



COORDINATOR OF DOCTORAL PROGRAMMES

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

Mary Immaculate College wishes to fill the position of Coordinator of Doctoral Programmes within its Research & Graduate School on a full-time, specified purpose basis while the post-holder avails of statutory leave. It is intended that this temporary appointment will commence in March 2019.

The person holding this position will assist with management, promotion, development and delivery of high quality doctoral programmes in the College. The appointee will assist the Head of Graduate School to recruit students, administer applications, coordinate staffing for on-site and blended learning programme delivery and provide support services to students on doctoral programmes.

The appointee will have excellent interpersonal skills, strong organisational skills, will be self-reliant and will show initiative and creativity in the furtherance of the College's postgraduate development agenda. The appointee will help to ensure a high quality learning experience to students undertaking doctoral degrees and cognate programmes.

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 need to have:

- a) A doctoral degree;
- b) Relevant experience in the Third Level Education sector;
- c) Academic administration interest and experience;
- d) Awareness of contemporary developments in postgraduate teaching, research and supervision nationally and internationally;
- e) Proven interpersonal, team building and leadership skills.

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

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 will carry out his/her duties under the general direction of the Head of Graduate School, to whom s/he reports and to whom he/she is responsible to for the performance of these duties in the first instance. The appointee will also report as requested to the President, the Vice-President Academic Affairs, and the Vice President Research, as well as to such other College Officers as the President may designate from time to time.

The appointee will liaise with the Deans of Faculties, Heads of Departments, Course Leaders / Coordinators and other College personnel and with relevant College bodies in carrying out the duties attaching to the position. In the case of there being a crossover in terms of the duties and responsibilities, 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

- Assist the Head of Graduate School with the management of doctoral programmes;
- Support the delivery of traditional, structured, and blended learning doctoral programmes;
- Ensure the highest quality teaching, learning and research standards within postgraduate programmes;
- Provide academic and routine practical support services to doctoral students;
- Assist with planning and organising doctoral studies panels and summer schools;
- Organise seminars / workshops / tutorials of generic value to postgraduate students;
- Produce term reports and an annual report on doctoral programmes.

Duties pertaining to the post are broadly defined and the list of duties and responsibilities is not exhaustive. The performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function in a flexible and collegial manner. 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 successful applicant's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the post holder 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 Vice President Research (VPR), 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 VPR 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 VPR. 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.

Review Period

The appointment is subject to satisfactory performance and conduct during the period of employment. Performance and conduct during this period will be monitored through a process of assessment meetings. Termination of employment during the review period will be at the discretion of the College. An abridged version of the disciplinary procedure will apply to employees during this period.

Hours of Attendance

You will work a **37** hour week. The normal hours of duty are Monday to Thursday, 9.00am to 5.15pm and Friday 9.00am to 4.45pm with a 45 minute unpaid lunch break. The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

You will be entitled to a 15 minute paid break in the mornings, with no afternoon break.

You may be required to work additional hours from time to time. No overtime will be paid however; you may avail of TOIL where your working week exceeds 37 hours.

You will be required to comply with attendance recording procedures, including electronic methods, which may be introduced.

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 is Higher Executive Officer. With effect from 1st October 2018, the annual salary scale for the grade of Higher Executive Officer (Grossed up) is:

€48,028; €49,432; €50,833; €52,233; €53,637; €55,040; €56,441; €58,466 (LSI); €60,486 (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 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. Details of this scheme can be obtained from the College's website.

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.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. Appointees who commenced employment in the public

service after 1st January 2013, either for the first time or are re-employed after a break of greater than 6 months will have a mandatory retirement age of 70.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provision of Public Service and Pensions Act 2017.

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 27 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.

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 College's absence management procedures.

Termination of Employment

At least two 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 affair's 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 Disciplinary & Grievance Policies, Dignity at Work Policy, Examination Rules & Regulations, Policy on Responsible Computing. These policies are outlined on the Staff Portal for College employees. All employees are required to familiarise themselves with the contents of the Policies and Procedures.

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 temporary appointments to the position of Coordinator of Doctoral Programmes 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

Applicants who are offered an appointment 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 accessed on the Mary Immaculate College website www.mic.ul.ie/about-mic/vacancies. Please fully complete the application form and send to recruitment@mic.ul.ie with the subject title – **Coordinator of Doctoral Programmes** no later than:

2p.m. on Friday, 22nd February 2019.

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.

February 2019