

Job Description and Person Specification

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| Role | Visit Officer (ECCE/TEC/CCSP/CCSU) x 2 |
| Unit | Compliance |
| Directorate | Compliance, Audit & Risk |
| Grade | 1 |
| Reporting to | Compliance Reviewer |
| Role Purpose/ Summary | Working as part of a team, the Visit Officer is responsible for visiting allocated childcare services contracted in the Early Year's programmes and ensuring that these services are complying with standards set out by Pobal and the Department of Children and Youth Affairs (DCYA). The Visit Officer will liaise effectively with colleagues in the compliance section and on occasion across the Directorate to ensure the efficient and effective delivery of all activities. |
| Key Responsibility Areas | <p>1. Support and Services</p> <ul style="list-style-type: none"> - Plan and carry out unannounced compliance visits of early years services as allocated (by Compliance Administrator) to meet agreed targets and timescales as set out by Project Managers. - Record all issues identified during the course of the compliance visit and ensure the accuracy of same. Allocate a categorisation to the childcare services based on the relevant findings. - On an ongoing basis, ensure completed compliance forms are submitted to the relevant ICT system, Compliance Information Management System (CIMS), and categorised appropriately for review by the Compliance Reviewers. - Liaise closely with the Compliance Reviewer and provide explanations/confirmations where required. - Liaise closely with Project Managers and inform them of significant/ongoing issues identified from compliance results. - Assist in the preparation of reports and complete any follow up actions arising from visits undertaken e.g. queries in relation to staff qualifications/Updating Programmes Implementation Platform (PIP) etc. <p>2. General</p> <ul style="list-style-type: none"> - Attendance and proactive participation at Compliance Team meetings. - Attendance at training as required. - Assist in the identification and reporting of issues of risk. - Contribute to the innovation and continuous improvement of the Compliance Unit in the CAR Directorate. |

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| | <p>3. Other</p> <ul style="list-style-type: none"> - Any other duties within the general requirements of the role that may be assigned by the Compliance Reviewer, as appropriate. |
| Critical Competencies | <ol style="list-style-type: none"> 1. Communication skills – Level 3 2. Team work – Level 3 3. Customer service & support – Level 3 4. Analytical skills – Level 3 5. Attention to detail – Level 3 |
| Other Competencies | <ol style="list-style-type: none"> 6. Building and maintain relationships – Level 3 7. Corporate writing skills – Level 3 8. Flexibility and adaptability – Level 3 9. Problem solving and decision making – Level 3 10. Organisation awareness – Level 3 |
| Required Experience | <ul style="list-style-type: none"> - Previous administration experience - Good organisational skills - Computer literacy particularly in MS packages e.g. Excel, WORD and Outlook. An understanding of the operation of databases - Capable of working to deadlines. |
| Qualifications | <p>Essential Requirements</p> <ul style="list-style-type: none"> - Full driving licence and provision of car for business purposes. Note that a high degree of flexibility is required and there may be a requirement for some overnight visits <p>Desirable</p> <ul style="list-style-type: none"> - Relevant third level qualification (e.g. Certificate, Diploma level qualification), or equivalent. |
| Other Relevant Information | <p>Desirable:</p> <ul style="list-style-type: none"> - Knowledge of workings of the community/voluntary/public sector - Understanding of Irish language - Prior exposure to the Early Years sector. - Exposure to Pobal PIP, CIMS and Sharepoint systems. |
| Terms & Conditions of Employment | <ol style="list-style-type: none"> 1. Salary Pobal's Grade 1 Salary scale applies €24,802 - €39,593 2. Duration of Contract The contract is for a period up to 31st December 2018, subject to continuance of Government funding 3. Probation A probationary period of six months will apply 4. Pension Pobal operates a defined contribution pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period |

5. Annual Leave
Annual leave entitlements will be 24 days per annum pro-rated.
6. Garda Vetting
All candidates will be required to successfully complete the standard Garda Vetting procedure
7. Travel & Subsistence
Travel and subsistence will be paid at public sector rates
8. Location of the positions
One position will be based in Pobal's Limerick office.
One position will be based in Pobal's Galway office.

**Selection
Process**

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.

Please email a completed application form to hrenquiries@pobal.ie by 5pm
Wednesday 1st November.

***Pobal is an equal opportunities employer and welcomes suitably qualified applicants
from all sections of society***
