



**POST OF EXECUTIVE OFFICER – NATIONAL HIGHER EDUCATION
PROGRAMME FOR INCLUSION CO-ORDINATORS IN EARLY YEARS
SETTINGS
SPECIFIED PURPOSE CONTRACT**

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 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 & SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint a suitable candidate to the position of Executive Officer on a specified purpose basis. The purpose of this contract is for the delivery of the *National Higher Education Programme for Inclusion Co-ordinators in Early Years Settings (LINC Programme)*. As this programme is subject to HEA funding, its continuation is subject to viable student enrolment. This contract will commence in July 2017 and will expire on cessation of the programme or in August 2020 whichever is the earliest.

This is a key administrative post within the College. The successful candidate will be highly motivated with the ability to provide a high degree of administrative support to the relevant departments and students working within the larger Education Office team. He/she will have responsibility for a wide range of duties relating to the functioning of the programme and office. The successful candidate must have the ability to interact constructively, efficiently and effectively with staff and external clients of the College in a very discreet and confidential manner.

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

- a) A relevant third level qualification;
- b) Extensive administrative experience preferably in an Educational setting;
- c) Experience of supervising staff;
- d) Excellent interpersonal and communications skills;
- e) Proven organisational and administrative skills with the ability to prioritise, manage and complete a variety of tasks in periods of high pressure;
- f) Proven office skills including excellent typing ability, minute taking and report writing;
- g) Excellent data management and IT skills.
- h) Capacity to work on his/her own initiative and as part of an established team;
- i) The capacity to manage budgetary / financial / logistical data;
- j) High levels of motivation, proactivity and flexibility in work practice arrangements;
- k) Capacity to deal with confidential information in a discreet manner;

It is desirable that candidates will also have:

- l) A level 7 degree or higher in a relevant area from a recognised third level institution;
- m) Previous experience supporting students and programmes in a third level environment;
- n) 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 Education Office Manager, 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 report, directly if required, to the Project Leader and heads of relevant departments.

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 Head of Graduate School, 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 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

- Management of administrative function for programme from admissions to graduation, liaising with staff in relevant professional services offices, ensuring that the Faculty of Education and students receive timely and efficient support;
- Provision of support to students in relation to academic policy and procedures.

- Provision of an efficient, effective and timely administrative support for National Coordinator and tutors in the fulfilment of their duties;
- Supervision of Clerical Officer and delegation of tasks;
- Ensuring that relevant databases, spreadsheets and filing electronic and paper-based files are kept up to date and stored/used in line with data protection and retention policies;
- Assistance with the Moodle platform and updating the website, liaising with Admissions, Corporate Communications, Student Services and other offices on recruitment, admissions, grading, graduation and other student administration functions;
- Ongoing management of the programme budget using Agresso and ongoing provision of reports for management and external partners and funding bodies;
- Management of programmatic scheduling as well as diaries for National Coordinator and Tutors;
- Arranging, scheduling and supporting meetings of relevant bodies and committees, including steering group meetings and Tutor meetings;
- Drafting, interpreting and implementing College regulations and ensuring same are adhered to;
- Using information systems and preparing reports and statistics for internal and external use;
- General administrative work including correspondence.

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

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 fifty-kilometre radius 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 that the person has been employed for.

The appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Executive Team of Mary Immaculate College 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 the Executive Team. 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 standard 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. 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

Full time hours are 37 hours per week.

The normal hours of duty are Monday to Thursday, 8.45am to 5.00pm and Friday 8.45am to 4.30pm with a 45 minute lunch break each day. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends to suit service needs. No overtime will be paid but the post holder will be allowed to avail of "Time-Off-In-Lieu (TOIL)" where the 37 hours per week threshold is exceeded.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

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 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.

The grading and salary scale for this post is that of Executive Officer.

The Executive Officer (Grossed Up) annual salary scale with effect from 1st April, 2017 is:

€29,707 to €45,967, €47,473(LSI), and €48,975(LSI)

The Executive Officer (New Entrants Grossed Up) annual salary scale with effect from 1st April, 2017 is:

€26,837 to €45,967, €47,473(LSI), and €48,975(LSI)

Salary will be paid on a monthly basis on the 2nd 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).

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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 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

The annual leave entitlement for this grade is 25 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the 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 two calendar month's 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.

5. APPLICATION AND SELECTION PROCESS

The number of applications received for a position generally exceeds that required to fill the position and 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 only a limited number of candidates will be called to interview. In this respect the College will provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms appear to be most suitable for the position. An expert board will examine each application form against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in the candidate's own interest to provide a detailed and accurate account of qualifications/ experience on the application and clearly identify how they meet the specified candidate criteria.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

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 this post may be filled during the life of the panel (12 months).

In the event that a recommendation for permanent appointment is not made by an interview board, the College reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

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. **Four** 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 Wednesday, 28th June 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.

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.

*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 to Irish.*

June 2017