



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Competition for appointment to the permanent position of:

Director of Schools

Reference No: **DOFS25**

Mayo, Sligo and Leitrim Education and Training Board

Closing Date: 12.00 noon on Wednesday, 22nd October 2025

MSLETB is committed to a policy of equal opportunity.

Mayo, Sligo and Leitrim Education and Training Board (MSLETB), provides a comprehensive range of education and training services throughout the region.

One of 16 ETBs nationally, MSLETB has the largest geographical area, covering 9014 km² across the 3 counties.

MSLETB serves a population of 243,000 people and its head office is located in Castlebar, with additional offices in Sligo and Carrick-On-Shannon.

We have a 21-member Board which has oversight of the services provided by almost 1700 staff, to over 22,000 learners, with an annual budget of almost 120 million euro.

Our learners include fulltime students in post primary schools and also learners engaged in a wide range of Further Education and Training Courses.

MSLETB educational provision includes 17 second level schools, while further education and training services are provided through education colleges, training centres and a range of adult and further education and training centres. These locations deliver education and training services such as, Post Leaving Certificate Courses (PLCs), VTOS, Youthreach, Outdoor Education, Youth Services, Career Traineeship and Apprenticeship. The range of information and activities included on our website give some indication of the full scale and breadth of our Education and Training Board services.

Mayo, Sligo and Leitrim ETB places learning and the learner at the heart of its education and training provision with a mission of providing real opportunities for life and living to people in our region.

Director of Schools in Education & Training Boards

Introduction

Education and Training Boards

Education and Training Boards (ETBs) are statutory bodies established on 1st July 2013 under the Education and Training Boards Act 2013 (hereinafter called “the Act”) to replace the Vocational Education Committees (VECs) and to take on an enhanced role in the delivery of training.

The Act created a new structure that is better positioned to support the evolution of service delivery in schools under the direct governance of an ETB and in the further education and training sector. In delivering further education and training, ETBs have a strong relationship with SOLAS, the further education and training authority.

Overview of the main functions carried out by ETBs

ETBs are the legal patrons under the Education Act, 1998 of post-primary schools that they maintain (commonly called Vocational Schools or Community Colleges) and these schools currently educate approximately 31% of all post primary pupils. ETBs are also involved in facilitating the provision of multi-denominational education at primary level.

ETBs also have an important role in the Community School sector, where they are co-patrons with religious authorities, and in relation to Comprehensive Schools where the Chief Executive is a member of and ex-officio secretary to the Board of Management. ETBs also distribute funding to schools in the DEIS disadvantaged schools programme.

ETBs play a central role in the provision of further education and training (FET). FET is primarily delivered or contracted by the 16 ETBs under the funding and strategic direction of SOLAS, the further education and training authority. FET provision includes programmes that are labour market focused and programmes with a strong social inclusion dimension. FET programmes are delivered in a wide range of settings including Post-Leaving Certificate and Further Education Colleges, Training Centres, Youthreach and adult education centres. FET is also provided through community and voluntary groups, commercial training providers and in workplaces.

SOLAS

SOLAS, the further education and training authority, was established in 2013. SOLAS is responsible for the co-ordination, funding and strategic direction for FET in Ireland. SOLAS works with ETBs to agree annual FET service plans and to undertake a comprehensive programme of reform through the implementation of the Further Education and Training Strategy.

SOLAS has commenced consultation on the development of the next five-year FET strategy for the period 2025-2029. In addition, SOLAS are developing a new set of Strategic Performance Agreement (SPAs) with each ETB to accompany the new FET Strategy. Each agreement is unique to the individual ETB and will reflect the strategic priorities in the new FET Strategy.

Role Description:

The Director of Schools, hereinafter referred to as the Director of Schools will report to the Chief Executive of the ETB and will be responsible for assisting the CE in four main areas of responsibility, in line with the statutory functions set out in the ETB legislation:

1. Leadership of teaching and learning in schools and programmes.
2. Governance and management of schools.
3. Workforce planning and performance management in schools.
4. Coordination of the ETB's management team which is within the responsibility of this Director.

Key Responsibilities

For each of these areas, there are a number of functions that will be performed by the Director of Schools, to include (but not limited to) the following:

1. Leadership of teaching and learning in schools.

- Develop and implement organisational policies and strategic plans including the Statement of Strategy (Section 27 ETB Act).
- With special reference to schools - monitor, measure and analyse student/learner recruitment/enrolment, retention, attainment and progression in line with educational objectives; principles of equality and inclusion.
- Identify and develop opportunities for innovation in teaching and learning.
- Lead curriculum development in schools.
- Support education leaders in promoting excellence in teaching and learning through targeted programmes of CPD.
- Develop and support the Quality Assurance function of the ETB, as applicable to schools.
- Oversee the implementation of recommendations from school evaluations and inspection reports.

2. Governance and management of schools

- Oversee the management of ETB resources (human/financial/capital) allocated to schools in line with Corporate Governance regulations.
- Support the risk management function of the ETB, with special reference to education provision in schools.
- Support governance of schools including Boards of Management; manage legal matters including Section 29 appeals; ensure the effective implementation of policies and legislation e.g. school admissions.

3. Workforce planning and performance management in schools

- Undertake workforce planning and staff allocation in schools, including management of transfers and requests for career breaks, job-sharing and other working arrangements.
- Collaborate with CE to undertake strategic review of organisational skills/expertise.
- Devise professional development programmes, including CPD for practitioners in schools, to address skills needs so that organisational skills and competences are aligned with implementation of the ETB Strategy.
- Assume responsibility for performance management across services in schools, supporting and encouraging high performance and addressing underperformance in line with best practice and legislation.

4. Coordination of the ETB's management team which is within the responsibility of this Director

- Assist the CE in the development and support of the ETB's management team.
- Liaise with school principals and the ETB management team on the infrastructural needs of schools, including forward planning in line with demographic and curricular needs.
- Contribute to the effective performance of the ETB's executive functions as a member of the senior management team, including coordinating the management team in the Director's functional area.
- Perform such functions as are assigned to him or her by the CE or delegated to him or her pursuant to section 16 of the Education and Training Boards Act 2013.

EXPERIENCE & QUALIFICATIONS

Essential Requirements

The successful candidates will:

- (a) Have significant management experience at an appropriate senior level, including leading teams and managing resources.
- (b) Have significant experience of some or all of the following: Leadership of teaching and learning in schools, governance and management of schools, workforce planning and performance management in schools.
- (c) Demonstrate the capacity to work as part of a senior management team, developing and implementing strategic plans and organisational policies and procedures and ensuring the appropriate management of risk within the organisation.
- (d) Demonstrate the ability to be innovative, to manage and lead change and to implement reform within an organisation in a rapidly changing environment.
- (e) Excellent interpersonal and collaborative skills including the ability to work effectively with a broad range of internal and external stakeholders and to represent the ETB on external bodies as required.
- (f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:
 - Education Leadership
 - Strategic Planning Leadership
 - Communications and Relationship Building
 - Leading and Developing Others
 - Organisational Management and Administrative Skills
 - Self-Awareness and Self-Management Skills.
- (g) Possess teaching qualification(s) or third level educational qualification(s) in relevant discipline(s) commensurate with this role.

(Note: See Appendix 1 for more detail on these competencies.)

Appendix 1: Key Competences Required for the Role

The competencies for this role reflect the changing and more complex environment in which those at Director of Schools level operate, with limited resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.

The person appointed to the post of Director of Schools will be required to demonstrate competence in the following areas, as related to the job description.

Education Leadership

Provide leadership in all matters relating to education and training in the ETB schools. Facilitate the planning, development, implementation, review and evaluation of the ETB education plans and policies and be accountable for achievement of targets.

- Have the understanding and ability to foster a culture of open dialogue and collaboration regarding standards of teaching and learning and learner achievement.
- Demonstrate a capacity to support excellence in teaching and learning and cultivate communities of practice.
- Develop a system of evaluation to inform and affirm good professional practice in teaching and learning and understand the factors that contribute to and support a good learning environment.
- Take a lead role on ensuring good communication and collaboration between schools to develop and support a good learning environment underpinned as appropriate through research and evidence based actions.

Strategic Planning Leadership

Provide leadership in the planning, development, implementation, review and evaluation of the ETB's multi-year education plan in accordance with Department of Education and Youth regulation and ETB policy.

- Have a proven track record of developing and leading a strategic plan and be able to indicate how such a plan would be implemented in conjunction with the Board and relevant stakeholders.
- Develop teaching and learning strategies for the future and think through the consequences of actions taken.
- Develop and support a culture of self-evaluation throughout the ETB schools including identifying and developing tools and CPD opportunities to achieve same.

Communications and Relationship Building

Establish effective communication strategies to ensure that open, transparent and positive internal and external communications are in place within and among ETB schools.

- Develop and maintain positive and effective relations with ETB staff, Board, the Department of Education and Youth and other external agencies.
- Have the capacity and skills to relate and communicate in a meaningful and respectful way with individuals and groups.
- Have a proven track record of building good working relationships with others and using these to persuade, convince, or gain support in order to achieve positive outcomes for the ETB.

Leading and Developing Others

Recognise and harness the many and varied skills and talents of staff in ETB schools to create effective teams.

- Demonstrate a capacity for distributive leadership through appropriate delegation and support.
- Have a proven track record of leading, encouraging, inspiring and supporting others to develop confidence and be able to help them realise their full potential.
- Demonstrate the ability to be clear with others about what has to be achieved, to what standard, within timeframe/budget and make clear their accountability for delivery.

Organisational Management and Administrative Skills

- Use information and communication technology effectively to organise and keep track of information and meet requirements of the job.
- Allocate relevant decision-making and other responsibilities to the appropriate staff and provide the necessary support to delegate effectively.
- Have the capacity to anticipate issues and potential obstacles and take necessary action.

Self-Awareness and Self-Management Skills

- Respond to work-related pressures in a positive way.
- Have the necessary level of confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations.

NOTE: Qualifications/eligibility may not be verified by the ETB until the final stage of the process. Therefore those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Other Requirements Specific to the Post

Due to the large geographical area covered by MSLETB the successful candidate will be required to hold a full driving licence and have access to transport as the post will involve travel, and be willing to work flexibly outside of normal working hours as required.

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.

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.

ELIGIBILITY TO COMPETE

Citizenship Requirement:

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.
- (g)

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, Infrastructure, Public Service Reform and Digitalisation 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, Infrastructure, Public Service Reform and Digitalisation 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. 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.

PRINCIPAL CONDITIONS OF SERVICE

Nature of position

The position is whole-time, permanent and pensionable, subject to contract.

The holder of the office shall not engage in any gainful occupation, other than as an officer of MSLETB, to such an extent as to impair the performance of his or her duties as an officer of MSLETB or in any occupation which might conflict with the interests of MSLETB or which might be inconsistent with discharge of his or her duties as a MSLETB Officer.

Remuneration

The Salary Scale with effect from 1st August 2025 as per Department of Education and Youth circular 52/2025 is as follows:

€ 84,453, € 88,907, € 93,342, € 97,795, € 102,241, € 106,676, € 111,866, € 117,051,
€ 122,241, € 127,427, € 132,614

This rate is a gross before deduction, inter alia, of the employee's contribution to the pension scheme to be operated by the Board.

Subject to the Director of Schools satisfactorily completing his/her probation, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration of the Director of Schools

- may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally;
- may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate payscale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Probationary period

The successful candidate shall serve a probationary period in accordance with the terms set out in MSL ETB's Probationary Policy.

Annual leave

The Director of Schools will (in addition to the usual Public and Bank Holidays) be entitled to 30 working days holidays in each year to be taken at a time or times convenient to the Board.

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.

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 Youth and the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation 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.

- **Department of Education Early Retirement Scheme for Teachers Circular 102/2007.** The Department of Education and Youth 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).

- **III-Health-Retirement (IHR)**

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 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.
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.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28th July 2012. This may have implication 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.

Location

The place of work for the Director of Schools will be any of it's locations within the ETB as determined by the Chief Executive.

The Director of Schools may be required to travel, within and/or outside, of Ireland in performance of his/her duties.

Adoptive / Carers / Parental / Force Majeure leave

Adoptive / Carers / Parental Leave will be granted to the Director of Schools in accordance with the arrangements authorised by the Minister for Education. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

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 three 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

SELECTION PROCESS

How to Apply

Reference Number and Title of Post must be quoted on Application Form. Applications on the official M.S.L.E.T.B. Application Form are only accepted by email in PDF format to: director2025@msletb.ie

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.

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted on the official application form will be considered. The application form is available on the MSLETB website www.msletb.ie

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 12.00 noon on the specified closing date.

Closing Date and Time:

Your application must be submitted by email to director2025@msletb.ie not later than 12.00 noon Wednesday 22nd October, 2025. Applications will not be accepted after this date and time.

We do not 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.

The Selection Process may include:

- shortlisting of candidates on the basis of the information contained in their application
- an initial/preliminary interview which may in turn include a questionnaire and/or presentation by the candidate;
- a competitive interview, which may also include a presentation or other exercise by the candidate.
- Work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate.
- Reference Checking

Please note that if MSLETB deems that there is an insufficient number of candidates for a competition to proceed, MSLETB reserves the right to re-advertise the position. Any candidates who applied for the original competition will be entered into the re-advertised position competition automatically.

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, MSLETB may decide that a smaller number will be called to the next stage of the selection process. In this respect MSLETB provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualification/experience in your application.

Interviews

The scheduling of interviews is at the discretion of MSL ETB. Candidates will be required to attend interviews at their own expense. In general, candidates must physically attend for interview as MSLETB does not normally entertain any requests for phone or video interviews, however currently, it may be a requirement for candidates to be interviewed using Microsoft Teams or using another software solution as determined by MSL ETB. MSLETB will not entertain any requests to alter the allocated interview date or time, however MSLETB reserves the right to alter candidates allocated interview date or time. Candidates who do not attend for interview when and where required, or confirm their acceptance of attendance at interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

Communication

You may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate competitive language test. This test will comprise conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post.

References

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). These referees do not have to include your current employer, but should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration for the post.

Panel

A panel may be formed by the interview board. Once a panel is formed, it remains in existence for 1 year and may be extended.

Feedback

Feedback will be provided on written request.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or other test when and where required by MSLETB, or who do not, when requested, furnish such evidence, as MSLETB requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to MSLETB, including all forms issued by MSLETB for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further 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.

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.

Start Date

MSLETB shall require a person to whom an appointment is offered to take up such appointment within a period of not more than 6 weeks and if they fail to take up the appointment within such period or such long period as the MSLETB in its absolute discretion may determine, MSLETB shall not appoint them.

Business Travel

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

IMPORTANT NOTICE: The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and condition of employment which will be set out in the employment contract to be agreed with the successful candidate.

Closing Date

The closing date for receipt of applications is **12.00 noon on Wednesday, 22nd October, 2025**. MSLETB will not consider an application received outside the closing date.

Security Clearance

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. This process will be initiated by MSLETB for the confirmed successful candidate recommended for any post engaged in relevant work.

If you have lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of the job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, if you are interested in pursuing a career within MSLETB we strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**,

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.

Other Important Information

Only applications submitted before the closing date and time will be accepted into the competition. Candidates must inform MSLETB of any changes to their details once they have submitted their application form. All further correspondence with applicants will be by email, therefore the onus is on the candidate to keep MSLETB up to date on their current details.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the MSLETB is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the MSLETB will not be responsible for refunding any expenses incurred.

Prior to any candidate being considered for appointment to this position the MSLETB may make all such enquiries including health checks 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, the MSLETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

MSLETB will not be responsible for refunding any expenses incurred by candidates.

Use of Recording Equipment

MSLETB does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purpose must seek written permission in advance. This policy is on place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

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

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/ imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force in the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you submit an application for a competition, we create a computer record in your name. information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Latest date for receipt of completed applications for the above post is:

12.00 noon Wednesday 22nd , October 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

CV's WILL NOT SUFFICE

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

MSLETB IS AN EQUAL OPPORTUNITIES EMPLOYER