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Galway and Roscommon Education and Training Board is a statutory local education authority operating under the terms of the Education & Training Boards Act, 2013, the Education Act, 1998, and the Further Education & Training Act, 2013. The Board provides mainstream second level education in 21 schools and 40 Further Education and Training Centres. We provide services to over 27,000 learners and have a budget of approximately €150 million.

**Terms and Conditions of Service**

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| **Job Title** | Adult Education Officer  |
| **Contract Type** | Permanent, full timeA panel may be formed from which future vacancies may be filled during the lifetime of the panel. Any such panel formed will be six months in duration from the date of formation.  |
| **Salary** | The current salary scale for this role as at 01/08/2025 is **€62,952 - €98,008** (Circular 0052/2025). **IMPORTANT NOITCE RE: SALARY:** As per DES guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. ***Starting Salary is not subject to negotiation*** |
| **Location of Post** | The post will be located in the effective department in the relevant ETB office. |
| **Hours of Work** | 35 hours per week.Attendance will be 35 hours per week, required during normal ETB office hours and at such other times as are necessary for the delivery of the Adult Education Service. Attendance outside of normal office hours will be by prior agreement with the Director of FET / Chief Executive as will the offsetting of such attendance against normal office hours attendance.  |
| **Annual Leave** | 35 days per annum |
| **Extern Work** | The Adult Education Officer will be required to devote his/her time to the discharge of the responsibilities of the post. It will not be permissible for him/her to engage in extern work not associated with or deriving from the normal duties of the post without the consent of the Board, which must be obtained beforehand, and that consent will only be given where it is clear that such extern work will not adversely affect the Officer’s ordinary work or be in competition there with. |
| **Travelling and Subsistence Allowance** | Allowances in respect of travelling and subsistence will be payable in respect of necessary authorised journeys on the Board’s business at rates not greater than those sanctioned by the Minister for Education and Skills from time to time. |
| **Essential Requirements**  | **1. Experience and Qualifications required for the role and function of the Adult Education Officer as per Circular 0062/2016****1.1 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: * Managing people
* Strategic Planning and Reporting
* Governance oversight
* performance management.
* leadership of teaching or learning or training in adult education or further education or training or community or voluntary sectors;

**(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:** Strategic planning, implementation, monitoring and reporting.
* **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.

**(h)** Carry out the lawful orders of GRETB and of its Chief Executive. **1.2 Qualifications** **(a)** Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage. **(b)** Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge / Capacity to discharge the duties of the post through the medium of Irish would be a decided advantage.**2.Health and Character** **2.1 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. **2.2 Character** A candidate for the office must be suitable on the grounds of character.  |
| **Desirable Requirements**  | This post offers an opportunity for a leader with vision, energy, and excellent communication skills who understands the further education and training landscape and the role it plays in supporting life-long learning and skills development needs locally, regionally, and nationally. The ideal candidate will have experience of leading transformation and change, influencing and implementing strategy and evaluation and reporting of outcomes, financial and non-financial. They will ideally have experience of Further Education and Training across a range of programme and/or service areas. The post requires a dynamic, self-starting individual with experience in cross-departmental engagement and communication.  |
| **Key Duties/Areas of Responsibility** | The role of the Adult Education Officer is to assist the Chief Executive and the Director of Further Education and Training (FET) in the leadership and management of FET provision in the organisation, ensuring the coordination and monitoring of activities within Galway and Roscommon ETB. The specific duties will include the management of a team in the planning, development, delivery and evaluation of the Further Education and Training Services specific areas of responsibility will include, but are not limited to, the following:* Working closely with fellow members of the FET Senior Management Team.
* Lead and support the development of structures to enhance the delivery of an integrated FET service within the context of GRETB’s strategic vision and values.
* Lead and support a team of FET professionals, ensuring their skills and expertise are effectively utilised to enhance the quality of FET delivery and contribute to the achievement of GRETB’s strategic goals.
* Manage and co-ordinate the strategic development and delivery of FET provision within GRETB, aligning with identified priorities, strategic performance agreements and Government policy.
* Promote innovative approaches to FET provision that align with the National FET Strategy, and GRETB’s strategic goals.
* Oversee the allocation and management of FET resources in line with best practices, governance, and compliance frameworks to deliver specified outcomes within agreed timeframes.
* Ensure effective planning and budgeting to deliver on FET priorities across the ETB.
* Ensure the maintenance of appropriate documentation, reports, and records for SOLAS, Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), Department of Education and Youth, and internal/external audit requirements.
* Support the implementation of GRETB’s Quality Assurance (QA) system for all FET programmes, in line with the Qualifications and Quality Assurance (Education & Training) Act 2012,
* Ensure the integration of FET programmes and support services across GRETB through close collaboration with all stakeholders.
* Contribute to the development, implementation, and review of Service Plans, Strategic Performance Agreements, and Annual Reports.
* Lead the development of policies, procedures, operational guidelines, and monitoring/reporting structures as may be required.
* Lead and support the development of innovative and responsive learning programmes that enhance the quality of the learner experience, where appropriate.
* Participate in quality assurance reviews, including QQI QA Reviews, Quality Improvement Plans, and internal/external audits.
* As a member of the FET Senior management Team, support and engage in ongoing communication strategies to keep staff informed about developments in FET.
* Fulfil the requirements of SOLAS, DFHERIS, and DE&Y in planning, monitoring, and reporting on FET programmes, including FARR, PLSS, and other reporting mechanisms.
* Work collaboratively with agencies, statutory bodies, and community organisations to ensure an integrated approach to FET service provision.
* Carry out the lawful instructions of the Board and Chief Executive, fulfilling all requisite duties as a member of the senior management team, including budgetary oversight and asset management.
* Develop strategic partnerships and alliances that enhance the work of GRETB and represent GRETB on relevant local, regional, and national statutory and voluntary organisations.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed below and take instruction from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by GRETB. |
| **Competencies**  | * Team Leadership
* Analysis and Decision Making
* Management and Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge and Expertise
* Drive and Commitment to Public Service Values
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| **Terms & Conditions of Appointment** | * Any offer will be subject to the receipt of two satisfactory references
* The appointment will have a probationary period, details of which will be stipulated in the contract
* GRETB reserves the right to transfer staff as the needs of the organisation dictate.
* The person appointed will be required contribute to the relevant Superannuation Scheme.
* Extern work may not be undertaken without prior consent of GRETB.
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| **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.
* For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at GRETB’s expense, a medical examination by a qualified practitioner nominated by GRETB.
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| **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.
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| **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. *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 Reformand 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. |
| **Probation**  | The appointment shall be subject to a probationary period. The appointment will be confirmed subject to satisfactory completion of the probationary period and satisfactory performance of the duties of the post.  |
| **Rest Periods**  | The terms of the Organisation of Working Time Act, 1997 will apply to this appointment. |
| **Superannuation and Retirement** | The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the 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 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 minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 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.
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| **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.
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| **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).  |
| **Ill Health Retirement**  | 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 Ill-health retirement from Civil Service:* If successful in their application through the competition, the applicant should to 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 Ill-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.

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. |
| **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. |
| **Adoptive / Carers / Parental / Force Majeure leave** | Adoptive / Carers / Parental Leave/Maternity Leave may be granted in accordance with the conditions laid down by the Minister for Education and Youth from time to time. |
| **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 one 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. |
| **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.  |
| **Confidentiality and Freedom of Information**  | Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All enquires, 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.  |
| **Data Protection**  | The ETB process data in compliance with current Data Protection legislation.  |
| **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 require in regard to any matter relevant to their candidature, will have no further claim to consideration.  |
| **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.** |
| **Application Process** | **Applications should be made via the online portal available at** [**www.getb.ie/jobs**](http://www.getb.ie/jobs) **no later than 12 noon Tuesday 2nd September 2025**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 the 12 Noon Tuesday 2nd September 2025 deadline.** 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. |
| **Selection Process** | **The Selection Process may include:** * Shortlisting of candidates on the basis of the information contained in their application
* Qualifying preliminary interview
* A competitive interview
* Reference checking
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| **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 short listing 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 short listing 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. |
| **Queries** | Any queries relating to this position or application process should be directed to recruitment@gretb.ie  |

**Appendix 1:**

**Completing a Competency Based Application Form**

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying. All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

1. The nature of the task, problem or objective.
2. What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it).
3. The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

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**Key Competences Required for the Role**

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| **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.
* 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.
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| **Analysis and Decision Making**  | * Research issues thoroughly, consulting appropriately to gather all information needed on an issue.
* Understands 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.
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| **Management and Delivery of Results**  | * Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.
* Takes responsibility for challenging tasks and delivers on time and to a high standard.
* Ensures quality and efficient customer service is central to the work of the FET Department.
* Looks critically at programmes on offer to see if fit for purpose.
* 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
* In-stills 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 political system.
* Is comfortable working through the medium of Irish.
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| **Specialist Knowledge, Expertise and Self Development**  | * Clearly understands the role, objectives and targets and how they fit into the work of the unit and the ETB.
* 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 own 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 & 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.
* Through leading by example, fosters the highest standards of ethics and integrity
* Ensures that customers are at the heart of all services provided
* Upholds high standards of honesty, ethics and integrity.
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