



## **Programme Director Professional Doctorate in Educational and Child Psychology Fulltime, Permanent Post**

### **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 fourteen 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 appoint a Programme Director for its Professional Doctorate in Educational and Child Psychology. The appointment will be full-time and permanent. The Professional Doctorate in Educational and Child Psychology is a three-year, full-time professional training programme. The programme, which is accredited by the Psychological Society of Ireland, is designed to prepare trainees for practice as educational and clinical psychologists in a range of settings.

The successful candidate will lead and manage the accreditation and delivery of the Professional Doctorate in Educational and Child Psychology programme. This is a most exciting opportunity to lead and manage a dynamic and innovative programme. While overseeing the programme, the Programme Director will provide inspirational, innovative and enterprising academic and practice leadership.

The Programme Director will be responsible for ensuring that the Professional Doctorate in Educational and Child Psychology continues to meet the highest academic, accreditation and regulatory standards. The Programme Director will assume a leadership and management role with responsibility for the delivery of the Programme including the teaching, research, module development and coordination of professional placement.

Relationship management will be a core responsibility of the Programme Director of the Professional Doctorate in Educational and Child Psychology. The Professional Doctorate in Educational and Child Psychology continues to maintain an outward-facing profile, and the appointee will play a proactive leadership role in promoting harmonious, productive communication and relationships with all relevant external stakeholders and organisations.

The appointee will have excellent interpersonal skills, strong organisational skills, will be self-reliant, able to motivate and build a team, and will show initiative and creativity.

### **Essential Qualifications, Experience & Skills**

- a) A third-level qualification at doctoral level in Educational Psychology or a cognate area.
- b) Registered status or eligibility to register as a full member of Division of Educational Psychology with the Psychological Society of Ireland;  
<https://www.psychologicalsociety.ie/groups/Division-of-Educational-Psychology>
- c) Substantial relevant practitioner experience post-professional qualification
- d) An in-depth knowledge of contemporary developments in the field of educational psychology and/or child psychology
- e) A comprehensive understanding of policy and practice in the areas of third level student support and wider participation;
- f) Evidence of leadership experience in a relevant practitioner environment and/or higher education environment.
- g) Excellent interpersonal, communications, interdisciplinary engagement, team-building and leadership skills;
- h) Excellent organisational, prioritisation and time management skills with a capacity to lead and manage projects, prioritise activities, meet deadlines and have experience of serving on and/or chairing committees.

### **It is also desirable that applicants will have:**

- i) Experience of research and dissemination in impactful publications.
- j) Experience in one or more of the following areas: curriculum design, teaching, lecturing, programme administration, course assessment and research supervision.
- k) Demonstrable evidence of leadership in equality and diversity.
- l) Competency in the Irish language.

*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 on the Irish language.*

## **3. JOB DESCRIPTION**

### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Dean of Education to whom they report, and to whom they are responsible for the performance of these duties in the first instance with additional reporting responsibilities to the Head of the Department of Educational Psychology and Inclusive and Special Education (EPISE). The appointee will report through the Dean of Education to the College President and/or such other College Officers as the President may designate from time to time.

The successful candidate will liaise with the Dean of Education and other College personnel and with relevant College bodies in carrying out of the duties attaching to this post. 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**

- Leading and Managing the Professional Doctorate in Educational and Child Psychology;
- Liaison with relevant external programme stakeholders such as psychology services, HSE, DE, CORU and PSI.
- Liaison with external programme contributors and adjunct members as required;
- Agreed clinical/ practitioner inputs aligned to key stakeholder partnerships;
- Programme/module design, lecturing, tutorial work, and examining in Educational Psychology for undergraduate and postgraduate programmes;
- Leadership, motivation and mentoring of core programme staff;
- Leadership and oversight of examinations, annual progression panels and viva voce examinations;
- Leadership and oversight of the external examining process in terms of sourcing the external examiner and managing the external examining process.
- Development of innovative teaching and learning strategies;
- Working in a multidisciplinary environment and leading in the review and support of ethical clearance for undergraduate and postgraduate research;
- Supervision of research at undergraduate, master's and doctoral levels;
- Supervision of professional placement;
- Engagement with all the administrative duties/ processes of the programme/ department including participation in meetings of the Department of EPISE, Faculty of Education, and other groupings, including multi-stakeholder groups;
- Attendance and participation in all meetings of Examination Boards;
- To be available to students for guidance and advice, to communicate with students and to promote their academic and pastoral well-being
- Consultation with students and the broader learning community;
- Co-ordination of programmes within the Faculty of Education.

The duties may also include occasional lecturing on the undergraduate (Bachelor of Education (B.Ed); B.Ed.in Education and Psychology; Bachelor of Arts in Early Childhood Care and Education (BA ECCE); postgraduate programmes in Education (including the PME, Postgraduate Diploma in Special Education, and MEd in Special Education), participating in the delivery of part-time and out-of-semester programmes, as well as other programmes to which the Faculty of Education may provide a service. The person appointed will contribute to course design and policy formation at both undergraduate and postgraduate levels.

The list of the duties pertaining to this post is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that 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 primary 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 their full-time attention and abilities to their duties during their 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, they 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 their tenure of office, undertake paid outside work unless they have received the permission of Vice President Academic Affairs (VPAA) 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 VPAA. 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 6-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 reviewed through a process of assessment meetings. Termination of employment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

## **Hours of Attendance**

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

It will be a condition of this appointment that the post holder will engage in professional/clinical practice on a weekly scheduled basis for up to 1 day. This obligation will be discharged in another public service setting and will not attract any additional remuneration.

Academic staff members are 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 he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

## **Salary**

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The appointment will be made on the salary scale at a point in line with

current Government Pay Policy. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

Current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

This appointment will be made at Principal Educational Psychologist grade. With effect from 1<sup>st</sup> March 2025 the annual salary scale for this grade is:

€113,823; €116,548; €119,282; €121,992; €124,038; LSI1 €127,994, LSI2 €131,951

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25<sup>th</sup> of each month, or the previous Friday if 25<sup>th</sup> falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC)

### **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.

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.

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

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. All other appointees will have a mandatory retirement age of 70.

### **Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position applicant are acknowledging that they understand that the abatement provisions, where relevant, will apply. It is not envisaged that the College will support an application for an abatement waiver in respect of appointments to this position.

### **Annual Leave**

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. 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 attaches the highest regard to the safety, health and welfare of its employees. 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 any PPE (Personal Protective Equipment) that they may be 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.

## **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, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College

employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal

## **5. APPLICATION AND SELECTION PROCESS**

### **Method of Selection for Recommendation**

#### *Shortlisting*

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- a) A third-level qualification at doctoral level in Educational Psychology or a cognate area.
- b) Registered status or eligibility to register as a full member of Division of Educational Psychology with the Psychological Society of Ireland;  
<https://www.psychologicalsociety.ie/groups/Division-of-Educational-Psychology>
- c) Substantial relevant practitioner experience post-professional qualification

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 appointments to the post of **Programme Director Professional Doctorate in Education and Child Psychology** may be filled during the life of the panel (12 months).

### **Pre-Employment Health Screening**

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 may 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. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant.

### **Applicants Outside European Economic Area (EEA)**

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application.

Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

### **Making of Applications**

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website: [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies) Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title **Programme Director Professional Doctorate in Education and Child Psychology** no later than:

**2pm on Thursday 29<sup>th</sup> May 2025**

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing [hr@mic.ul.ie](mailto:hr@mic.ul.ie).

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 their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

***May 2025***