



**POST DOCTORAL RESEARCH FELLOW –
SANTA MARTA PROJECT
(23 MONTH FIXED TERM CONTRACT)**

**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

Mary Immaculate College wishes to appoint a Post-Doctoral Research Fellow on a full time, 23 month fixed term contract, commencing February 2018.

The Post-Doctoral Research Fellow will work within the Santa Marta Group with particular reference to the Human Trafficking and Exploitation Project in Ireland (HTEPII), an initiative jointly sponsored by Mary Immaculate College, *An Garda Síochána*, and the Irish Department of Justice and Equality. The appointee will be employed and located in Mary Immaculate College. S/he will work under the direction of an HTEPII Executive Board to identify/create and analyse databases relating to information on human trafficking into/within Ireland, as well as collating official Irish and European data. The Fellow will develop a comprehensive overview and rigorous assessment of human trafficking in Ireland, with a view to producing a reliable database and information workbook for the use of stakeholders in Ireland and more widely across Europe.

The Fellow will be proactive in interrogating the existing datasets that incorporate human trafficking references, assisting in the organisation of HTEPII fieldwork, liaising with various official agencies and NGOs as required, managing the research documentation, organising data dissemination, arranging advanced information workshops, and delivering the final report as well as working with the Executive Board on linked research projects. The Fellow will also lead the design of dissemination

materials for the business and community sectors, primary and secondary schools, and tertiary level students.

The appointee will have excellent interpersonal skills, strong organisational skills, will be self-reliant and will show initiative and creativity in the furtherance of this research agenda.

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 this post, applicants will require:

- a) A doctoral degree in social science or a cognate discipline;
- b) A high degree of expertise in statistical data analysis using SPSS, SAS or STATA
- c) A thorough knowledge of the methodology and techniques of empirical social research across multiple disparate sources;
- d) Relevant experience working within a large-scale project;
- e) Demonstrable ability and motivation to work independently;
- f) Fluency in spoken and written English and excellent report writing skills;
- g) Excellent organizational skills.

It is also desirable, but not essential, that candidates will have:

- a) Experience of national case study design, interview methodology, and multilevel modelling;
- b) Website authoring expertise;
- c) Proficiency in other European languages.

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.

Applicants must show clearly in their applications how they meet each of these pre-requisites.

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 primary direction of the Associate Vice-President for Research to whom (s)he reports and to which (s)he is responsible for the performance of these duties in the first instance and under the general direction of the HTEPII Executive Board. The Fellow will be located within the MIC Research & Graduate School and conduct her/his daily work under the direct line management of the Associate Vice-President for Research, while the Dean of Arts will act as Research Mentor. The appointee will also have a reporting relationship to the College President and/or such other College Officers as the President may designate from time to time.

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. The reporting relationship may be subject to review from time to time, in line with service needs and developments in the College.

Duties and Responsibilities

The functions and duties attached to the position of HTEPII Postdoctoral Research Fellow will be assigned and modified by the College President and/or the Associate Vice-President for Research. The Fellow will carry out the following indicative functions and duties:

- Assist the HTEPII Executive Board as required with developing/designing the project.
- Prepare the requisite research ethical clearance required for the project.
- Assist with the identification, generation, and collection of appropriate data
- Liaise with sponsoring organisations, official agencies and NGOs.
- Undertake detailed analysis of the project data.
- Organise publicity seminars.
- Design dissemination materials for the business and community sectors, primary and secondary schools, and tertiary level students.
- Write up the data analysis in the formats required for different stakeholders.
- Produce term reports and final report to the HTEPII Steering Group.

The above is not an exhaustive list of duties and other duties may be assigned from time to time by the Associate Vice President for Research, the College President and/or College Management.

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

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee 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 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 the Vice President Academic Affairs 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 Vice President Academic

Affairs. 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 during normal College hours, Monday to Friday.

The appointee may be required to work occasional evenings and weekends.

The appointee will be 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 they may be contacted during non-semester times.

Salary

The salary for this position is fixed at €31,275 (gross) per annum, pro-rata for the duration of the contract. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed.

Salary will be paid on a monthly basis on the 2nd last working day of each month, using the Paypath facility, which 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, Pay Related Social Insurance (PRSI).

P.R.S.A. Provider

In accordance with the Pensions (Amendment) Act, 2002 the College has nominated a P.R.S.A. provider for employees. Further information is available from the Finance Office.

Retirement Age

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, 20 working days will be allowed per annum, pro-rata for the duration of the assignment. 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. 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

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, 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 Post-Doctoral Research Fellow, Santa Marta project 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

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 is by letter and application form. Application forms for this post may be downloaded from the Mary Immaculate College website. **Five** copies of the **complete** application must be submitted. Email applications **cannot** be accepted.

Applications must be submitted in typed format. 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, Friday, January 26th, 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.

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.

January 2018