



Circular 0015/2007

**To the Chief Executive Officer of each Vocational Education Committee/Sponsor of Adult Guidance Projects**

**Pay and Conditions for Adult Guidance Information Officers**

**1. Background**

The White Paper on Adult Education, "Learning for Life", sets out proposals for the development of an adult educational guidance service to support participants in VTOS, adult literacy and adult and community education programmes. The service is being developed in phases as resources permit and is now available in 38 areas.

A structure for the employment of the Adult Guidance Information Officers, covering recruitment, and pay and conditions, as set out below, has been devised.

**2. Recruitment**

Appointments to the position of Adult Guidance Information Officer will be made by the Vocational Education Committees, where the VEC is the sponsor of the initiative, or other sponsor, as appropriate. Please see appendix attached outlining job description.

**3. Qualifications**

The Leaving Certificate or equivalent will be the minimum requirement.

**4. Salary**

The salary scale will be effective from the 1<sup>st</sup> June 2004 in the case of Information Officers who were in service on that date, or from the date of appointment, if subsequent. Retrospective payments should take account of public service increases under the terms of sustaining progress and the benchmarking process.

## **5. Salary Scale**

The agreed salary scale for those in the post with effect from 1st June 2004 is as follows:

€24,112 - €25,868 - €27,644 - €28,967 - €30,247 - €31,972 - €33,223 - €34,490

For information, this scale updated to 1<sup>st</sup> Dec. 2006 is as follows:

€27,831 - €29,857 - €31,907 - €33,435 - €34,911 - €36,904 - €38,346 - €39,811

For the sake of equity as between currently serving officers, the scale in the case of currently serving officers will comprise two further long service increments on a personal basis as follows:

1<sup>st</sup> June 2004: LSI 1: €35,658, LSI 2: €36,832

1<sup>st</sup> Dec. 2006: LSI 1: €41,157, LSI 2: €42,511

Assimilation will be through placement on the next favourable point with effect from 1<sup>st</sup> June 2004.

Any currently-serving Information Officer who is already on a higher salary than the above will retain his/her salary on a personal basis.

## **6. Duties of Post**

These are set out in Appendix attached \_\_\_\_\_

## **7. Hours of Work**

Information Officers must work for 35 hours per week. Attendance should be at times which facilitate the delivery of the Adult Guidance Service.

## **8. Pensions**

Subject to the normal approval process applying to each post (where this has not already taken place), the pension arrangements will be the normal arrangements applying to VEC staff in the administrative structure, with similar arrangements applying where the sponsor is not a VEC.

## **9. Annual Leave**

Annual leave will be 20 days rising to 22 days after 5 years' service, plus whatever days already apply (i.e. privilege days / closed days) to the particular VEC in which they are employed.

Any currently serving Information Officer who already has more than 20 / 22 days' leave, as set out above, will retain his/her current number of days on a personal basis.

## **10. Sick Leave**

Sick leave arrangements will be the standard arrangements that already apply to VEC staff in the administrative structure.

## **11. Travel and Subsistence**

Travel and subsistence arrangements will be the standard arrangements that already apply to VEC staff in the administrative structure.

**12. Implementation**

Chief Executive Officers or other sponsors of adult guidance projects are requested to make arrangements to introduce the terms of this circular as soon as possible. It will be a condition of participation in the scheme that the selected candidates participate in in-service training and networks supported by the Department of Education and Science and the National Centre for Guidance in Education and/or VEC, and that the projects supported through the measure fulfil the qualitative, quantitative and financial requirements set out by the Department, the National Centre for Guidance in Education and the VEC.

**13. Enquiries**

Please direct any queries you may have to Eileen McBrien at above address, Tel: (01) 8892009, email: Eileen\_McBrien@education.gov.ie

Breda Naughton  
Principal Officer  
19 February 2007



Appendix to [Circular 0015/2007](#)

## Adult Guidance Information Officer - Job Profile

### Key Purpose

1. To implement and maintain agreed administrative procedures.
2. To develop and maintain up to date paper based and computer based systems in respect of clients, groups and information resources.
3. To develop, implement and maintain a comprehensive, up-to-date and user friendly information service which supports the aims and objectives of the project.
4. To contribute to and organize events, marketing activities, and promotional materials which promote the project to clients, groups and other agencies.
5. To contribute to the on-going development and maintenance of the service.

### Accountabilities

The postholder will report to the Project Manager, Guidance Co-ordinator, Guidance Counsellor or Management Group as agreed in the operational framework for the project.

### Responsibilities

#### 1.0 To offer administrative support to the project including:

- 1.1 Establish recording systems and databases in agreement with the project manager.
- 1.2 Implementing agreed administrative procedures.
- 1.3 Maintain client records and statistics in a confidential manner
- 1.4 Carry out day-to-day secretarial duties such as typing and word-processing, photocopying, telephone/reception, mail and minute taking.
- 1.5 Maintain day-to-day financial records including petty cash, monthly accounts, invoicing, and the purchase of equipment, as appropriate.
- 1.6 Maintain an appointments system for guidance interviews and group sessions.
- 1.7 Take responsibility for day-to-day maintenance issues relating to the building as appropriate.

- 2.0 To develop and maintain an up to date paper based and computer based systems in respect of clients, groups and information resources.**
- 2.1 Develop and maintain paper based and ICT databases which are relevant to the adult learner including: education, training and employment opportunities, funding and support services.
  - 2.2 Ensure that the client database is maintained and updated in accordance with NCGE guidelines.
  - 2.3 Assist in the preparation and completion of returns to the Department of Education and Science, NCGE, VEC and other designated bodies.
  - 2.4 Assist in the development, maintenance and updating of websites, as appropriate.
  - 2.5 Undertake training and keep updated on relevant developments and changes in respect of the client database.
  - 2.6 Access information from a range of circulation sources.
  - 2.7 Keep informed of relevant ongoing developments at local and national level.
  - 2.8 Ensure that guidance personnel are kept updated regarding new information and changes that may affect our clients.
- 3.0 To develop, implement and maintain an effective and user friendly information service which supports the aims and objectives of the project.**
- 3.1 Deal with public enquiries by telephone and in person from members of the public, local agencies and community groups.
  - 3.2 Provide user-friendly, accurate, and relevant information and advice to enquirers.
  - 3.3 Undertake research on behalf of clients, groups, and staff and prepare individualized information packs.
  - 3.4 Interpret and apply information, such as grant entitlements, to individual needs.
  - 3.5 Make referrals and/or arrange appointments for clients to meet with the Guidance Counsellor, other internal staff, and/or external organizations as appropriate.
  - 3.6 Maintain comprehensive and up to date information on local job, education and training opportunities.
  - 3.7 Input and maintain appropriate client records.
  - 3.8 Maintain appropriate links with other service providers.
- 4.0 To contribute to and organize events, marketing activities, and promotional materials which promote the project to client, groups and other agencies.**
- 4.1 Assist in promotional/networking activities e.g. presentations, exhibitions and events as appropriate.
  - 4.2 Contribute to the production of publicity materials.
  - 4.3 Undertake appropriate activities to publicise and market the services of the project to existing and new clients.
  - 4.4 Deliver presentations and/or information sources to groups as required.
- 5.0 To contribute, as appropriate, to the on-going development and maintenance of the service.**
- 5.1 Contribute to the monitoring, review and evaluation of the project by: maintaining and analyzing data on client use of the service; and contributing to the identification of gaps in provision.
  - 5.2 Keep note of possible research needs presented through trends in the client data and feed these back as appropriate to the project management.
  - 5.3 Participate in appropriate staff development and training as agreed with line manager.
  - 5.4 Maintain awareness of on-going developments at local and national level.
  - 5.5 Any other duties relevant to the effective and efficient operation of the service.