

Parliamentary Education Officer

Vacancy for the position of Parliamentary Education Officer

Responsible for delivery of the Oireachtas Education Programme
in the Houses of the Oireachtas Service – Secondment

Title of the post: Parliamentary Education Officer

Employing Authority: Houses of the Oireachtas Service

The Houses of the Oireachtas Commission (the 'Commission') is the statutory corporate body responsible for the running of the Houses of the Oireachtas, the Irish Parliament (Dáil Éireann, Seanad Éireann and Oireachtas Committees), and the administration and management of the Houses of the Oireachtas Service (the 'Service'). The Service is the public service body which provides advisory and administrative services to the Houses of the Oireachtas and their Members. The Service is headed by the Secretary General/Clerk of the Dáil. The role of the Service is to provide professional advice, services and facilities to the Commission, to the Houses of the Oireachtas and their Committees and to Members of the Houses. The Service is staffed by approximately 435 civil servants of the State and 45 State industrial staff who are employed by the Commission. There are also approximately 380 political staff working in either Leinster House or in Members' constituency offices who are employed directly by the Members or the relevant political party and who are paid by the Commission. Further information is available at www.oireachtas.ie.

There are two main divisions in the Houses of the Oireachtas Service, the Parliamentary Services Division and the Corporate Services Division.

Vacancies: Applications are sought to fill the position of Parliamentary Education Officer in the Houses of the Oireachtas Service. Initial assignment will be to the Communications Unit within the Service.

The Service is acknowledged to be a highly professional body of people who demonstrate very high standards in their work and in their dealings with all key stakeholders in the political system.

The Parliamentary Education Officer will be required to perform a wide range of duties as appropriate to the post. Examples of some of the tasks to be undertaken by the Parliamentary Education Officer in the Office of the Houses of the Oireachtas include:

1. Developing programmes aimed at educating the next generation of voters on the role of parliament
2. Working with the Houses of the Oireachtas Service and Members to develop educational publications and web base materials describing the role of the Houses and its Members

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3. Developing education materials supporting the recent introduction of the new subject of *Politics and Society* at Leaving Certificate, *Civic, Social and Political Education (CSPE)* in Junior Cycle and *History* at both levels
4. Developing educational resources for teachers, students and others who wish to learn about our parliamentary system
5. Coordinating and implement an action plan to deliver a joined-up, long term effective strategy for delivering education, information and public engagement
6. Promoting our education content to students, teachers and interested members of the public through active social media engagement, advertising and strategic partnerships with educational groups
7. Reviewing the operation of and delivery of our outreach programme
8. Working to improve the overall tour experience for school groups accessing Leinster House
9. Planning the long term goal of providing a fit-for-purpose educational and visitor space within the Leinster House complex
10. Engaging with representative bodies for teachers to examine how we can assist them in their role, directly by initiating tailored tours that explain the history and function of parliament and also the measures which we have taken to assist them in their duty
11. Seeking to develop a programme with the Department of Education, based in Leinster House, which would count towards the professional development of teachers.

The Parliamentary Education Officer will be expected to play a key role, both individually and as a member of a team, in

- (1) Establishing and maintaining an influential, constructive and credible presence for the role with Members of the Houses of the Oireachtas, Government Departments and Agencies
- (2) Developing the role as a principal source of support and advice on education matters for the Houses of the Oireachtas.

Hours of Attendance Requirements

The attention of applicants is specifically directed to the fact that attendance beyond the usual hours is frequently necessary.

The hours of attendance will be as fixed from time to time under Section 23 of the Staff of the Houses of the Oireachtas Act, 1959 but will amount, on average, to not less than 43.25 hours gross per week. Flexibility will be required with regard to extra attendance, which may be required from time to time arising from the exigencies of the office. Flexi time may be available subject to the needs of the Office. Annual leave will be commensurate with the appropriate equivalent grade in the Service

Location: The Service is located in the Leinster House Complex, Kildare Street, Dublin 2. Parking is not available on the premises.

Conditions of Appointment

The successful candidate will be seconded from his/her school or organisation for an initial period of one year to include a three month probationary period, after which the matter will be reviewed, having regard to staffing levels at that time.

Training and appropriate support will be provided to the successful candidate.

Essential Skills and Experience

Candidates must have on or before 1st September 2017:

- A recognised post-primary teaching qualification and be registered with the Teaching Council under Post-primary (Route 2 or Regulation four).
- At least 6 years' experience in teaching at Post Primary level (the teaching of Civic, Social and Political Education [CSPE], History or Politics and Society would be an asset)
- An excellent command of English, both spoken and written. Irish would be an asset
- Excellent organisational skills and the ability to juggle priorities and assignments
- Demonstrable understanding of the Irish educational system - a good knowledge of national curricula, the operation of schools and relevant legislation.
- Excellent presentation and interpersonal skills

Desirable:

- Experience in the development of on-line educational resources and editing skills or able to demonstrate the ability to acquire them quickly
- Appropriate project management skills or able to demonstrate the ability to acquire them quickly
- Experience in educational resource development
- Training delivery /curriculum development experience
- Working knowledge of web publishing tools
- Innovative ideas and experience in using and audio and video resources
- Working knowledge of ICTs and their application in first and second level education for learning and teaching
- Good understanding of how ICT is embedded in teaching, learning and assessment.

CONDITIONS OF SECONDMENT

The secondment positions on offer are for a **1 year period** with the possibility of an extension. The first 3 months of the period being on a probationary basis. The appointment will be subject to normal PMDS procedures in relation to on-going performance monitoring and to probationary reviews. During the probationary period, the appointee will be assessed to determine whether s/he has:

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- (i) demonstrated the capacity to undertake the duties assigned
- (ii) performed the duties in a satisfactory manner and
- (iii) been satisfactory in general conduct.

Should the appointee be satisfactory as regards health, conduct and efficiency generally during the probationary period, the appointee will, on completion of the period, be appointed to the period of tenure set out above.

An officer whose service is not satisfactory will be notified of the action to be taken and will be given the opportunity to appeal the decision to the Personnel Officer and, in the event that the appeal is not upheld, the secondment will be terminated and s/he will return to their parent organisation. During the secondment, the appointee will continue to retain links and eligibility for promotion opportunities arising in their parent organisation.

Release from Present Post

It is a matter for successful candidates to secure the agreement of their school authorities for release to take up the post of Parliamentary Education Officer from 1 September, 2017.

Commitment of release from your employer will be required for secondment. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer (e.g. Chairperson of the Board of Management). This signed statement should indicate that the employer (e.g. Chairperson of the Board of Management) is in a position to release the successful applicant.

ELIGIBILITY

Those who are interested in the position must -

- have worked for the equivalent of six academic years in a post-primary school,
- Be satisfactory in general conduct and be suitable from the point of view of health, having particular regard to their sick leave records.

APPLICATION PROCESS (by email only please)

Please submit a CV and cover letter by email to recruitment@oireachtas.ie by close of business **on 6 June 2017**. Please title your email 'Parliamentary Education Officer – Houses of the Oireachtas Service'.

Selection will be by competitive interview. Depending on the number of applications, shortlisting may also be used in the process.

Late applications will not be considered.