



**HIGHER EXECUTIVE OFFICER – HUMAN RESOURCES**  
**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 & SCOPE OF THE POSITION**

The College wishes to fill the position of Higher Executive Officer, Human Resources on a fulltime, permanent basis.

The successful candidate will be highly motivated, proactive and flexible and will have the necessary experience, knowledge and skills to support the Director of Human Resources and College Management to meet the College's operational and strategic human resources needs.

The Higher Executive Officer, Human Resources will have excellent generalist knowledge and experience and a good working knowledge of current employment legislation and best practice and of trends and developments in Human Resources. He/she will provide support to the Director of Human Resources and will have responsibilities in employee relations, recruitment and selection and learning and development in addition to any other duties which may be assigned from time to time.

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

1. A third level qualification at level 7 or higher on the National Framework of Qualifications **and** a minimum of 2 years' experience in a human resources role, preferably at management level;  

**or**

A minimum of 7 years' experience in a human resources role, preferably at management level;
2. Excellent operational experience of recruitment and selection processes, preferably in a public sector setting, and an excellent knowledge of best practice in this area;

3. A good working knowledge of current employment legislation, industrial relations procedures and employment best practice and practical experience of same;
4. Experience in devising and implementing appropriate HR solutions and an aptitude for process management and improvement through implementation of standard operating procedures and best practice standards;
5. Experience of conducting training needs analysis and of identifying and implementing training solutions;
6. Excellent written and verbal communication skills;
7. Well-developed influencing skills and a proven ability to relate well to other people in a wide range of contexts, to build positive relationships and to work collaboratively with a range of stake holders;
8. Excellent analytical skills and attention to detail and the ability to quickly determine the importance and relevance of an issue;
9. Strong organisational and prioritisation skills with the ability to manage multiple, competing priorities and deadlines;
10. Supervisory management experience and excellent people management skills;
11. Experience of and competence in the use of MS Office and Human Resources Information Systems;
12. A commitment to personal learning and maintaining a high level of awareness of trends and development in human resources management.

**In addition, it is desirable that candidates will also have;**

- Human resources experience in a unionised environment;
- Knowledge of GDPR as it pertains to human resources.

**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.**

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.

### **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 Human Resources, 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, Administration & Finance and to the College President.

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**

The post holder will be required to:

- Provide comprehensive human resources support to the Director of Human Resources and College Management as required;
- Supervise and manage the work of Human Resources team members as required;

- Participate in the development and implementation of Human Resources Policies and Procedures;
- Devise, implement and monitor standard operating procedures and controls for human resources processes in conjunction with the Director of Human Resources;
- Contribute effectively to the development of services provided by the HR Office;
- Be available as required to staff in the HR Office and assist them in the discharge of their duties offering support, guidance and ongoing learning and development opportunities as appropriate;
- Liaise with line managers to forecast staffing requirements;
- Manage the recruitment process from job specification to appointment for all designated posts;
- Ensure that recruitment and selection is conducted in accordance with legislation, College policy and best practice;
- Coordinate selection interviews with internal and external partners and participate in the selection process as required;
- Co-ordinate staff induction and orientation for new staff members;
- Ensure that the probation process is applied effectively and consistently for new appointments;
- Effectively manage collective and individual employee relations matters in accordance with relevant legislation, policy and best practice;
- Provide comprehensive human resources advice and support to managers and staff;
- Participate in and/or support as appropriate, employee relations processes including workplace investigations and conducting research in response to employee relations claims and referrals to third parties;
- Conduct training needs analysis, identify training solutions, develop and implement learning and development plans, and be responsible for administration of trainings and maintenance of associated records as directed;
- Ensure accurate records are maintained and prepare other reports and statistics as required for the Director of Human Resources, College management and/or and external agencies;
- Assist in the management of content on the HR webpage and Portal;
- Assist in the management of the HRIS and any related systems and contribute to maximising the effective use of technology;
- Participate in and support College committees as directed;
- Liaise with external bodies and organisations, as appropriate, in regard to human resources matters as directed by the Director of Human Resources;
- Any other duties which may be assigned from time to time.

The list of duties and responsibilities as detailed is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that 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 place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the

person appointed to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable 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.

The appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Vice President Administration and Finance (VPAF) 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 VPAF. 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. This 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 assignment during the probationary period will be at the discretion of the College.

### **Hours of Attendance**

Full time hours are 37 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.15pm and Friday 9am to 4.45pm 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 on occasion to accommodate service needs. No overtime will be paid but "Time-Off-In-Lieu (TOIL)" will be allowed where the 37 hour 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 grade for the post of is Higher Executive Officer. With effect from 1<sup>st</sup> October 2018, the annual salary scale for the grade of Higher Executive Officer (Grossed up) is:

€48,028; €49,432; €50,833; €52,233; €53,637; €55,040; €56,441; €58,466 (LSI); €60,486 (LSI)

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 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 persons who commenced employment in the public service before 1<sup>st</sup> April 2004 is 65. Persons who commenced employment in the public service between 1<sup>st</sup> April 2004 and 31<sup>st</sup> December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. Persons who commence/d employment in the public service after 1<sup>st</sup> January 2013, either for the first time or are reemployed after a break of greater than 6 months will a mandatory retirement age of 70

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 27 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 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 on the Staff Portal for College employees. All employees are required to familiarise themselves with the contents of the policies on the College's staff portal.

### **Termination of Employment**

At least two 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.

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

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

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 or temporary appointments to this post 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 a pre-employment health assessment.

### **Garda Vetting**

Successful applicants will be required to undergo 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**

A letter of application plus **four** copies of the completed application form must be submitted along with a letter of application. 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 Friday, 19<sup>th</sup> October 2018**

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.

Candidates will be short-listed on the basis of information supplied.

*September 2018*