



# **Coordinator of Risk Management & Internal Audit – Senior Executive Officer (Permanent, Full Time)**

## **GENERAL JOB SPECIFICATION Duties and Terms & Conditions of Employment**

### **1. PREAMBLE**

Mary Immaculate College 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 menu of educational programmes expand 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 twelve undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research 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 Risk Management and Internal Audit - Senior Executive Officer** on a permanent, full time basis.

MIC is a large publicly-funded organisation, subject to sectoral codes of governance practice and to audit by the Comptroller and Auditor General.

In order to meet its governance and compliance obligations, the College engages the service of an internal audit provider in accordance public procurement requirements. The internal auditor works in partnership with the College's Audit & Risk Committee to identify rolling schedules of internal audit review as well as to advise on policy, protocols and procedures in respect of internal control and risk management.

At present, responsibility for executive oversight of the internal audit and risk management functions of the College rests with the Office of the Vice President Governance & Strategy in close coordination with the Finance Office, specifically in collaboration with the Vice President Administration & Finance and the Director of Finance. Beyond this, local responsibility for risk management and internal control is distributed amongst a wide field of heads of department / heads of function who also represent the College's response to internal audit reports and recommendations where these are targeted at areas under their respective management portfolios. The Audit & Risk Committee has identified the need for a 'human driver' to give effect to internal audit and risk management processes by coordinating between the internal auditor, the Audit & Risk Committee and the various functions of the College subject to continuous audit and risk management activity. Key responsibilities will be to act as the primary point of contact with the College's internal auditor in order to facilitate practical implementation of the internal audit process on a day-to-day basis and to maintain the efficacy of the College's risk management process on a practical level.

The post required, **Coordinator of Risk Management and Internal Audit**, will be at middle-management level within the MIC Professional Services staff (Senior Executive Officer). Significant levels of responsibility and authority attach to the post and key professional competencies are deemed essential. In the first instance, the candidate appointed will have a Level 8 qualification in Accountancy and will be a member of a recognised professional body (such as Chartered Accountants Ireland). The successful applicant will also have specialist experience as an auditor, preferably with a background in work performed within or on behalf of a large public sector organisation. These attributes will ensure that the **Coordinator of Risk Management and Internal Audit** has the professional ethic, capacity and capability to act independently within MIC, subject to the requirements of its mission and strategy, in adherence with relevant statutory provision and codes of practice aimed at good governance and compliance. The person appointed will be located within the Office of the Vice President Governance & Strategy, and will report to the Vice President Governance & Strategy on a day-to-day basis but will be accountable, principally, to the Audit & Risk Committee and, by extension, to the Governing Body and the Trustees of the College.

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

**1. Suitable Qualifications & Experience:**

1.1 A third level qualification at level 8 or higher on the National Framework of Qualifications in Finance, Accounting, Business Studies or similar; A recognised professional accountancy qualification and hold membership of a recognised accountancy body;

1.2 A minimum of 5 years post qualification experience, with a minimum of 2 years' continuous experience in an auditing role (ideally within or on behalf of a medium or large, publicly-funded organisation), with the ability to demonstrate thorough knowledge of the contemporary internal audit 'universe,' as well as internal audit practice and methodologies (inclusive of all lines of defence);

**2. Relevant Professional Competencies:**

2.1 The ability to provide detailed evidence of professional expertise and practical experience in (a) the full internal control cycle and (b) construction of risk management frameworks informed by internationally-

recognised models of best practice (e.g. Committee of Sponsoring Organisations) together with coordination and/or interrogation of real-time risk management processes;

- 2.2 Thorough familiarity with the process of carrying out a properly constituted review of the effectiveness of the system of internal control and of preparing Annual Statements of Governance;
- 2.3 Knowledge and application of relevant professional codes of practice for proper governance;
- 2.4 Evidence of experience in the provision of training and professional up-skilling aimed at continuity and sustainability of distributed processes of internal audit and risk management;
- 2.5 Excellent analytical skills and attention to detail with the ability to gather and examine information from a variety of sources (strategic and operational) to inform the gamut of risk management and internal audit processes and experience of report generation abilities (based on both qualitative and quantitative analysis) in sufficiently accessible formats that serve to inform stakeholder understanding and decision-making.

### **3. Appropriate Core Management Skills:**

- 3.1 Experience of working comfortably and collaboratively with a range of internal and external stakeholders as well as, with high-level committees and boards concerned with governance and compliance, and of maintaining strict levels of professional independence in accordance with professional standards of audit practice;
- 3.2 Excellent people management skills with the ability to provide guidance and direction to others;
- 3.3 Excellent IT and data management skills with experience of using fit-for-purpose databases aimed at supporting management reporting, oversight and decision making;
- 3.4 An aptitude for process management and implementation through implementation of standard operating procedures and best practice standards;
- 3.5 Excellent administrative and organisational skills with the ability to prioritise and complete tasks, delivering results under pressure and within deadlines;
- 3.6 Experience in the preparation and monitoring of cyclical operational budgets, together with evidence of the ability to implement and deliver planned outputs within the scope of resources allocated.

### **4. Commitment to Personal Professional Development**

- 4.1 Evidence of proactive self up-skilling and knowledge acquisition in the professional environment of internal audit and risk management.

*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.*

*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 set out below, under the general direction of the Vice President of Governance and Strategy to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance.

The successful candidate will report to any such other College Officers as the President may designate from time to time. He/she will work with members of College Management, and will liaise with the Deans of Faculties, 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 may be subject to review from time-to-time, in line with service needs and developments in the College.

#### **Duties and Responsibilities**

- To support the Chair of the Governing Authority, Chair of the ARC, President, VPGS, VPAF, DoF and other officers of the College in professional interaction with the external oversight bodies, including the Office of the Comptroller & Auditor General, HEA and government departments, and Public Accounts Committee (and other committees of the Oireachtas), as well as the College's reporting / external auditors;
- To monitor and report to the VPGS on the implementation of the internal audit and risk management function's strategic and annual audit plans;
- To be the main point of contact for the internal auditors and to coordinate implementation of the internal audit programme;
- Responsibility for the day-to-day performance of the internal audit and risk management function in accordance with recognised standards and for reporting regularly on same and to follow up with management on the implementation of actions;
- To attend meetings of the Audit & Risk Committee, Governing Authority, Trustees, Executive Team, Public Accounts Committee and any other committee as required;
- Engagement with management at all levels across the College to ensure agreement with internal audit recommendations;
- To work with colleagues in the Office of the Vice President Governance & Strategy, the Finance Office and the President's Office in preparation, completion, submission and subsequent review (as relevant) of the College's Financial Statements, including Annual Governance Statement and Review of the Effectiveness of Internal Control;
- To maintain the College's Internal Control Framework and coordinate annual reviews of the effectiveness of internal control;

- To maintain the College’s Fundamental Risk Register and coordinate completion of Local Risk Registers by supporting the risk analysis process in line with College policy and best professional practice;
- To coordinate incorporation and implementation of key tools in risk management and internal control including the College’s risk management mechanisms and its framework of internal controls;
- Facilitate planning and implementation of continuous risk management processes and review schedules at institutional and local function / departmental levels;
- Providing training and guidance to function / department leaders with local responsibility for risk management and internal control;
- Evaluate existing controls, offer recommendations for improvement;
- Production of reports on implementation status and management-level data analytics dashboards and facilitate production of reporting / analytics tools for function / department leaders;
- Design audit tests appropriate to the audit risks identified and evaluate results;
- Budget preparation and monitoring for the internal audit and risk management function within the Office of the VP Governance & Strategy.

The list of duties and responsibilities as detailed 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 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 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 Vice President Administration and Finance, 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 their tenure of office, undertake paid outside work unless they has received the permission of the Vice President Administration and Finance (VPAF) 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 VPAF. 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**

This 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 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**

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 for additional hours worked.

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.

This post is at Senior Executive Officer (SEO) grade. With effect from 1st February 2022, the annual salary scale for Senior Executive Officer (Grossed up) is:

€51,853, €53,121, €54,603, €56,089, €57,578, €58,908, €60,263, €61,581, €62,893, LSI 1 €65,147, LSI 2 €67,410

Salary will be paid on a monthly basis on the 25th 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. 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. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

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.

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 29 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**

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.

### **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 & Skills 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.

## **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 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**

#### *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 as detailed under 1.1-4.1 (inclusive), above. At interview stage, shortlisted candidates will have an opportunity to provide additional levels of detail against these criteria, in accordance with questions posed by the Interview Board.

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.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

## *Interview*

The College may require candidates for interview to prepare and deliver a short presentation on a topic relevant to the requirements for this post. Candidates who are deemed to have met the criteria for shortlisting will be informed of the details of such a presentation, if required, in advance of interviews.

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 permanent and temporary appointments to the position of **Coordinator or Risk Management & Internal Audit – Senior Executive Officer** 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 participate in pre-employment health screening.

## **Garda Vetting**

All 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

## **Making of Applications**

Applications must be submitted in typed format. Handwritten applications will not be accepted. Incomplete applications, will not be accepted. The Human Resources Office will acknowledge receipt of your application by sending an email to the email address provided. 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 of your application form within 2 working days please contact [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie).

Application forms for this post may be accessed on the Mary Immaculate College website [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies).

Please fully complete the application form and send it to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title – **Coordinator of Risk Management & Internal Audit – Senior Executive Officer** - no later than:

**2p.m. on Friday 24<sup>th</sup> June 2022**

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. 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.

*June 2022*