



## **Pensions & Finance Quality Improvement Manager (SENIOR EXECUTIVE 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 **Pensions & Finance Quality Improvement Manager** on a fulltime, permanent, basis.

This is a key finance role within the College. The successful candidate will play a key role in the administration of all aspects of the College's pension schemes and related benefits, and the provision of a quality client focussed service in the area of pensions and related financial matters. He/she will identify and manage quality improvement projects within the Finance function.

The ideal candidate will have a thorough understanding of the Colleges of Education and the Single Public Service Pension Schemes, as well as experience in the administration of the pension schemes.

This post requires that the successful candidate has the ability to liaise with a diverse range of staff, as well as high-level leadership, administrative and organisational skills. The post-holder will have excellent communication skills, including the ability to produce high quality written and financial reports. The post also requires that the successful candidate has the ability to deal with highly confidential information in a very discreet manner.

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

- A level eight degree in a related discipline *or* a minimum of 5 years' experience in a Pensions or Payroll Administration/Management role;
- Detailed knowledge and experience of administering Public Service Pension Schemes;
- Knowledge and understanding of Finance processes, particularly pensions and payroll;
- Expertise in financial and information systems and a demonstrated capacity in this area;
- Demonstrated project management skills in the area of quality improvement projects in a Finance environment;
- High level of numeracy, accuracy and attention to detail, with the ability to prepare complex pensions statements;
- Proven ability to work collaboratively and supportively with a wide variety of stakeholders, both internal and external to the organisation, and at a multiplicity of seniority levels;
- Excellent organisational and administrative skills with the ability to work to established deadlines;
- Excellent interpersonal and communication skills, with the ability to explain complex pension schemes to scheme members, deal sensitively with individual clients and present to large groups;
- Ability to work as part of a team and on his/her own initiative;
- Advanced IT skills and experience.

**In addition, it is desirable that applicants have:**

- Experience and knowledge of The Colleges of Education Pension Scheme and the Single Public Services Pension Scheme;
- Experience with Megapay, Agresso and Filestream;
- Excellent people management skills.

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 is required to carry out the duties attached to the post, under the general direction of the Director of Finance, 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 and Finance

The appointee will report through the Director of Finance to the College President and/or to such other College Officers as the President may designate from time to time. He/she will liaise with the Deans of Arts and Education, 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**

- Ensure the effective administration of the College's Pension Schemes in accordance with the rules of the Colleges of Education Pension Scheme and the Single Public Service Pension Scheme, legislative requirements, Pensions Authority and Government guidelines;
- Produce Pension Statements for all members of the College Schemes;
- Develop policy and procedures in relation to the operation of all pension schemes, ensuring compliance with legislative and Government requirements;
- Develop and monitor information systems to facilitate efficient administration of the pension schemes and other benefits, and to provide management information;
- Provide support services to members and pensioners of both College's pension schemes, including individual consultations on all aspects of the College's and state pension benefits, and other related pensions issues;
- Prepare all Pensions reporting to HEA, DPER, and DES;
- Develop web and intranet technologies for communication with members;
- Keep up to date with Pensions Legislations and liaise with the Department of Education and Skills, Department of Social Welfare, Revenue Commissioners and the Pensions Authority to ensure compliance with appropriate regulations;
- Managing content of Pensions section on webpages within MIC website;
- Develop and manage a process for FTE reporting, ensuring complete, accurate and timely submission of quarterly and annual reports in line with HEA requirements and to other bodies as requested and to facilitate management reporting;
- Identify and support or manage, as required, quality improvement projects within the finance function, including maximising use of existing systems Megapay, Agresso and Filestream, and seek alternative systems solutions as necessary;
- Any other duties as directed by the Director of Finance.

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**

### **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 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 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.

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 **Pensions and Finance Quality Improvement Manager** will be based on the Senior Executive Officer (Grossed Up) Salary Scale. With effect from 1<sup>st</sup> January 2018, the annual salary scale for the grade of Senior Executive Officer is:

€48,493, €49,679, €51,064, €52,454, €53,846, €55,091, €56,358, €57,590, to €58,817, €60,925 (1<sup>st</sup> LSI); €63,042 (2<sup>nd</sup> 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 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 two 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

A shortlisting of applicants may 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 their application and that they clearly identify how they meet the specified candidate criteria.

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 to the position of Pensions & Finance Quality Improvement Manager 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

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, 18th May, 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.

*May 2018*