



Carlow County Childcare Committee

Coiste Cúraim Leanaí Chontae Cheatharlach

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 to 30th June 2020.

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 4th October 2019, 4pm

Applications must be sent by email to: 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: Thursday 17th October.

INFORMATION OFFICER/ADMINISTRATOR

ROLE PROFILE

Job Title:	Information Officer/Administrator
Reporting to:	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)
Nature of Position:	Full time (35hrs). Contract to 30 th June 2020. A panel <u>may</u> be formed from the above competition to fill any suitable vacancies on a temporary basis during 2020.
Work Location:	Carlow CCC office, Enterprise House, O'Brien Road, Carlow.
Overall Role:	To assist in the delivery of the Carlow Local Implementation Plan (LIP) by undertaking designated work under prioritised areas.
Hours of work:	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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