



## **STUDENT ACADEMIC RECORDS OFFICER (EXECUTIVE OFFICER)**

### **SPECIFIED PURPOSE CONTRACT**

#### **JOB SPECIFICATION AND 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 Student Academic Records Officer on a specified purpose basis while the current post-holder is on temporary reassignment. It is intended that the appointment will commence as soon as possible and will expire when the current post holder's period of temporary reassignment ends. It is expected that the earliest date of cessation of this contract will be 6<sup>th</sup> June 2018.

This is an important administrative role within the College. The successful candidate will be responsible for providing comprehensive administrative support in the Student Academic Administration Office. The candidate will be required to provide support and assist with the management of students' academic records together with providing support in relation to the management of key statutory reports and returns.

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

- (a) A qualification at level 6 or higher on the National Qualification Framework and a minimum of 2 years relevant experience in an administrative role.  
or
- (b) A minimum of 5 years relevant experience in an administrative role;
- (c) Excellent IT skills with a high degree of proficiency in Microsoft Office, particularly Word, Excel and Publisher;
- (d) Excellent interpersonal skills;

- (e) Excellent standard of verbal and written communication skills;
- (f) Proven administrative and organisational skills with the ability to manage, prioritise, and complete a variety of tasks under pressure and within deadlines;
- (g) Clearly demonstrated experience of using own initiative to solve problems in a positive and proactive manner;
- (h) The ability to work effectively within an established team environment.

**It is desirable that candidates will also have:**

- (i) Previous experience working with SITS or a similar student records system
- (j) A competence in *Gaeilge*

**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 Irish.*

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Student Academic Administration Office Manager, 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 Administration.

The appointee will report through the Student Academic Administration Officer 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 and other College personnel and with 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**

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- Providing comprehensive administrative support in the Student Services Office including the processing of confidential documents and reports in a very discreet manner.
- Assisting the Student Academic Administration Officer in planning and preparation for registration, examinations and graduation.
- Collating and providing graduating results to Teaching Council.

- Processing Fitness to Teach Forms.
- Maintaining databases and records as required.
- Compiling and collating information in connection with the business of the Office.
- Having responsibility for the administration of electronic award documents.
- Providing support in relation to the management of key statutory reports and returns.
- Providing support in the generating and collating of student statistics.
- Providing support and assist with the management of students' academic records.
- Providing support to academic staff using the electronic grading system.
- Implementing processes around the use of the student records system.
- Interacting constructively, efficiently and effectively with Students and Clients of the College in a professional and courteous manner.
- Updating and maintaining Student Services Web Page.
- Operating of ID Machine: Providing Students and Staff with ID cards.
- Counter duty: Assisting students with their queries.
- Completing duties as assigned by Line Manager.

The duties and responsibilities as listed are broadly defined and are 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**

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.

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. The 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 the temporary assignment during the probationary period will be at the discretion of the College.

### **Hours of Attendance**

Full time hours of duty are 37 hours per week.

The normal hours of duty are Monday to Thursday, 8.45am to 5.00pm and Friday 8.45am to 4.30pm with a 45 minute lunch break each day.

The duties applicable to this position are such that the post holder may be required to work evenings/weekends to suit service needs. Adequate advance notice of such requirements will be provided. No overtime will be paid but the post holder will be allowed to avail of "Time-Off-In-Lieu (TOIL)" where the 37 hours per week threshold is exceeded.

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 Executive Officer (Grossed Up) annual salary scale with effect from 1<sup>st</sup> April, 2017 is:

€29,707 to €45,967, €47,473(LSI), and €48,975(LSI)

The Executive Officer (New Entrants Grossed Up) annual salary scale with effect from 1<sup>st</sup> April, 2017 is:

€26,837 to €45,967, €47,473(LSI), and €48,975(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 25 working days per leave year. Existing employees of MIC who hold a higher annual leave entitlement will retain the higher entitlement on appointment subject to a maximum of 30 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**

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. 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 two calendar months written notice is required to resign this acting appointment.

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**

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 temporary appointments to this post 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 if they have not already done so during their employment with the College. 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. **Four** 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 26<sup>th</sup> January, 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.

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.

*December 2017*