



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Candidate Information Guide: Assistant Training Manager

Thank you for your interest in joining **Waterford and Wexford Education and Training Board (WWETB)**. We are excited that you are considering a rewarding career with an organisation committed to making a positive impact on the communities we serve.

This booklet provides you with all the key information you need to understand the role, the benefits of working with us, and what sets WWETB apart as a great place to build your career. Whether you're seeking a new challenge, professional development, or the opportunity to contribute to education and training in our region, WWETB offers a dynamic and supportive environment for your career.

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Your Introduction to WWETB

"At WWETB **our vision** is to lead learning through the delivery of high-quality, inclusive, responsive, and innovative education and training services in our community."

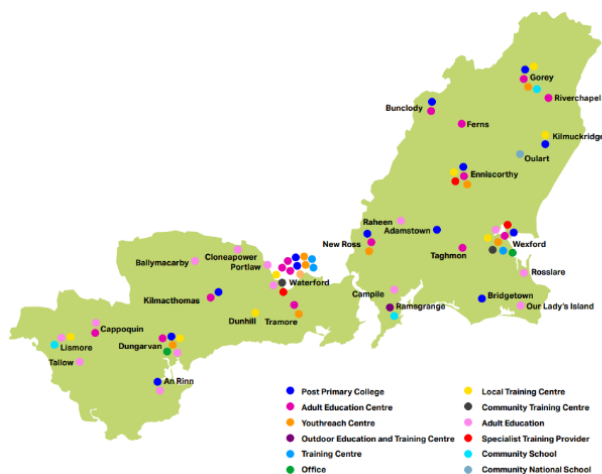


Our mission is to provide a wide range of high-quality education and training programmes, services and supports to children, young people and adults across the Waterford and Wexford region".
WWETB Strategy Statement 2023-2027

Waterford and Wexford Education and Training Board (WWETB) is the statutory regional education and training authority for counties Waterford and Wexford and has 15 multi-denominational and co-educational schools with over 6,000 students within its remit. This includes 12 post-primary schools, one community national school, one school for children and young people with autism and complex learning needs and one post leaving cert college. WWETB is joint patron of the 3 community schools in Waterford and Wexford.

WWETB has responsibility for Further Education and Training (FET) across Waterford and Wexford, which encompasses full-time and part-time courses. There are currently over 20,000 adult learners availing of education and training with WWETB. We manage the local state provision of apprenticeships and provide many courses for young people and adults who are starting out, starting over and upskilling. We also provide adult literacy courses, including English language tuition.

Location of Centres within WWETB



WWETB Core Values

Other major programmes include Music Generation which provides music performance education to thousands of young people across the two counties. We manage Youthreach and Youthwork projects, we provide Outdoor Education and Training (Shielbaggan), and we play a lead local role in supporting Ukrainians in education.

At the heart of WWETB's success are our dedicated staff members. We are proud of our team, whose commitment ensures that learners remain at the centre of everything we do. Our staff play a pivotal role in shaping the future of education and training across the region, and we are continually striving to meet the evolving needs of our communities. We are excited about the potential that new staff bring to WWETB, and we look forward to the possibility of you joining our team to help us achieve our mission of providing high-quality, community-focused education and training. Further information can be found on our website www.wwetb.ie

Assistant Training Manager: Key Skills, Knowledge & Competencies

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus, Quality and Sustainability are the guiding principles of the organisation and underpin the competencies required to fulfil this role. The interview will be competency based, and marks will be awarded under the following Core Competencies identified for the position of Assistant Training Manager:

- Leadership
- Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

These core competencies are assessed and awarded marks by demonstrating the following key skills sets:

Leadership

- Actively contributes to the development of the strategies and policies of WWETB, as a member of the senior management team.
- 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 ensuring effective delivery of tasks.
- Considers the effectiveness of outcomes across WWETB.
- 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 introduce new and innovative ways to improve service across WWETB.

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 with awareness of possible consequences.
- Makes clear, timely and well-grounded decisions on important issues.
- Considers the wider implications of decisions on internal and external stakeholders.
- Takes a firm position on issues s/he considers important and works effectively with senior management.

Management and Delivery of Results

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

Interpersonal and Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing.
- Encourages open and constructive discussions around work issues and is solution focussed.
- Promotes teamwork within the section, but also works effectively on projects across WWETB.
- Maintains poise and control when working to influence others.

- Instils a strong focus on high standards of 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 internal and external stakeholders, including ETB staff, members of the public and colleagues in other public sector organisations.

Specialist Knowledge, Expertise and Self Development

- Has the required level of knowledge and expertise to undertake the technical aspects of the role* (see Main Duties in Job Description).
- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of WWETB.
- Has a breadth and depth of knowledge of relevant national policy issues and is sensitive to wider political and organisational priorities.
- Is focused on self-development, keeps up to date with developments in relevant field seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future.

Drive & Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level.
- Is personally honest and trustworthy and can be relied upon.
- Promotes the highest standards of customer care and respect.
- Through leading by example, fosters the highest standards of ethics and integrity.

Conditions of Service

As a valued member of WWETB, you will enjoy a range of key benefits including competitive public sector pay rates and pension benefits, along with a generous annual leave entitlement. We are committed to your professional growth, offering ongoing learning and development opportunities to help you thrive in your career. With a focus on work-life balance, we provide flexible working hours, blended working options, and family-friendly policies. Additionally, we support your career progression and well-being through various initiatives designed to enhance both your personal and professional life. While this document provides an overview of conditions of services staff members will be required to refer to their contract of employment for specifics relating to their employment terms.

Salary

Salary Scale for Assistant Training Managers: (as per Circular 0007/2026)

	Rate from 01/02/2026
Adult Education Officer ³¹	€ 63,582
	€ 66,505
	€ 69,430
	€ 72,353
	€ 75,275
	€ 78,196
	€ 81,120
	€ 82,779
	€ 85,688
	€ 88,642
	€ 91,599
	€ 94,554
€ 98,988	

Candidates should note that new appointments will be at the minimum/first point of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Long service increments may be payable after three (LSI-1) and six (LSI-2) years of satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Important Note: Candidates should note that different salary terms and conditions may apply if, immediately prior to appointment, the appointee is/was a serving civil or public servant.

Payment Arrangements

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of choice. Payment cannot be made until a BIC code and IBAN number and bank sort code has been supplied to the Human Resources Department. Statutory deductions from salary will be made as appropriate.

Tenure

The term of appointment for this role is contained in the Job Description. The appointee will be required to serve a probationary period as outlined in the contract of employment. If at any time during this probation it appears that the appointee would not be suitable for final appointment, the probation will be terminated.

Annual Leave

Assistant Training Managers are entitled to 30 days annual leave per annum, based on a 35-hour working week. Specific information regarding annual leave for this position will be outlined in the job description.

Hours of Attendance

Hours of attendance at work will be arranged from time to time by WWETB and will amount to 35 hours net per week. Standard working hours will be agreed with your Line Manager.

Flexi Time

WWETB operates a Flexible Working Scheme for certain locations. Please refer to the job description to determine if flexible working arrangements are applicable to this position.

Blended Working

WWETB operates a blended working scheme for certain roles, combining remote and on-site work in line with organisational needs and role requirements.

Sick Leave

WWETB offers a comprehensive sick leave policy that ensures employees are supported during times of illness or injury. In accordance with the provisions of the Public Service Sick Leave Scheme, employees are entitled to paid sick leave, subject to certain conditions and limitations. This scheme aims to provide financial stability and peace of mind while employees focus on their recovery.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service 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.

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.

Pension Abatement

If an appointee has previously been employed in the Civil or Public service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's 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 Body will support an application for an abatement waiver in respect of appointments to this position.

Business Travel

When absent from place of work on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Department of Public Expenditure and Reform regulations applicable to the grade.

Important Notice

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 employment contract to be agreed with the successful candidate.

Candidate Responsibilities

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

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.
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.
- record the interview or any feedback conversations.

Candidates who are found in breach of any of the above, will be disqualified from the campaign and any offer of employment may be revoked/terminated. A third party must not impersonate a candidate at any stage of the process.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

WWETB will not be responsible for any expense a candidate may incur in attending for interview.

Contact Us

For further information, please feel free to contact us:

Address: Recruitment Team, WWETB, Ardavan Business Park, Ardavan, Co. Wexford Y35 P9EA

Phone: 053-912 3799

Email: vacancies@wwetb.ie