

Post-Primary Languages Ireland

Open competition for the appointment of Clerical Officer

Information Booklet

1. The Appointment

Post-Primary Languages Ireland (PPLI) works to implement to implement key actions in Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026 and Implementation Plan 2017-2022 (links to the strategy documents are available [here](#)), diversifying, enhancing and expanding the teaching and learning of foreign languages. Further details about PPLI and its work is available [here](#) and [here](#).

PPLI wishes to appoint a Clerical Officer to support the administration of primary sampler module: *Say Yes to Languages*.

Primary schools are supported by PPLI in providing an ten-week sampler module in a range of languages including Irish Sign Language (ISL). The aims of the module are to:

- Generate awareness among pupils of the range of languages used by their peers, including Irish Sign Language, in their schools and communities which may help support greater inclusion and appreciation of diversity in society,
- Encourage uptake of languages at post-primary level,
- Provide opportunities for increased levels of collaboration among the school community with regard to the celebration of languages and cultures,
- Support implementation of Languages Connect, Ireland's [Strategy for Foreign Languages in Education 2017–2026](#).

The post is a full-time position on a one year fixed-term contract. There is a four-month probation period.

Applications close: 18th June 2024 12noon.

Application form [here](#)

2. Job Specification

The purpose of the job is to carry out operational and administrative clerical duties in the delivery of the primary sampler module: *Say Yes to Languages*, reporting to the *Say Yes to Languages* Project Manager.

The duties of the Clerical Officer will include, but are not limited to the following:

- Provide secretarial support to the PPLI team as required
- Gather data and maintain database of schools and tutors/teachers
- Respond to queries via email and phone

- Collate data and feedback from schools
- Process invoices and payments to third parties and handle associated queries. Keep related financial records up to date
- Organise meetings / training and book venues, ensuring that these are equipped with necessary documentation, equipment and refreshments.
- Process payments and expenses including payments relating to the PPLI teachers and other personnel associated with PPLI, and keeping files up to date and respond to queries re same
- Administer various other information relating to PPLI activities such as collating data, registration of schools and students, creating registration forms
- Arrange and track postal and delivery services as needed
- Maintain data management, using Excel and other relevant software
- Maintain office systems including filing, storeroom stock, purchasing of office and other materials
- Handle telephone calls, enquiries and requests from both PPLI employees and the public, providing them with appropriate responses or directing them to the relevant person
- Any other duties assigned from time to time by *Say Yes to Languages* Project Manager or the Director of PPLI

3.Requirements, Skills and Competencies

Skills & Competencies:

- Teamwork and working on own initiative
- Information Management / Processing
- Delivery of Results, on time, and sometimes under tight deadlines and high pressure
- Customer Service & Communication Skills with excellent interpersonal skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values
- Attention to detail and excellent organisational skills
- Flexibility with a “can-do” attitude to requests and tasks
- Drive & Commitment to Promoting Foreign Languages

Minimum requirements:

- At least Grade D (or a Pass) in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme or a pass Leaving Certificate Applied or an equivalent qualification on the National Framework of Qualifications (NFQ) or have passed an examination of at least equivalent standard
- High level of IT proficiency and good knowledge of the Microsoft Office package. Experience in Excel.

Desirable:

Competence in a foreign language (in addition to English/Irish) desirable and a positive attitude to foreign languages.

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

The post is a full-time position contracted for one year initially. A four-month probationary period will apply.

4. Salary

Clerical officer scale
531.93 – 563.03 – 570.91 – 593.91 – 609.05 – 631.74 – 654.45 – 677.14 – 693.43 –
715.47 – 733.94 – 748.97 – 770.37 – 803.72 – 829.95¹ – 842.05²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

The annual salary will be €28,034 which is analogous to Point 1 on the Civil Service Clerical Officer NPPC salary scale.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

5. Hours of Attendance

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week.

6. Annual Leave

The annual leave allowance will be 22 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

7. Location

The PPLI is currently based at The Digital Hub Dublin 8. Attendance at the office will be required two or three days per week.

8. Equal Opportunities

The PPLI is an equal opportunities employer.

9. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references (referees will not be contacted without the candidate's prior agreement)

Final selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

10. Preparing for interview

Please prepare to explain to the interview board how you have demonstrated the following competencies required for the position of Clerical Officer in PPLI.

- Teamwork
- Information Management / Processing
- Delivery of Results
- Customer Service & Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values

For each competency, you may be asked to give examples from your career to date that best illustrate how you have developed and used this competency.

11. Eligibility

Can legally work in the Republic of Ireland.

Candidates are not eligible to apply if they have availed of the public service early retirement schemes.

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.

12. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

13. Attendance at interview

Interviews for the post will be held in June/July 2024. Calls to interview will be made at least five days beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

14. Deeming of candidature to be withdrawn

Applicants who-

- a. do not, when requested, furnish such evidence as PPLI requires in regard to any matter relevant to their candidature;
- b. or do not attend the interview at the time and place appointed,
- c. or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

15. Queries

If you have any queries in relation to the process or the role, please contact kate.tyndall@ppli.ie