



**HEAD OF DEPARTMENT OF PSYCHOLOGY
(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 post of Head of the Department of Psychology, Faculty of Arts, is a full-time, permanent appointment at Senior Lecturer level commencing in **Autumn Semester 2017**.

This is a most exciting opportunity to lead a team developing the subject Psychology in the College. As Head of Department, the appointee will be responsible for the teaching, management and delivery of Psychology modules and programmes at undergraduate and postgraduate levels in Psychology and other programmes that the College may offer or support. The successful applicant may also be required to participate in the development of such programmes in Psychology as the College may from time to time determine.

As Head of Department, the appointee will be responsible for the academic administration of the Department. He/she must have strongly developed research interests, and have experience in academic administration, including syllabus design, delivery and assessment of programmes in Psychology. The appointee must have the ability to work with and direct the work of others in the Department. He/she will report to the Dean of Arts and will work collaboratively as a member of the Arts Faculty Management Committee. The successful applicant will be expected to collaborate closely on any programmes that are delivered on an interfaculty basis.

Candidates must have:

- 1) A PSI accredited (or equivalent) undergraduate degree and a doctoral degree in Psychology;
- 2) Extensive Experience and expertise in
 - a) the design and delivery of introductory and advanced level modules in quantitative and qualitative research methodologies; and
 - b) the design and delivery of modules in any of the following areas: abnormal psychology, behavioural neuroscience, organisational psychology, Forensic Psychology, Sports Psychology or Cultural Psychology
- 3) A minimum of five years relevant teaching experience in third level education;
- 4) A substantive track record of academic publication;
- 5) Excellent teaching skills;
- 6) Evidence of prior team-building and strong leadership skills, particularly in an academic setting;
- 7) Strong communication, organisation and interpersonal skills;
- 8) A demonstrable vision for the future development of the Department, at undergraduate and post-graduate level;
- 9) Knowledge of developments across the main 'core' areas of Psychology
- 10) Hold (or be eligible for) membership of the Psychological Society of Ireland (PSI);

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

Additionally, it would be advantageous to candidates to have:

- a) Experience of doctoral and Masters supervision;
- b) A strong record of academic community service;
- c) The ability to generate research activity and garner research funding;
- d) Significant experience in academic administration;
- e) An understanding of examination procedures, external examiner procedures, and assessment quality standards.

As Head of Department, the appointee will be responsible for the teaching, management and delivery of Psychology modules and programmes, and the academic administration of the Department. He/she must have strongly developed research interests, and have experience in academic administration, including syllabus design, delivery and assessment of programmes in Psychology. The appointee must have the ability to work with, mentor and direct the work of others in the Department. He/she will report to the Dean of Arts and will work collaboratively as a member of the Arts Faculty Management Committee.

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 the Irish Language.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Dean of Arts, 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 Dean of Arts 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 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:

- Lecturing and tutorial work.
- Responsible, subject to the general policy of the College, for maintaining the high standards of the Department of Psychology; for the effective functioning of the Department, for coordinating the work of the Department and for all administrative duties arising therefrom.
- Course design, policy formation and syllabus content at both undergraduate and postgraduate level, including B.A. and B.Ed. levels, and postgraduate programmes including Diploma, Masters and PhD levels.
- Presenting new or modified programmes and modules for approval to the Arts Faculty Board, the Academic Programme Review Committee, and *An Chomhairle Acadúil*.
- Setting and marking of examinations, including repeat examinations, at appropriate times. To arrange and chair departmental examination meetings. To liaise with the external examiner(s) and to attend examination board meetings.
- Overseeing the allocation of balanced workloads across academic and technical members of the department in compliance with employment legislation and MIC guidelines.
- Arrange and chair faculty meetings of the Department, on a regular basis, to discuss programmes, modules, students' records, new initiatives and new approaches to the teaching of the subject with particular reference to the information technology available.
- Managing the department's budget.
- Seeking continuous improvement in the processes and procedures that inform quality initiatives at departmental and college-wide levels.
- Contributing to, and supporting, cross faculty co-operation in the management and delivery of programmes at undergraduate and postgraduate levels.
- Arranging alternate lecturers or student assignment in the event of staff absence.
- Being available to students for guidance and advice on their subject and/or their chosen topic of research. To communicate to them the results of on-going assessments. To co-operate with the Placement Office in arranging for the placing and supervision of students on extra-collegial study and/or work programmes.
- The Head is responsible to the Dean of Arts, and through him/her, to the President and/or the President's nominees, and shall be available to the College Authorities for consultation in any matter pertaining to the work of the Department. He/she will report directly to the Dean of Arts, on all matters pertaining to the work of the Department, including co-ordinating of work with other Arts Departments, with other Faculties and with the University.
- To attend the following meetings, as they occur:
 - *An Chomhairle Acadúil* (Academic Board) of the College
 - The Arts Faculty Management Committee
 - The Arts Faculty Board

The Head of the Department of Psychology is an *ex-officio* member of *An Chomhairle Acadúil*.

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.

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 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 Executive 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 executive 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 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 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.

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, permanent and temporary for the position of Head of Department of Psychology 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. A letter of application plus **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 Friday, 28th July, 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.

It is anticipated that interviews will occur in **August 2017**.

Mary Immaculate College is an equal opportunities employer.

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

July 2017