



**Circular Letter 0062/2016**

**To: The Chief Executives of Education and Training Boards**

**EXPERIENCE, QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS FOR THE RECRUITMENT OF ADULT EDUCATION OFFICERS**

The Minister for Education and Skills directs you to implement the regulations and procedures regarding the experience, qualification and eligibility requirements for the recruitment of Adult Education Officers. The regulations and procedures outlined in this circular relate to employees to be recruited to the grade of Adult Education Officer in an Education and Training Board (ETB) and whose posts are wholly funded by monies provided by the Oireachtas.

The regulations and procedures outlined in this circular are to be implemented by each employer with immediate effect.

This circular supersedes all previous circulars, memoranda, rules, regulations and arrangements in relation to the experience, qualification and eligibility requirements for the recruitment of Adult Education Officers.

Please ensure that copies of this circular are provided to all staff in your employment including those on leave of absence.

Queries should be sent in the first instance to [hr@etbi.ie](mailto:hr@etbi.ie) for collation and forwarding to Department of Education and Skills where required.

This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)

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## 1. Principles

- 1.1 The qualification, experience and eligibility requirements set out in this circular are appropriate to the post of the Adult Education Officer.

## 2. Experience and qualifications required for the role and function of the Adult Education Officer

### 2.1 Experience

The successful candidate will:

- (a) Have management experience at an appropriate senior level, including leading teams and managing resources;
- (b) Have relevant experience in the following:
  - leadership of teaching or learning or training in adult education or further education or training or community or voluntary sectors;
  - governance and management;
  - performance management.
- (c) Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures;
- (d) Demonstrate the ability to manage and lead change and to fulfil reform requirements within the ETB;
- (e) Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required;
- (f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:
  - **Leadership:** Supporting, developing, leading and managing FET staff.
  - **Analysis & Decision Making:** Programme planning, monitoring and implementation.
  - **Management and delivery of results:** Reviewing, reporting and evaluating FET programme and service delivery.
  - **Interpersonal and communication skills:** Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.
  - **Specialist Knowledge, Expertise and Self-development:** Possess a clear understanding of the role and how it fits into the work of the ETB and maintain a focus on self-development, seeking feedback and opportunities for growth to help carry out the specific role requirements.
  - **Drive & Commitment to Public Service Values:** Develop, manage and implement an ETB-wide framework approach to the delivery of further education and training provision and service.
- (g) Carry out the lawful orders of the ETB Board and of its Chief Executive.

## **2.2 Qualifications**

Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage.

## **3. Health and Character**

### **3.1 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.

### **3.2 Character**

A candidate for the office must be suitable on the grounds of character.

## **4. Eligibility to compete**

### **4.1 Citizenship Requirement:**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Citizens of non-European Economic Area (EEA) States are not eligible to compete.

### **4.2 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.

### **4.3 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 re-employment 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, 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.

### **4.4 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 above, 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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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).

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

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

#### **4.6 Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.