



## **Director of Sustainability**

### **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 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 & SCOPE OF THE POSITION**

Mary Immaculate College invites applications from suitably qualified candidates for the position of **Director of Sustainability** on a permanent, full-time basis. This senior appointment will be made at Assistant Principal Officer (APO) grade.

This new senior leadership role represents a critical enabler of MIC's ambition to embed sustainability across all domains of College life. The Director of Sustainability will assume responsibility for the broad range of operational tasks and cross-institutional coordination necessary to deliver on the College's Climate Action Roadmap 2030 (CAR/MIC 2030) and to embed sustainability principles and practices across teaching, research, and operations (acting as the College's Climate Champion under the Public Service Climate Action Mandate).

This will include operational oversight of greenhouse gas (GHG) emissions reduction initiatives on behalf of the College President and Executive Team, coordination of energy efficiency programmes, and facilitative support for the integration of sustainability principles and the UN Sustainable Development Goals (SDGs) into all aspects of College activity.

The candidate will have responsibility for maintaining and advancing MIC's sustainability strategy in line with international best practice, relevant policy, and academic research. By designing and leading purposeful change-management processes, the Director will enable MIC to advance its distinctive commitment to shaping sustainable futures through education,

research, and systemic networks of collaboration within the Irish higher education sector and beyond.

As a visible, collaborative, and proactive leader, the post-holder will work across all areas of the College to coordinate systems-wide change, ensure compliance with national and international frameworks, and maximise external funding opportunities. This role is as much about *transformation* as it is about *compliance*, requiring a blend of strategic vision, technical acumen, and inspirational leadership.

The successful candidate will be a trusted advisor, a skilled project leader, and a collaborative changemaker who can motivate others and drive measurable impact. The role has the potential to generate significant financial, reputational, and societal returns for the College.

The post-holder will be a person of the highest integrity, professionalism, and probity.

## **Essential Criteria**

In order to be considered for this position, candidates must have:

### **1. Qualifications & Knowledge**

- A relevant postgraduate qualification at master's level or higher in environmental science, sustainability, climate studies, environmental management, or a cognate discipline.
- A minimum of three years' senior management experience in a complex organisation, involving high-level responsibility for operational and/or strategic decision-making.

### **2. Leadership & Change Management**

- Demonstrable, strategic-level experience in leading organisational change and culture transformation within a complex organisational setting.
- Proven ability to build consensus across diverse functions and disciplines, motivating stakeholders towards shared sustainability or organisational goals.
- Capacity to ensure practical opportunities for staff and students to contribute to institutional objectives.

### **3. Compliance & Technical Expertise**

- Practical experience in sustainability project delivery, including greenhouse gas (GHG) emissions monitoring, energy efficiency, and sustainable campus/estate operations.
- Familiarity with carbon accounting methodologies, sustainability performance measurement, and digital monitoring systems.
- Extensive knowledge of current legislation, best practice, and reporting frameworks in sustainability and climate action, including the Public Sector Climate Action Mandate, SEAI monitoring and reporting systems, and the UN Sustainable Development Goals.
- Experience of sustainability-related certification or assessment schemes (e.g., Green Campus, ISO 14001, STARS).

#### **4. Strategic Delivery & Funding**

- A track record of securing and managing external funding for strategic initiatives.
- Demonstrated ability to develop and implement cross-functional strategies that deliver measurable outcomes and impact at organisational level.
- Extensive experience with budgeting and financial management at a senior level, with clear evidence of the ability to apply these skills to sustainability or related contexts.

#### **5. Communication & Influence**

- Outstanding interpersonal, negotiation, and communication skills, including the ability to present complex information clearly to diverse audiences.
- Evidence of effective stakeholder engagement and high-impact partnership building at local, national, or international level.

#### **6. Personal Attributes & Values**

- High levels of professionalism, integrity, determination and innovation.
- Ability to prioritise and manage complex initiatives under pressure, working both independently and collaboratively.
- Clear personal commitment to sustainability and strong alignment with MIC's mission and ethos.

#### **Desirable Criteria**

In addition, it is desirable that candidates have:

##### **1. Sectoral and Educational Context**

- Experience at management level in the education sector, preferably in higher education.
- Understanding of Education for Sustainable Development (ESD) principles and/or experience integrating sustainability into curriculum design, pedagogy, or research activities.

##### **2. Extended Technical Knowledge**

- Knowledge of sustainable procurement practices, circular economy principles, and biodiversity management.
- Advanced qualifications in building performance analysis, energy auditing, or environmental management systems (e.g., ISO 14001)

##### **3. Frameworks and Accreditation**

- Experience with sustainability certification schemes (e.g., Green Campus, ISO 14001) and/or sustainability assessment frameworks (e.g., STARS).

#### **4. Financial and Project Management**

- Experience of financial forecasting and impact reporting in sustainability or related areas.
- Involvement in student-led or co-created sustainability initiatives.

#### **5. Digital and Innovation**

- Experience with digital transformation initiatives and/or the use of data analytics in sustainability contexts.

#### **6. Language and Cultural Engagement**

- Working knowledge of Irish, or a positive outlook towards its use in public service contexts.

*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.*

**Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of both essential and desirable**

### **3. JOB DESCRIPTION**

#### **Reporting Line**

The Director of Sustainability will report directly to the Vice-President Governance and Strategy and will work collaboratively with the Vice-Presidents for Academic Affairs, Administration & Finance, and Research, reflecting the cross-institutional nature of the role.

The appointee will work closely with Deans, Heads of Department, the Estates team, the Environment and Sustainability Committee, Student Life, other key professional services across the College, and a range of external stakeholders or established partner organisations.

The reporting relationship is subject to review and may be altered from time to time, in line with service needs and developments in the College.

#### **Duties and Responsibilities**

##### **1. Strategic Leadership & Culture Change**

- Develop, implement, and coordinate the College's Climate Action Roadmap 2030 (CAR/MIC 2030), ensuring alignment with national climate targets and the Public Sector Climate Action Mandate.
- Serve as the College's Climate Champion under the Public Service Climate Action Mandate.
- Develop and embed a sustainability vision that reflects and advances MIC's mission and educational values.
- Lead organisational change processes to embed sustainability across all areas of College life, ensuring practical opportunities for staff and students to contribute.

- Advance the College's transformation towards sectoral sustainability leadership and research excellence.

## **2. Compliance & Technical Expertise**

- Implement advanced energy monitoring and analytics systems to achieve annual energy reduction targets.
- Maintain comprehensive monitoring and reporting systems for sustainability performance, including GHG emissions, energy audits, and SEAI frameworks.
- Facilitate the integration of data systems to evidence progress in curriculum transformation, demonstrating how sustainable development education is embedded across programme and module design and delivery.
- Prepare regular reports and policy briefings for the Executive Team, Academic Council, Governing Authority, and external regulators.

## **3. Operational Oversight**

- Coordinate sustainable campus operations (waste, energy, water, biodiversity, procurement, transport).
- Work with the Estates team on infrastructure projects, including retrofitting, energy efficiency, and renewable technologies.
- Guide natural capital management and biodiversity net gain strategies.
- Oversee implementation of sustainable procurement frameworks and circular economy principles.

## **4. Strategic Delivery, Funding & Financial Management**

- Lead the preparation of sustainability-related budgets, financial planning, and impact reporting in collaboration with the Finance Office.
- Secure and manage external funding through applications to SEAI, EPA, Horizon Europe, InvestEU, and similar programmes.
- Forge strategic partnerships with local authorities, schools, NGOs, and industry.
- Represent MIC at national and international sustainability forums.
- Develop revenue-generating sustainability consultancy and training services, positioning MIC as a regional sustainability hub.

## **5. Curriculum, Research & Education**

- Facilitate and coordinate integration of sustainability competencies across teacher education programmes (working in tandem with academics, Faculty leaders, and members of the Environment & Sustainability Committee), ensuring graduates are equipped to deliver ESD in schools and other contexts.
- Partner with academic units to embed sustainability outcomes within curriculum design and research.
- Support interdisciplinary sustainability-focused research proposals and knowledge exchange.
- Advance capacity-building in sustainability pedagogy across the College.
- Promote the development of micro-credentials and professional development offerings in sustainability.
- Support PhD supervision and research excellence in sustainability education.

## **6. Student & Community Engagement**

- Facilitate student-led sustainability initiatives, fellowships, and campaigns.
- Foster a culture of ecological responsibility through training, events, and communications.
- Promote co-creation models of student engagement in climate action.
- Lead development of student sustainability leadership programmes and research opportunities.

## **7. Innovation & Digital Transformation**

- Drive digital transformation initiatives in sustainability management and campus operations.
- Implement advanced sustainability monitoring and optimisation technologies.
- Lead development of data-driven performance management systems for sustainability.
- Foster innovation in sustainability education delivery and community engagement platforms.

## **8. Governance & Team Leadership**

- Facilitate the meetings of the Environment and Sustainability Committee and support related working groups.
- Manage sustainability-related staff, student, and project teams.
- Monitor key performance indicators (KPIs) and embed continuous improvement processes.
- Establish clear succession planning and capacity building within a growing sustainability team.

The duties and responsibilities are broadly defined and are 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. 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**

### **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.

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 of Administration and Finance (VPAF) 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**

Full-time working hours are 35 hours per week.

Normal hours of duty are Monday to Thursday, 9:00am 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 002/2024, will commence on the first point of the salary scale.

This post is at Assistant Principal Officer grade. With effect from 1<sup>st</sup> August 2025, the annual salary scale for the grade of Assistant Principal Officer is:

€81,474; €84,473; €87,516;; €90,569; €93,616; €95,373; €98,450; (LSI 1); €101,536 (LSI 2)

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.

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.

### **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.

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 30 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**

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 require

### **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 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 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.

## **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) Qualifications

A relevant Master's level qualification, or higher, in environmental science, sustainability, climate studies, environmental management, or a cognate discipline.

#### b) Relevant leadership/experience

At least three years' experience at senior management level within a complex organisation, with high-level functional responsibility for operational and/or strategic matters.

#### c) Leadership & Change Management

Evidence of strategic-level leadership and organisational change management, including examples of embedding sustainability or cultural change, building consensus across diverse stakeholders, and creating opportunities for meaningful staff/student contribution.

#### d) Strategic Delivery & Funding

Evidence of developing and implementing cross-functional strategies with measurable outcomes, alongside a proven track record of securing and managing external funding and demonstrating senior-level responsibility for budgeting or financial management.

#### e) Compliance & Technical Expertise

Evidence of practical application of sustainability and climate action frameworks, including GHG monitoring, carbon accounting, SEAI reporting, energy efficiency, or related compliance obligations, with clear ability to apply technical knowledge to institutional contexts.

#### f) Communication & Influence

Evidence of clear and persuasive communication skills, including preparation of reports, briefings, or policy papers, and demonstrated stakeholder engagement and partnership building at institutional, local, or wider 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 appointments to the position of **Director of Sustainability** 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://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 **Director of Sustainability** - no later than:

**2pm on Tuesday, 23<sup>rd</sup> September 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](mailto: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.

**September 2025**