



**DIRECTOR OF QUALITY
(SENIOR LECTURER)
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

The College wishes to fill the position of Director of Quality on a fulltime, permanent basis and invites applications from suitably qualified and experienced individuals. This appointment will be at Senior Lecturer (SL) level.

This is a key academic administration role within the College. The successful candidate will play a lead role in the development and management of quality assurance policies and procedures in the College and will have strategic responsibility for the quality review process at MIC. The Director of Quality will be the lead contributor to the enhancement of a quality culture at MIC, supporting the objectives of the Quality Committee, a sub-committee of *An tÚdarás Rialaithe*. The Director of Quality will also be a member of the College Strategic Planning Group (SPG).

The primary responsibility of the Director of Quality will be to direct and oversee institution-level as well as local quality review processes and an immediate responsibility will be to lead the implementation of recommendations contained in the 2016 Institutional Review and, through this, to copper fasten the linkage framework between the College and its designated awarding body, the University of Limerick. The Director of Quality will lead the staff of the Quality Office, which include the Quality Assurance Manager (who reports directly to the Director), Institutional Data Analyst, and Quality Office Clerical Officer (0.3 FTE).

The ideal candidate for this post will have a thorough understanding of quality assurance and the quality improvement processes, as well as experience in the design and analysis of qualitative and quantitative survey methods. The post requires that the successful candidate has the ability to liaise with a diverse

range of students and staff, as well as high-level leadership, administrative and organisational skills. The post-holder will have excellent communication skills, including the ability to produce high quality written reports, and s/he will be capable of developing and managing budgets at functional level. The post-holder will be proficient and experienced in data collection methods, analytics and visualisation. The post also requires that the successful candidate has the ability to deal with highly confidential information in a very discreet manner.

In order to be considered for this position candidates must have:

- 1) A doctoral-level qualification;
- 2) Experience in devising and implementing quality management and assurance initiatives;
- 3) Ability to lead and manage change, including a capacity for inclusive consultation, consensus-building and persuasion towards a sustainable and fit-for-purpose quality culture;
- 4) Ability to communicate a good understanding of strategic planning, business planning and risk management;
- 5) Ability to design and deliver complex projects in accordance with sound project management and coordination principles;
- 6) Proficiency and experience in developing and delivering qualitative and quantitative data gathering instruments;
- 7) Excellent quantitative and qualitative data analysis and visualisation skills and experience in using data interrogation tools such as Microsoft Excel, SurveyMonkey, SPSS, etc.
- 8) Excellent report-writing, document presentation and process visualisation skills with experience in using productivity tools such as Microsoft Word, SharePoint, Powerpoint and Visio;
- 9) Proven ability to work collaboratively and supportively with a wide variety of stakeholders, both internal and external to the enterprise, and at a multiplicity of seniority levels;
- 10) Supervisory experience and excellent people management skills;
- 11) Excellent organisational skills with the ability to work to established deadlines;
- 12) Excellent interpersonal, administrative and communication skills.

It is desirable that candidates will also have:

- 1) A competence in Gaeilge.

Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of both essential and desirable criteria.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Associate Vice President Administration, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance. The appointee will also have a reporting relationship to the Vice-President Academic Affairs.

The appointee will report through the Associate Vice President Administration to the College President and/or to such other College Officers as the President may designate from time to time. She/he will liaise with the Deans of Arts and Education, Heads of Departments, Course Leaders, heads of Professional Services functions, and other College personnel and relevant College bodies in carrying out the duties attaching to the post.

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

Duties and Responsibilities

- Devising, leading and implementing the MIC quality assurance strategy;
- Acting as Institutional Coordinator for Institutional Reviews of the College in consultation with the Vice President Academic Affairs and Associate Vice President Administration, subject to the approval of the relevant College bodies including the Executive Team, *An Chomhairle Acadúil*, the Quality Committee, and *An tÚdarás Rialaithe*;
- Providing the College academic oversight and resource allocation bodies, as well as the College Quality Committee, with the information and support necessary for appropriate institutional oversight of the quality review process at MIC;
- Building and maintaining relationships - internal and external, including with UL and Quality & Qualifications Ireland (QQI);
- Contributing to relevant College committees, including the Finance Committee, the Audit & Risk Committee, APAC and *An Chomhairle Acadúil*, so as to ensure systematic two-way communication on issues relating to quality assurance;
- Liaising with College Bodies and Faculty members to ensure the embedding of a quality culture and procedures within Faculties and Professional Services;
- Establishing an Internal Quality Review Schedule in consultation with Faculty and Professional Services;
- Establishing and maintaining processes and procedures for Internal Quality Reviews that fulfil the requirements of College Management, UL, QQI and relevant legislation;
- Preparing and briefing Departments / Units in advance of undertaking reviews;
- Liaising with Departments / Units to ensure the implementation of recommendations arising from Internal Quality Reviews;
- Scoping out any thematic reviews in line with the College Strategic Plan;
- Developing, monitoring and reporting on the Quality Office Annual Operating Plan and Risk Register and linking these to the other planning processes in the College through membership of the Strategic Planning Group (SPG).
- Undertaking high-level data analysis and report-writing e.g. longitudinal analysis of ISSE data.
- Leading development of the Quality Office budget and overseeing expenditure;
- Liaising with QQI as required and attending policy / briefing sessions on quality assurance in the Irish higher education system;
- Liaising with Academic and Professional Services peer reviewers;
- Liaising with the Vice President Academic & Registrar and Director of Quality, University of Limerick

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

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

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 employee's duties.

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

The appointment is subject to satisfactory completion of the College's standard 9 month probationary period. This period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend its duration. 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.

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 and 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 has 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 1st April 2017, the annual salary scale for Senior Lecturer is:

€66,733 to €86,874 (9 points)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 2nd 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 to the public service 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 must retire at the age of 65.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

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, as agreed by the National Social Partners. 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

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in his/her application and that he/she clearly identifies how he/she meets the criteria as specified.

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 warrant a departure. A panel will be formed from which all appointments for the position of Director of Quality 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

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. Email applications will **not** be accepted.

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

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

2pm on Thursday, October 5th, 2017

Late applications will **not** be accepted.

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

Canvassing will disqualify. 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 2017