

Job Description and

Person Specification

Role	Visit Officer (ECCE/CCS/CCSP/TEC/CCSU)
Unit	Compliance
Directorate	Compliance, Audit & Risk
Grade	2
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.
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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. The Visit Officer will primarily undertake more complex compliance visits i.e. to larger childcare services in receipt of two or more strands of DCYA funding. - 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. - Provide support and guidance to other Visit Officers, in particular, the ECCE/TEC/CCSP/CCSU Visit Officers who may be allocated to individuals for mentoring / support. - Liaise closely with Project Managers and inform them of any significant/ongoing issues identified from compliance results.
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- 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.
- Assist with responses to queries submitted through the compliance queries mailbox, as necessary.

2. General

- Assist in implementing, developing and maintaining efficient and effective systems including the use of the PIP, CIMS and SharePoint systems.
- Attendance and proactive participation at Compliance Team meetings.
- Attendance at training as required.
- Review, develop and maintain efficient and effective administrative and information systems
- Contribute to the development of training support plans and assisting the Project Team in the provision of internal team training.
- Assist in the preparation and updating of an internal procedures document for use by Visit Officers during visits.
- Assist in the identification and reporting of issues of risk.
- Contribute to the innovation and continuous improvement of the Compliance Section in the CAR Directorate.

3. Other

- Any other duties within the general requirements of the role that may be assigned by the Compliance Reviewer, as appropriate.

Critical Competencies

1. Communication skills – Level 3
2. Team work – Level 3
3. Customer Service and support – Level 3
4. Analytical skills – Level 3
5. Attention to detail – Level 3

Other Competencies

6. Building and maintaining 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

- Several years administration experience - or see Qualification Section
- Strong organisational skills and a proven ability to work to deadlines.
- Proficient in MS packages e.g. Word, Excel, Outlook, SharePoint portals

Qualifications

Essential

- Relevant third level qualification (e.g. Certificate, Diploma), or equivalent
- 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

Other Relevant Information

Desirable:

- Knowledge of workings of the community/voluntary/public sector
- Knowledge of Government Accounting Regulations
- Understanding of the Irish language
- Exposure to Pobal PIP, CIMS and SharePoint systems.
- Prior exposure to the Early Years sector.

Terms & Conditions of Employment

1. Salary
Pobal's Grade 2 Salary scale applies €36,882 - €50,404
2. Duration of Contract
The contract is for a period of nine months, 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 procedures
7. Travel & Subsistence
Travel and subsistence will be paid at public sector rates
8. Location of the position
The position will be based out of Pobal's Cork 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.