



Higher Executive Officer, International Office (Full -Time Permanent Post)

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 offerings expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fifteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral level. Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC.

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 create a panel to fill positions at Higher Executive Grade in its International Office. The initial posts to be filled are the permanent, full time position of International Office Manager and the two year fixed term contract post of Short Term Programmes Manager.

The International Office was established in 2013 and facilitates exchange agreements, institutional linkages and coordinates externally-funded international projects and programmes. It plays a key role in the development of relationships between MIC and potential partners, nationally and internationally. Potential partners are institutions or organisations whose mission is broadly consistent with the mission of the College. External relationships may be strategic, academic, and/or collaborative, and will involve the reciprocal exchange of knowledge, staff/student exchanges and other joint activities. Within the ever-changing landscape of international higher education, this is a new position that is being created to meet the needs of international students and faculty coming to MIC for exchange, study abroad and short-term programmes.

The person/s appointed will play a key role in the internationalisation of the College. They will have responsibility for a wide range of duties relating to the functioning of the International Office which may include the management of the staff, day-to-day administration of the International Office and coordination of various programme activities, both cultural and academic. Duties may also include engagement with partner universities on behalf of the Director of International Engagement and oversight of the coordination of academic mobility of students and staff of the College. The appointees may be required to report on visits made to other institutions and on meetings attended in a timely and comprehensive manner. As well as working normal office hours, this post will require flexibility to undertake international travel as well as evening work and weekend

work to support the delivery of International Office services. The post holder/s will not, on average, be required to work more than 35 hours per week

The successful candidate must have the ability to interact constructively, efficiently and effectively with staff and external clients of the College in a very discreet and confidential manner.

The person/s appointed will be involved in:

- Enhancing the College's international identity
- Administration of support for prospective and current international students and staff, as well as for MIC faculty and students travelling to partner universities around the world.

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 require:

- 1) A third level qualification at level 7 or higher on the National Framework of Qualifications and a minimum of 3 years' relevant management experience in an administrative role, preferably within a higher education setting.

OR

A minimum of 6 years' relevant experience in a similar role, preferably at management level.

- 2) Proven management and organisational skills, strategic aptitude and experience of developing new marketing initiatives or education programmes.
- 3) Demonstrated ability to prioritise and complete a variety of tasks, delivering results to a high standard, within budget and on time, with a drive towards quality, performance and improvement.
- 4) Demonstrated team leadership and ability to work effectively and constructively within an established team environment together with using own initiative and judgement to analyse and solve problems in a positive and proactive manner.
- 5) Working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels..

In addition, it is desirable that candidates have:

- Ability to speak additional languages such as Spanish, Chinese, and/or Portuguese while representing MIC in meetings.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties set out below, under the general direction of the Director of International Engagement, to whom they report, and to whom they are 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. They 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

The specific duties assigned will be dependent on the role the appointee is appointed to and may include:

- Providing comprehensive support to the Director of International Engagement
- Responsibility for planning and coordinating day-to-day activities relating to the core administrative business of the International Office (IO).
- Managing staff of the IO (inductions, performance appraisals, timesheets, appropriate delegation of tasks, team building)
- Developing and implementing quality assurance documents including work instructions and Standard Operating Procedures within the department and preparation of IO documentation for the TrustEd International Education Mark.
- Coordinating the administration required to maintain the Office's outstanding international student satisfaction ratings. This includes assisting in providing comprehensive orientation and supporting the pastoral care of international students.
- Developing and implementing procedures such as due diligence protocol, emergency response protocol and ensuring GDPR compliance e.g. in partnership negotiations
- Collaborating with partners and MIC faculty on the development and marketing of new programmes tailored to international students e.g. faculty-led visits, summer programmes, language programmes, etc.
- Overall responsibility for management of Mary Immaculate College short-term international programmes, including St John's University Western Europe Semester and numerous other faculty-led programmes throughout the year.
- Drafting memoranda of understanding with international partner institutions (researching, initial contact, visiting, following up on visits, negotiating, drafting and implementing and nurturing relationships). Maintaining up-to-date records of agreements signed and liaising with the President's Office regarding same.
- Representing MIC at events/meetings as required by the Director of International Engagement, including meetings overseas.
- Responsible for overseeing and managing visits by international delegations to MIC
- Overseeing admission of international students including processing of applications, arranging student interviews with HoDs, letters of offer, processing acceptances, deposit payments etc.
- Ensuring that a consistent brand identity is conveyed to Mary Immaculate College's internal and external stakeholders
- Overseeing the ongoing promotion of opportunities abroad to MIC students, with a view to increasing the number of students undertaking a period of study overseas such as coordinating "Study Abroad Fair"
- Developing the College's relationships with Education in Ireland, Government departments and other relevant agencies
- Managing IO expenditure and budgeting, including identification, securing and administration of funding streams
- Undertaking such other functions as are necessary to the success of the International Office.

The work set out above is broadly defined under the various headings as listed. This list is 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.

TERMS AND CONDITIONS

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 normal 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.

MIC operates a blended working policy, which offers scope for the post holder to combine office attendance with remote working, subject to the provisions of the policy.

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 Vice President Administration and Finance (VPAF), 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 have received the permission of the 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

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 the appointment 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 full-time working hours are 35 hours per week.

The normal hours of duty are Monday to Thursday, 9:00 am to 05:00 pm, with a 1-hour unpaid lunch break each day and Friday, 9.00 am to 4.45 pm with a 45-minute unpaid lunch break. 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. Subject to College policy, the post holder may avail of “Time-Off-In-Lieu (TOIL)” or overtime where working hours exceed the contract hours per week.

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 Further and Higher Education, Research, Innovation and Science 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 Higher Executive Officer grade. With effect from 1st March 2025 the annual salary scale for Higher Executive Officer (Grossed up) is:

€58,266, €59,968, €61,668, €63,367, €65,069, €66,770, €68,470 €70,927(LSI 1) and €73,377(LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th 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 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. 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.

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, the applicant is 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

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.

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

Termination of Employment

At least 2 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 their 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:

- A third level qualification at level 7 or higher on the National Framework of Qualifications and a minimum of 3 years' relevant management experience in an administrative role, preferably within a higher education setting.

OR

A minimum of 6 years' relevant experience in a similar role, preferably at management level.

- Proven management and organisational skills, strategic aptitude and experience of developing new marketing initiatives or education programmes.
- Demonstrated ability to prioritise and complete a variety of tasks, delivering results to a high standard, within budget and on time, with a drive towards quality, performance and improvement.
- Demonstrated team leadership and ability to work effectively and constructively within an established team environment together with using own initiative and judgement to analyse and solve problems in a positive and proactive manner.
- Working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels.

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

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 the post of **Higher Executive Officer – International Office** appointments 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.

Pre-Employment Health Assessment

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

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 \(enterprise.gov.ie\)](https://www.enterprise.gov.ie/en/economic-migration-policy)

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 Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Higher Executive Officer – International Office** -no later than:

2pm on Tuesday, 29th April 2025

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 hr@mic.ul.ie.

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 their 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.

April 2025