



## **Academic Developer, Centre for Teaching & Learning (Fulltime, Permanent Post)**

### **GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment**

#### **1. PREAMBLE**

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings proliferate across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

#### **2. CANDIDATE PROFILE AND SCOPE OF THE POSITION**

Mary Immaculate College wishes to appoint an Academic Developer on a permanent, fulltime basis, commencing *May 2018*.

The Centre for Teaching and Learning is seeking an innovative and involved individual to teach and conduct research in the field of academic practice/teaching and learning. This is an academic post and the person appointed will have duties in the area of Teaching and Learning Enhancement and Programme Development. S/he will also lead and coordinate programmes/professional development in Academic Practice/Teaching and Learning and contribute to research in these and related areas. In addition, general duties e.g., postgraduate supervision of research, etc. will be assigned. Commitment to high-quality teaching and learning in a student-centred environment is important. Enthusiasm for a multi-disciplinary environment is essential, as the appointee will be required to liaise with a variety of stakeholders across the College. The person appointed must exhibit evidence of strong commitment to excellence in teaching, research and continued scholarly activity.

**Essential Qualifications & Skills** (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

**In order to be considered for this post, applicants will require:**

- 1) A relevant postgraduate qualification, at doctoral level or be able to demonstrate evidence of progress towards completion of a PhD in this field; applicants who do not yet hold a relevant doctoral qualifications must have a relevant qualification at master level;

- 2) A minimum of two years' experience of teaching/delivery of professional development at tertiary level;
- 3) Proven experience of educational/academic development in Higher Education, including the promotion of excellence in teaching and learning through professional development, reflection, evaluation and quality assurance;
- 4) Demonstrable knowledge of innovative practices in higher education teaching and learning;
- 5) Proven experience of project management in the context of teaching and learning in higher education;
- 6) Evidence of research experience and a demonstrated ability to publish research in internationally recognised journals;
- 7) Experience in on-line education, blended, distance and flexible learning routes;
- 8) Excellent communication, networking and interpersonal skills;
- 9) Excellent organisational, prioritisation and time management skills.

*Inniúlacht sa Ghaeilge inmhianaithe – competence in Irish is desirable.*

**Candidates must clearly indicate in their applications how they meet each of the above criteria.**

*Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.*

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Director of Teaching and Learning, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance.

The successful candidate will report to any such other College Officers as the President may designate from time to time. He/she will work with members of College Management, and will liaise with the Deans of Faculties, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the College.

#### **Duties and Responsibilities**

- Programme/module design, lecturing, tutorial work, and examining in the area of academic practice in accredited/non-accredited programmes in Teaching and Learning;
- Design, develop and deliver accredited/non-accredited programmes in Teaching and Learning/Academic Practice;
- Plan, design and deliver an effective strategy for the implementation of the National Professional Development Framework for all staff who teach in Higher Education;
- Conduct and disseminate research in relation to specific areas of academic development such as teaching, learning, assessment, feedback delivery;
- Act as consultant with faculty on programme/module design/re-design and constructive alignment;
- Develop innovative teaching and learning strategies and deliver workshops in teaching, learning, assessment and feedback for Faculty;
- Mentoring and guidance to academic staff in the area of academic practice and curriculum design, in their role as higher level educators; to undertake teaching observations and provide written and verbal feedback;

- Support the development, implementation and/or review of programmes, activities and services aimed at recognising/rewarding outstanding contributions to the enhancement of teaching and students' experience of learning;
- Develop innovative teaching and learning strategies and deliver workshops in teaching, learning, assessment and feedback for Faculty;
- Assist the Director in the quality enhancement of learning and teaching across the College as per MIC Strategic Plan (2018-2022);
- Manage internal and externally funded projects in Teaching & Learning and relevant budgets;
- Represent MIC in externally funded collaborative projects related to teaching, learning, and assessment;
- Assist the Director in the preparation of external funding bids;
- Liaise with Shannon Consortium partners on collaborative projects.

It should be noted that in each work area/department within the College, the appointee must work as part of a team. The appointee is responsible to his/her line manager for the performance of duties. The work is broadly defined under the various headings as listed. The list of the entire range of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

#### **4. TERMS AND CONDITIONS OF EMPLOYMENT**

##### **General**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

##### **Place of Work**

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location.

It is a requirement of the College that the appointee must reside within a commutable distance of the College.

##### **Exclusivity of Service and Outside Work**

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties for which the person has been employed.

Apart from the duties mentioned above, the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of MIC senior management to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of MIC senior management. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

## **Probationary Period**

All appointments are subject to satisfactory completion of a 9-month probationary period. The probationary period may be extended at the discretion of the College, but will not in any case exceed 11 months. For appointments which are less than 9 months, probation will apply to the full period of employment. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the College. An abridged version of the disciplinary procedure will apply to employees on probation.

## **Hours of Attendance**

The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

## **Salary**

The salary scales for this position have been approved by the Department of Education & Skills in line with Government Policy on Public Sector remuneration. The annual salary for the post may be increased or decreased in line with Government Policy on Public Sector remuneration. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

With effect from 1<sup>st</sup> January, 2018, the annual salary scale for Assistant Lecturer is:

€43,255 to €77,621 (11 points)

With effect from 1<sup>st</sup> January, 2018, the annual salary scale for Lecturer is:

€51,670 to €82,217 (9 points)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 2<sup>nd</sup> last bank working day of each month, using the Paypath facility. This means that salary can only be paid directly into a nominated bank account. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

## **Superannuation**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years. All other Members of the College's staff may retire at the age of 65.

### **Annual Leave**

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

### **Sick Leave**

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

### **Termination of Employment**

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

### **Confidentiality**

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### **Health & Safety**

Mary Immaculate College will ensure as far as reasonably practicable, a safe and healthy work environment. Therefore, it is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear the PPE (Personal Protective Equipment) they have been provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

The person appointed to this post must fully participate in and attend all relevant work related health and safety training as may be required by the College.

## **College Policies, Rules and Regulations**

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the College policies, rules and regulations. These policies include but are not confined to Discipline & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. These policies are outlined in the Staff Handbook for College employees. All employees are required to familiarise themselves with the contents of the Handbook, which is available via the Human Resources webpage on the College website.

## **5. APPLICATION AND SELECTION PROCESS**

### **Method of Selection for Recommendation**

#### *Shortlisting*

An expert group will convene to conduct shortlisting of all applicants, measured against the pre-determined criteria required of the position.

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

#### *Interview*

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which all appointments for the position of Academic Developer will be filled during the life of the panel (12 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

### **Medical Examination**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, will be required to undergo pre-employment health screening.

### **Garda Vetting**

All successful applicants will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment.

## **Making of Applications**

Application forms for this post may be downloaded from the Mary Immaculate College website. **Five** copies of the completed application form must be submitted along with a covering letter. Email applications will **cannot** be accepted.

Applications must be submitted in typed format along with a covering letter. Handwritten applications will **cannot** be accepted. Incomplete applications, including those submitted with fewer than the required number of copies, will **cannot** be accepted.

Applications must reach the Human Resources Office, Mary Immaculate College, South Circular Road, Limerick not later than

**2pm on Wednesday, March 21<sup>st</sup>, 2018**

Late applications will **cannot** be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer.

***February 2018***