



## **POST OF ASSISTANT LECTURER/LECTURER IN GEOGRAPHY (4 year fixed term 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 fill two positions of Assistant Lecturer / Lecturer in Geography, both on a 4-year fixed term basis, commencing August 2018. One position is available in Human Geography, and one position is available in Physical Geography.

The Department of Geography has one of the highest enrolments of students in the Faculty of Arts, and is responsible for the teaching of Geography in the BA (Liberal Arts) degree programmes available on both the MIC and UL campuses, as well as the B.Ed. degree in Primary Education (MIC) and the BSc degree in Physical Education (UL). The Department has a well-established postgraduate programme with students currently enrolled for research degrees at both Masters and Doctoral level. All members of the Department are research active, with particular strengths in applied and policy-oriented research. The Department is a partner in the National Institute for Regional and Spatial Analysis, and an associate of the International Centre for Local and Regional Development.

The positions now being advertised arise out of the Department's commitment to the roll out of the joint MIC/ UL BA degree programme which commenced in September 2017. The persons appointed will, in the first instance, have responsibility for teaching the current Geography programme on the UL campus, in collaboration with existing staff of the Department of Geography, and will also contribute to courses on the MIC campus. In addition to teaching duties, the successful candidates will be expected to supervise both undergraduate and postgraduate research in Geography, to participate fully in the Geography Department's field and extra-mural courses, to play an active role in general departmental administration, and to participate fully in relevant College committees and boards.

**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 these posts, applicants will have:

- a. A postgraduate degree, preferably at doctoral level, in Geography. Applicants who do not yet hold a doctoral qualification must hold a research-based Masters degree, be currently enrolled in a doctoral programme, and able to provide evidence that they will submit their thesis before September 2018;
- b. Two year's teaching experience, which incorporates at least one-year's full-time experience of third-level teaching in Geography, and includes both large and small group teaching;
- c. Ability and willingness to teach beyond their areas of research expertise, in areas covered by the Department of Geography's current undergraduate programme;
- d. Ability to offer research and teaching expertise which complements that already present in the Department of Geography;
- e. Evidence of research and publication appropriate to the candidate's career stage, and a commitment to on-going research and publication;
- f. Experience of teaching as part of a team, as well as the capability of working on their own initiative;
- g. Excellent interpersonal, organisational, communication and presentational skills.

It is desirable that candidates will also have:

- a. Knowledge of, and some competence in, research methods in geography, including Geographical Information Systems;
- b. Evidence of implementing innovative approaches to teaching geography at third-level, including blended learning approaches;
- c. Experience of academic service / administration;

**Candidates must clearly indicate in their applications how they meet each of these pre-requisites, and must clearly indicate which of the positions, Human Geography or Physical Geography, they are applying for.**

*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.*

*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 Head of Department, to whom he/she reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the Head of Department to the Dean of Arts and to the College President and/or such other College Officers as the President may designate from time to time.

He/she will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Arts and with other College personnel and relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

### **Duties and Responsibilities**

- Teaching modules through lecture, fieldwork, practical and tutorial work;
- Lecturing on the MIC/UL joint BA programme and the BSc in Physical Education, lectures to be delivered on either campus;
- Examining in Geography;
- Research;
- Development of innovative teaching and learning strategies, including strategies for on-line and blended learning;
- Supervision of research;
- Academic administration including attendance and participation in meetings of the Department of Geography, Faculty of Arts and other groupings;
- Participation in the work of the Department of Geography;
- Attendance and participation in all meetings of Examination Boards;
- Consultation with students and the broader learning community;
- Participation in appropriate projects and committees;
- Engagement in continuous professional development.

The duties will include working on the College's undergraduate programmes as required as well as postgraduate programmes including Diploma, Masters and Ph.D. levels. In addition, the individual appointed will be required to participate in such programmes as the College will determine in association with the University.

It should be noted that in each work area/department within the College, the appointee must work as part of a team. While duties pertaining to the post are broadly defined under the various headings as listed, the list of the entire range of duties is not exhaustive. It should be noted that 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 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.

*It is a requirement of the College that the appointee must reside within 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 that the person has been employed for.

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 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. 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 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 College's 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 affair's 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 Disciplinary & Grievance Policies, Dignity at Work Policy, Examination Rules & Regulations, Policy on Responsible Computing. 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, who 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 Assistant Lecturer/Lecturer in Geography, subject to specialist expertise, 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, may be required to undergo pre-employment health screening.

### **Garda Vetting**

Applicants who are offered an appointment 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 with letter of application must be submitted.

Applications must be submitted in typed hard copy format along with a covering letter. Email applications **cannot** be accepted. 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, V94 VN26 not later than

**2pm on Friday 18<sup>th</sup> May, 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.

*April 2018*