



## Information Officer/Administrator Role Profile

### Background

Carlow County Childcare Committee is a support and advice agency for the Early Years and School Aged Childcare sector in Co. Carlow. We currently have a position for an Information Officer/Administrator. This post will be full time (35hrs per week) based on a contract for one year initially (continuation of contract will be dependent on funding).

### Eligibility criteria

- A third level qualification (level 8) preferably in Early Childhood Education and Care (ECEC)
- Experience of working in the early years sector
- Excellent knowledge of policy and practice in ECEC
- A good working knowledge of relevant Government funding schemes and the administration associated with these.
- Excellent communication (both verbal and written) and organisation skills
- Excellent IT skills including, Word, Excel, Power point, data base packages
- Experience of social media and website maintenance
- A strong ability to deal effectively with enquiries from the public.
- Proven ability to work effectively within a team.

Closing date for receipt of completed application form is: Friday 27<sup>th</sup> April, 4pm

Applications must be sent by email to: [chairperson@carlowccc.ie](mailto:chairperson@carlowccc.ie) or by post to Chairperson, Carlow County Childcare Committee, Enterprise House, O'Brien Road, Carlow.

Shortlisting may apply. The provisional date for interviews is: Friday 18<sup>th</sup> May

# INFORMATION OFFICER/ADMINISTRATOR

## ROLE PROFILE

<b>Job Title:</b>	Information Officer/Administrator
<b>Reporting to:</b>	The Information Officer/Administrator will be responsible to The Board of Directors of the Carlow County Childcare Committee and will report directly to Manager of Carlow CCC (or designate)
<b>Nature of Position:</b>	Full time (35hrs). Initial one year contract (continuation is subject to funding). A panel <u>may</u> be formed from the above competition to fill any suitable vacancies on a temporary basis during 2018.
<b>Work Location:</b>	Carlow CCC office, Enterprise House, O'Brien Road, Carlow.
<b>Overall Role:</b>	To assist in the delivery of the Carlow Local Implementation Plan (LIP) by undertaking designated work under prioritised areas.
<b>Hours of work:</b>	Monday-Friday 9am-5pm (1 hr lunch). Evening and weekend work may also be required with this post.

The post holder will be delegated responsibilities from the following range of functions:

- Communications and information plan and procedures to facilitate customer services, PR and marketing, web-site and social media
- Records management
- Risk management including health and safety and fire safety
- Policies and procedures
- Events management
- Reports and publications
- Office management
- Governance and compliance
- Procurement of goods and services
- Data Protection, GDPR and archives

In addition, to the functions outlined above the post holder may be assigned duties, as appropriate, which may be allocated by the Manager (or designate).

## Essential requirements

The following are essential requirements for appointment to this post:

- A qualification at Level 8 on National Framework of Qualifications preferably in Early Childhood Education and Care
- Proven knowledge of the ECEC sector
- Significant working knowledge of ICT

## Competencies

The person appointed to the above post will be required to show evidence of the following competencies:

### **Specialist knowledge, expertise and self-development**

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant DCYA funding scheme rules, technologies, IT systems, national policies etc.
- Has a clear and experienced knowledge of the national frameworks, Siolta and Aistear
- Has a clear understanding of the inspection and compliance regimes within the Early Years Sector
- Has a clear understanding of how the work of Carlow County Childcare Committee fits in with key stakeholders such as DCYA, Pobal, Tusla and the ECEC and afterschool sector amongst others
- Is cognisant of the budget implications in the delivery of core LIP actions.
- Leads by example, being committed to self-development and enhancing the knowledge and skills required to improve performance

### **Teamwork**

- Can work effectively as part of a small team
- Is willing to assist colleagues to deliver outputs on time and effectively
- Has a positive approach when working as part of a team

### **Delivery of results**

- Delivers results on time and to a high standard
- Takes responsibility for own work and the work of the team
- Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands
- Evaluates the current work practices to identify changes that could be made to help them run more effectively
- Maintains accurate records and monitors work, ensuring any errors are identified and rectified

### **Information Management and decision making**

- Reviews completed work regularly and acts on learning points
- Evaluates current work practices to identify changes that could be made to improve efficiencies
- Can work effectively on a number of tasks at the same time
- Is comfortable working with and manipulating a range of data, e.g. numerical, written etc.
- Makes sound appropriate decisions in a confident manner and can justify and stand by them

### **Interpersonal and communication skills**

- Shows respect, tact and maintains composure when dealing with customers or staff members

- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite
- Listens to others and invites feedback, dealing with information in a constructive way
- Influences others by actively listening and clearly expressing their position
- Produces high quality written letters/reports in a clear, timely and concise manner
  
- Maintains confidentiality

### **Drive and commitment to improving quality of service delivery**

- Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles
- Is proactive in all areas of their work
- Can work independently without excessive guidance or support
- Demonstrates resilience in the face of significant demands and challenges
- Ensures that the customer is at the heart of all services provided
- Is personally honest and trustworthy
- Acts with integrity and supports this in others

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The Chairperson, Carlow County Childcare Committee, O'Brien Road, Carlow

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