



**Director of Executive Operations
(Assistant Principal Officer)**

**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 **Director of Executive Operations, President's Office (DEOPO)** on a full-time, permanent basis. This senior appointment will be made at Assistant Principal Officer grade.

DEOPO is a critical management role within the College, requiring a high level of comfort with responsibility, together with comprehensive technical knowledge and experience in order to oversee the broad range of staff functions attached to the President's Office, and to facilitate the work of the governance and executive bodies of the College in line with good governance practice. In this regard the duties attached to this post include coordination of the meetings, agendas and task management of the four key College bodies that principally determine the governance and executive actions of the institution - the Board of Trustees, *An tÚdarás Rialithe* / Governing Authority, An Comhairle Acadúil / Academic Council, and Executive Team. The required flow of information to and from these bodies will be facilitated by the post-holder.

On a day-to-day basis, the post-holder will function as an advisor to the President in matters of executive and governance structure, organisation and coordination. Conversely, he/she will be a key point of contact for Trustees, Governors, College Officers and the wider College staff, and for external (including international) officials, requiring to liaise with the President and Executive Team.

DEOPO will represent the President's Office in internal and external committees connected to the delivery of executive and governance-level operations and initiatives, as directed by the President and the Associate Vice President Administration (AVPA), to both of whom he/she reports. Together with AVPA, the post-holder will have an important role in guiding and facilitating the development, implementation and monitoring of institutional policy, strategy and related developmental initiatives. In a similar respect, the post-holder will assist the AVPA by adopting a coordinating function in the execution of governance routines as well as identifying and embedding best practice in order to ensure that this work remains current, innovative and robustly connected to all other relevant functions of the College. This will require the post-holder to form peer networks of practitioners in similar work settings, to engage with expert advisors and to create and maintain information and guidance flows from statutory, legal and sectoral governance actors in order to inform the realisation of the strategic and executive activities of the College in a relevant and timely manner.

The successful candidate for this position will be able to match high levels of technical competence (in corporate governance together with executive organisation, structure and operations) with the attributes necessary to build excellent intra-institutional relationships with a wide variety of stakeholders in the College. The candidate will also be adept at sustaining inter-institutional partnership through effective relationship-management techniques. Practical functional- and team-management skills will be essential in the carrying out of the duties attached to this position. Consequently the post-holder will be an outstanding communicator, a skilled enabler of results-oriented team work and an effective motivator. Thorough familiarity and experience with budget management will be demonstrated by candidates and it is expected that a proven capacity for developing and operating work-flows, task tracking tools and data analysis using fit-for-purpose technologies will be shown.

The post-holder will be a person of the highest integrity, professionalism and probity and will be a self-starter, able to exercise initiative and assume responsibility for critical institutional priorities. Established trustworthiness and the ability to present himself/herself as reliably discreet will be amongst the characteristics of the successful candidate who will be party to confidential information on a day-to-day basis. The team involved in coordination of the governance and executive activities of the College is small and tight-knit and operates in a highly pressurised environment. The successful candidate will contribute to the working environment inhabited by this team by having a pleasant, positive, diligent and good-humoured disposition, as well as being able to adopt a calm, logical and practical manner, a collaborative attitude and creative approach to the resolving of problems.

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

- a) A degree-level qualification, or higher, that includes demonstrable expertise in the area of management / corporate governance / strategic planning / organisational culture and structure;
- b) Demonstrable familiarity with higher education sector policy, landscape structure and current themes;
- c) Minimum of 5 years' experience of high-level administration / management of support service provision / functional leadership in the public sector, preferably in the higher education sector;
- d) First-hand experience of facilitating the work of governing boards and executive boards, with practical knowledge of ensuring corporate compliance in public sector bodies to the standards set out in relevant statutory and regulatory frameworks;
- e) Demonstrable ability to lead and manage significant instances of change within complex organisational environments, including a capacity for inclusive consultation, consensus-building and

persuasion towards a sustainable culture of accountability and adoption of fit-for-purpose systems (including bespoke, self-designed systems) that underpin good governance practice;

- f) A proven commitment to continuous quality assurance and the ability to demonstrate experience of introducing robust quality systems capable of comparison with benchmark standards;
- g) The ability to facilitate strategic planning processes, risk management, and the testing of internal controls;
- h) Excellent quantitative and qualitative data analysis and visualisation skills and experience in using data capture and interrogation tools such as Microsoft Excel, Microsoft SharePoint, SurveyMonkey, SPSS, Tableau, Microsoft PowerBI, etc.;
- i) Excellent report-writing, document presentation and process visualisation skills, with experience in using industry standard productivity tools;
- j) 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;
- k) Excellent people management / supervisory skills, with evidence of a high level of ability to successfully manage and coordinate the work of multi-disciplinary teams to agreed outcomes;
- l) Outstanding organisational skills, with the proven ability to work routinely and consistently to established deadlines;

It is desirable that candidates will also have a competence in Gaeilge.

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.

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 will operate under a joint reporting framework. The appointee is required to carry out the duties attached to the post under the general direction of the Associate Vice President Administration, who will be his/her immediate Line Manager. The appointee will also report to the College President on a day-to-day basis for direction in respect of his/her substantive duties. He/she will also report to such other College Officers as the President may designate from time to time. He/she will liaise with the Chairperson and members of the MIC Trustees, the Chairperson and members of the MIC Governing Authority, members of the MIC Executive Team, 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

- Act as Chief of President's Office staff and first point of contact between the College President (and Associate Vice President Administration) and all other parties in matters of institutional governance and executive operations and will have authority to act as the principal interlocutor between the President and College staff, students, civic figures, other colleges and universities, international academics, officials of government agencies, government ministers and departments and diplomatic officials;
- Liaise directly with the MIC Director of Communications towards management of the public relations of the President's Office and partnering with the Director of Communications in maintaining rigour in the quality and consistency of institutional messaging in line with good practice (with a particular focus on the College's strategic plans, annual reports, public statements, etc.);
- Exercise overall responsibility, in collaboration with the Director of Communications, for drafting and approval of speeches, statements and internal communications by the College President / on behalf of the President's Office;
- Ensuring the proper functioning of the Board of Trustees, *An tÚdarás Rialithe* / Governing Authority, *An Comhairle Acadúil* / Academic Council, and Executive Team (and respective standing and *ad hoc* committees established these bodies) and supporting the Associate Vice President Administration to ensure adherence to mandatory practice in corporate governance to the highest levels of quality practice;
- Work closely with the College President and the Associate Vice President Administration in ensuring development and implementation of institutional strategy and special initiatives, and provide advice and guidance in respect of corporate governance requirements in respect of implementation;
- Coordinate internal and external reporting in relation to governance matters, due accountability and implementation of strategic activities, and assist with preparation of documentation with a special focus on quality control in respect of content and presentation;
- Assume responsibility for provision of necessary reports comprising of outputs based on institutional information required periodically / data aligned with Key Performance Indicators for internal and external stakeholders (e.g. College Executive; Governing Authority; Academic Council; University of Limerick; Higher Education Authority, etc.) as well as ensuring the President's and governance / executive bodies' institutional data dashboards are current and fit-for purpose;

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 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 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 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. 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 employment 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 for additional hours worked.

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 **Director of Executive Operations, President's Office (DEOPO)** is Assistant Principal Officer. With effect from 1st January 2018, the annual salary scale for the grade of Assistant Principal Officer is:

€65,836; €68,217; €70,583; €72,957; €75,327; €76,693; €79,086 (LSI); €81,485 (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).

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

The annual leave entitlement for this grade is 30 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, 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.

Termination of Employment

At least three calendar months written notice is required to resign a 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 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. 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 employee portal. A letter of application plus **five** 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, 20th July 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.

June 2018