



## **DEAN OF EDUCATION (Fulltime, permanent post)**

### **JOB SPECIFICATION AND 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 areas, which underpin 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 & SCOPE OF THE POSITION**

Mary Immaculate College wishes to fill the position of Dean of Education on a full time, permanent basis.

The post-holder will be responsible for developing and implementing the Faculty of Education's strategies and policies, including those that relate to Undergraduate and Postgraduate (research and taught) programmes, within guidelines established by statutory bodies (i.e. Governing Authority and Academic Council) and other bodies with delegated authority, such as the Executive Team and other executive decision-making bodies within the College. Additionally, the post holder will oversee the day to day management of the Faculty.

The role of the Dean is to provide inspirational, innovative and enterprising academic leadership, and to lead the strategic management of the Faculty to ensure it achieves the highest academic standards and supports the achievement of the College's mission, vision and overall objectives.

The Faculty requires a particularly outward facing profile and the Dean will play a major role in promoting harmonious and productive communication and relationships between the Faculty and external organisations, as well as fostering relationships internally within the College.

### **Essential Qualifications & Skills**

Applications that have not clearly demonstrated that candidates possess these essential requirements will not be shortlisted).

In order to be considered for this post, applicants must have:

- A relevant doctoral degree;
- A significant and successful track record of strategic leadership, management at a senior level and team building, with the ability and credibility to lead within this environment;
- A broad recognition and reputation as an authority within the field of Education;
- An in-depth knowledge of contemporary developments in the field of Education, most especially relating to teaching and teacher education;
- A sound understanding of the higher education landscape in Ireland and the challenges facing higher education;
- Familiarity with the higher education sector governance and regulatory framework and associated academic regulations;
- Successful publications of original research results;
- Financial management experience;
- Experience of generating external funding and successful management of research grants;
- Excellent communication and interpersonal skills, with the ability to adapt communication style and technique to a wide variety of College contexts;
- Excellent analytical skills and a strong focus on organisational outcomes;
- The ability to foster a culture that develops talent and recognises achievement;
- The ability to analyse complex problems and generate effective solutions;
- The ability to plan, manage and implement change effectively.

It is desirable, but not essential, that candidates will also have:

- A teaching qualification recognised by the Teaching Council of Ireland;
- A high standard of Gaeilge.

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.  
Applications are welcome from people who have a positive outlook on the Irish language.*

**Candidates must clearly indicate in their applications how they meet each of these pre-requisites.**

*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 Vice-President, Academic Affairs, to whom s/he reports, and to whom s/he is responsible for the performance of these duties in the first instance. The appointee will work with members of College Management, and will liaise with the Dean of Arts, 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**

The key duties and responsibilities include:

- Providing strong academic and strategic leadership and management to the Faculty across all areas of activity; fusing excellent education, research and professional practice – to ensure a high performing academic culture and community able to deliver on the strategic objectives of the College;
- Creating and empowering a strong and high performing Faculty Leadership Team who will individually and collectively take responsibility for ensuring a working environment that promotes academic, professional and personal development in a manner that is consistent with the College's strategic plans and objectives;
- Providing sound strategic advice to the College, its Senior Management Team and Academic Leadership team on national policies and initiatives, and on all matters relating to contemporary developments in the field of Education, in addition to the maintenance and enhancement of quality and standards in respect of the Faculty of Education;
- Contributing to the fulfilment of the College's strategic plan at an institutional level and developing and implementing policy, initiatives and actions at Faculty level which support the strategic plan;
- Fostering a quality culture and devising and implementing effective measures for continuous quality assurance, risk management and internal control within the Faculty;
- Representing the College at regional and national fora, and in particular participating in regional collaboration in Education under the umbrella of NISE;
- Advising on appropriate opportunities for developing applications for research funding, and contributing to discussions and decisions at departmental or Faculty level.
- Responsibility for Faculty business planning, developing proposals and providing advice and support in relation to the preparation and writing of bids;
- Balancing the Faculty budget and resources against the needs and plans of the College as a whole;
- Devising and implementing relevant management standards and performance monitoring measures;
- Representing the interests of the Faculty of Education at College/University boards and committees, or at other fora, as directed by *An tUachtarán*;

- Attending regularly at, participating in, and reporting to the various College and University bodies to which the Executive Dean of Education is an *ex officio* appointee;
- Acting as Chair of Faculty Boards and Education Faculty Management Committees and overseeing these bodies as well as their constituent members and Departments;
- Briefing Senior Management Team members, as required, on developments in the Faculty of Education;
- Dealing effectively with staffing and resource issues within the Faculty;
- Managing various directors, co-ordinators, sub-committees and administrators within the Faculty through an appropriate reporting structure;
- Holding ultimate responsibility for setting and marking of all examinations in the Faculty of Education, conducting Faculty examination standardisation meetings, as well as meetings with external examiners;
- Being a consultant supervisor for the teaching practice element of the BEd Degree;
- Being responsive to change, promoting and managing it effectively, and participating in the development of College structures which ultimately may lead to a redefinition of the duties and responsibilities of this post;
- Promoting and increasing the Faculty research agenda;
- Promoting a positive attitude towards the Irish language and its use within the Faculty and the College;
- Such other duties as may be assigned, from time to time, by *An tUachtarán*.

The College is currently reviewing its management structures. In this regard it is expected that Deans of Faculties will be assigned additional executive functions and responsibilities and that the job titles may be amended accordingly to Executive Dean.

Duties pertaining to the post are broadly defined, and the list of duties and responsibilities is not exhaustive. The performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function in a flexible and collegial manner. 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**

##### **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 successful applicant's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the post holder 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 employed by 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 employee's duties.

Apart from 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 that 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 nature of this senior appointment is such that additional attendance will be required from time to time which may include evening and occasional weekend attendance.

Academic staff members are required to supply students with an 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 scale for this position has been approved by the Department of Education & Skills and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The salary scale applicable to this appointment is the Principal Lecturer salary scale, which with effect from 1<sup>st</sup> October, 2018 is:

€91,555; €94,458; €97,333; €100,201; €103,086; €105,959; €108,833.

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. 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 Finance Office.

The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years. All other staff have a retirement age of 65 or have no mandatory retirement age depending on the date they commenced employment in the public service.

### **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.

### **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 duty, 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.

## **Termination of Employment**

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

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.

## **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 permanent and temporary appointments to the position of Dean of Education may 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, may be required to undergo pre-employment health screening.

#### **Garda Vetting**

Successful applicants will be required to undergo Garda vetting if they have not already done so during their employment with the College. 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. **Six** copies of the completed application form must be submitted along with a letter of application. Email applications **cannot** be accepted.

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

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

**2 pm on Friday, 19<sup>th</sup> October 2018**

Late applications **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.

*September 2018*