners, stakeholders and funders to produce tangible benefits for all learners;
- To build productive working partnerships with providers;
- To provide effective and enhanced financial strategy and implementation in order to ensure the effective management of the ETB.

## EXPERIENCE & QUALIFICATIONS

### Essential Requirements

Each candidate must have a minimum of a pass degree (level 7 in the National Framework of qualifications) or equivalent level in relevant discipline(s) commensurate with this role or a recognised teaching qualification.

The successful candidate must also be able to demonstrate:

- strategic leadership of, or a significant strategic contribution to, a business or organisation in one or more of the following sectors – Primary, Secondary, FET or Third level education;
- significant experience of governance, administration and financial management;
- significant organisational change management experience at both strategic and operational levels;
- experience of building, leading, motivating and developing successful teams;
- well-developed networks within the education, training and skills environment and/or across Government or the wider public sector;
- experience of embedding the principles of equality of opportunity, diversity and inclusiveness within the policies and practices of an organisation;

*A high degree of competence in Irish is desirable but not essential - the successful candidate may be required to take a Certified Course in Irish as a condition of their employment.*

### Key Competencies for effective performance at Acting Chief Executive level:

The competency model reflects the changing and more complex environment in which those at Acting Chief Executive level operate, with limited resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.



“Public Service Values” underpin four key competency areas, two of which have sub-elements.

Each of the key competencies in the new model is supported by a list of key performance indicators which can be viewed [here](#).

### **Health**

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Character**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned,

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed and
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

## **ELIGIBILITY TO COMPETE**

### **Citizenship Requirement:**

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

**To qualify candidates must be eligible by the date of any job offer.**

### **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 not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position

### **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure, National Development Plan Delivery and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, National Development Plan Delivery and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

### **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.

## **PRINCIPAL CONDITIONS OF SERVICE**

### **NATURE OF POSITION**

The position is whole-time, temporary and pensionable, subject to the provisions agreed between the Acting Chief Executive and the Minister for Education.

The appointment will be on the basis of a fixed term contract of employment for a period of 6 months or until a permanent Chief Executive is appointed to Limerick and Clare Education and Training Board, whichever is earlier.

### **REMUNERATION**

The Salary Scale with effect from 1st June 2024 as per Department of Education circular Letter 0045/2024 is as follows:

- €130,651, €135,065, €139,466, €144,685, €149,840, €154,193, €158,561

This rate is a gross salary rate before deduction, inter alia, of the employee's contribution to the pension scheme to be operated by the Board and any other statutory deductions.

Subject to the Acting Chief Executive satisfactorily completing their probation, they may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration of the Acting Chief Executive

- (a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally and
- (b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

#### **STARTING SALARY**

Government policy continues to be that starting pay on recruitment from open competition for all posts within the Education and Training Boards should be at the minimum of the relevant salary scale and should not be subject to negotiation.

#### **PROBATIONARY PERIOD**

For the first nine months the Acting Chief Executive will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

#### **ANNUAL LEAVE**

The Acting Chief Executive will (in addition to the usual Public and Bank Holidays) be entitled to 30 working days holidays in each year to be taken at a time or times convenient to the Board.

#### **REST PERIODS**

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

#### **SUPERANNUATION & RETIREMENT**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Limerick and Clare Education and Training Board at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The current minimum age at which pension is payable is 66.  
Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to Consumer Price Index - CPI). Post retirement pension increases are linked to CPI.

#### **Pension Abatement.**

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement (VER) arrangement (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. The implications with respect to entitlements under the VER pension, in particular where the VER provided for added years, will be determined by the terms and policies governing the specific VER in question. **The Department of Education and the Department of Public Expenditure, National Development Plan Delivery and Reform should be consulted in advance of formal appointment in all cases where the prospective appointee availed of a previous VER arrangement in the Civil or Public Service.**
- **Department of Education Early Retirement Scheme for Teachers Circular 102/2007**  
The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **III-Health-Retirement (IHR)**  
Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post III-health retirement from Civil Service:

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post III-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.



2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available upon request to PAS.

### **Pension Accrual**

Section 52(6) of the Public Service Pensions (Single Scheme and other Provisions) Act 2012 limits the amount of pensionable service an individual may accrue across all pre-existing public service schemes (non-Single Scheme terms) to a maximum of forty years or equivalent; where pensionable service exceeds forty years on 28 July 2012, section 52(7) provides that they may retain the benefit of that service. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: Such contributions are in addition to any superannuation contributions/PPC contributions required in respect of the membership of the relevant pension scheme.

### **LOCATION**

The initial place of work for the Acting Chief Executive for the ETB is its Administrative Office, Marshal House, Dooradoyle Road, Limerick V94 HAC4.

Each Board reserves the right, at its discretion, to change this location to any other place within Ireland.

The Acting Chief Executive may be required to travel, within and/or outside, of Ireland in performance of his/her duties.

### **ADOPTIVE / CARERS / PARENTAL / FORCE MAJEURE LEAVE**

Adoptive / Carers / Parental Leave will be granted to the Acting Chief Executive in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

### **SICK LEAVE**

Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.

### **GENERAL**

Either party may terminate the contract of employment giving three months' notice in writing.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

## **SELECTION PROCESS**

### **How to Apply:**

Applications should be made by completing the application form and submitting by email to the Head of Human Resources: [breda.flynn@lcteb.ie](mailto:breda.flynn@lcteb.ie)

All sections of the application form must be fully completed.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETB is satisfied that such person fulfils the requirements.

**Notes:**

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the ETB. Therefore candidates are strongly advised to submit applications well before 12 noon, Friday 2<sup>nd</sup> August 2024 on the specified closing date.

**Closing Date and Time:**

Your application must be submitted by email to the Head of Human Resources: [breda.flynn@lcteb.ie](mailto:breda.flynn@lcteb.ie) not later than 12 noon, Friday, August 2<sup>nd</sup> 2024. Applications will not be accepted after this date and time.

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the ETB.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview
- A competitive interview which may include a presentation
- Reference checking

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you 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 ETB may decide to employ a shortlisting process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, *prima facie*, better qualified and/or have more relevant experience.

During any shortlisting exercise that may be employed, the ETB examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

## **GENERAL INFORMATION**

**Security Clearance:**

The ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

### **Other important information**

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

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the ETB 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 should another vacancy arise, the ETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

**Candidates should note that any attempt to canvass support for an application will lead to disqualification.**

### **Confidentiality and Freedom of Information**

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

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### **Deeming of candidature to be withdrawn**

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

### **Data Protection**

The ETB processes data in compliance with current Data Protection legislation.

### **Feedback**

Feedback will be provided on written request.

**Latest date for receipt of completed applications for the above post by email to [breda.flynn@lceetb.ie](mailto:breda.flynn@lceetb.ie) is:**

**12 noon, Friday August 2<sup>nd</sup> 2024**

**It is proposed to conduct the interviews for this post  
the week commencing 12<sup>th</sup> August 2024.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.  
CV's ALONE WILL NOT SUFFICE.  
SHORTLISTING OF CANDIDATES MAY TAKE PLACE.**

**LIMERICK AND CLARE EDUCATION AND TRAINING BOARD IS AN EQUAL OPPORTUNITIES EMPLOYER.**