



**POST-DOCTORAL RESEARCH FELLOW –  
HERA NIGHT SPACES 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 months fixed term contract, commencing **January 2020**.

The Post-Doctoral Research Fellow will work on the HERA (Humanities in Europe Research Area) funded project, 'Night spaces: migration, culture and IntegraTion in Europe' (NITE). MIC is part of an international team to receive HERA funding for the 3-year project which will study night-time public spaces created by migrant communities across six European countries - in the Netherlands, Ireland, UK, Germany, Portugal and Denmark. This transdisciplinary project contends that nightscapes are important sites of crisis and regeneration, memory, community solidarity and growth. Community co-designed cultural events and activities, and close engagement with policy-makers, will maximise the potential of the research for improved understanding of migrants' experiences in Europe's cities and their cultural contributions for imagining and shaping European urban spaces. This will add new evidence to support policy recommendations for more inclusive approaches to night-time public spaces. The HERA project brings together Principal Investigators (PI's) Dr Ailbhe Kenny (Limerick), Dr Sara Brandellero (Leiden – project lead), Dr Derek Pardue (Aarhus), Prof. Ben Campkin (London), and Prof. Manuela Bojadzjev (Berlin).

The Irish project will specifically study African migrants' music-making in Galway and Cork and involve a partnership with Galway City of Culture as well as local organisations where relevant. The Irish project will be contextualised within these two Irish cities, due to their peripheral urban status in the country, with a high concentration of African migrants. The project specifically explores communal musical activity (amateur and professional) within public spaces amongst the African diaspora at night. This work will build on and expand the use of a 'community of practice' and 'community of musical practice' framework to highlight the salient issues of belonging and identity within such communities. The importance of collective, group music-making opportunities in urban night scenes as spaces for interculturality will be thus highlighted.

The Post-Doctoral Research Fellow will map African migrants' music-making in Cork and Galway taking in youth and adult age groups, multi-musical genres, formal and informal music practices, and analyse data collected within both rehearsal and performance spaces. Data will also be collected during 'Africa Day' (Cork/Galway) and a community music-making event hosted in collaboration with Galway City of Culture 2020. 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 project. The appointee will be employed by and located in Mary Immaculate College, working under the direction of the Principal Investigator, Limerick, Dr Ailbhe Kenny.

**Essential Qualifications & Skills** (i.e. those, without which, a candidate would not be able to do the job. Applicants that do not clearly demonstrate the essential requirements will not be shortlisted):

- a) A doctoral degree in social science, humanities or a cognate discipline (relevant specialist areas include ethnomusicology, music education, community music and/or sociology of music);
- b) A high degree of expertise in qualitative data analysis and synthesis; a thorough knowledge of research methodology and techniques including, participant observation, interviews, cultural/discourse analysis and the use of audio-documentation;
- c) Demonstrable ability and motivation to work independently;
- d) Fluency in spoken and written English and excellent academic writing skills;
- e) Excellent organisational skills.

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

- a) Experience of working with diverse groups of people in various fieldwork sites.

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 the Irish language.

**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 Principal Investigator, Dr Ailbhe Kenny to whom (s)he reports and to whom (s)he is responsible for the performance of these duties in the first instance. The Post-Doctoral Research Fellow will be

located within the MIC Research & Graduate School. The appointee will also have a reporting relationship to the Vice President for Research, the College President and/or such other College Officers as may be designated 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 HERA Night Spaces Post-Doctoral Research Fellow will be assigned and modified by the College President and/or the Vice-President for Research. The Post-Doctoral Research Fellow will carry out the following indicative functions and duties:

- Assist the Principal Investigator, Limerick, 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 arts/cultural organisations, official agencies and NGOs as appropriate
- Attend HERA organised events and project conferences
- Undertake detailed analysis of the project data
- Organise and present at seminars/workshops
- Write up the data analysis in the formats required for different stakeholders
- Co-write for academic publication

The above is not an exhaustive list of duties and other duties may be assigned from time to time by the Principal Investigator.

## **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 (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**

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 who have been employed by the College 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 nature of this appointment is such that the appointee will be required to work evenings/nights and weekends in line with the project focus on 'night spaces'.

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**

This post is subject to external funding. The Irish Universities Association (IUA) salary scale has been adopted by the College for this externally funded research appointment. The annual salary for the post may be increased or decreased in line with Government Policy on Public Sector remuneration. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed.

With effect from 1<sup>st</sup> January, 2020 the annual salary scale for this appointment is:

**€37,874; €38,417; €40,221; €41,373 (4 Points)**

Starting salary will be determined commensurate with the appointee's relevant experience, subject to a maximum of the 3<sup>rd</sup> point of the scale. Salary will be paid on a monthly basis on the 2<sup>nd</sup> last 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, 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. 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**

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 temporary appointments to the position of Post-Doctoral Research Fellow, Night Spaces project 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**

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 forms for this post may be downloaded from the Mary Immaculate College website. Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title **Post-Doctoral Research Fellow - HERA Night Spaces Project** no later than:

**2pm on Tuesday 28<sup>th</sup> May, 2019**

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.

*May 2019*