



TEACHING AND LEARNING PROJECTS MANAGER
Senior Executive Officer
(Specified Purpose, Full Time 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 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 fourteen 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 & SCOPE OF THE POSITION

The College wishes to fill the position of **Teaching and Learning Projects Manager** in the Learning Enhancement and Academic Development Centre on a full-time, specified purpose basis for the duration of the project.

The successful candidate will form part of the Learning Enhancement and Academic Development team at Mary Immaculate College, Limerick. Reporting to the Director of Teaching and Learning, the proposed **Teaching & Learning Projects Manager** (appointment at Senior Executive Officer (SEO)) will be the strategic and operational lead within MIC for the development and delivery of projects including the HEA National Forum funded Strategic Alignment of Teaching and Learning Enhancement (SATLE) projects. They will ensure the development and delivery of SATLE key priorities including i) building digital capacity and the use of e-portfolios for learning, ii) embedding Universal Design for Learning within curricula and pedagogy, and iii) academic integrity to enhance student learning. The candidate will work both on an individual basis and collaboratively with faculty, staff, and students in a higher education context to promote and support teaching and learning enhancements aligned to MIC's strategic plan. As a key member of the LEAD team, they will work on institutional and inter-institutional teaching and learning projects. They will

also work closely with national funding bodies to ensure such projects are aligned to regional and national priorities.

Essential Qualifications & Skills

In order to be considered for this post, applicants will require:

1. A third level qualification at Level 8, or higher, on the National Framework of Qualifications in Humanities, Education, Social Science or a cognate area and a minimum of 5 years project management experience (preferably in higher education contexts).
2. A demonstrable knowledge of contemporary developments and research in the field of teaching and learning/academic practice, in higher education.
3. Excellent IT skills including knowledge of data analytic software such as SPSS, NVivo, Excel
4. An understanding of financial reporting and budgeting
5. Excellent organisational skills and an ability to lead and collaborate on team projects
6. Excellent communication skills (verbal, written and presentations)

In addition is desirable that applicants will have:

7. Relevant Postgraduate Qualification in Education, Social Science, Humanities or cognate area;
8. Experience liaising with national funding bodies such as the HEA, National Forum for Enhancement of Teaching and Learning.

Candidates must indicate clearly in their applications how they meet each of these pre-requisites. Candidates will be shortlisted on the basis of these criteria.

*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 will be required to carry out the duties attached to the post, under the general direction of the Director of Teaching and Learning, to whom they report, and to whom they are responsible to for the performance of these duties in the first instance.

The appointee will report to any such other College Officers as the President may designate from time to time. He/she will work with members of the Learning Enhancement and Academic Development Centre and Faculty, and will liaise with the Vice-Presidents, Deans of Arts and Education, Heads of Departments, Heads of Professional Services functions 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

- Develop, in collaboration with relevant stakeholders, clear project plans and strategies for teaching and learning projects
- Work closely with the Director and with the LEAD Centre to realise project aims and to ensure that the targets outlined in project plans are adhered to;
- Conduct needs analysis, surveys and other methods where relevant, with staff and project participants to identify ongoing strengths, challenges and learning associated with each project and to evaluate teaching enhancement projects
- Implement effective evaluation processes for teaching and learning projects
- Manage budgets on an ongoing basis
- Prepare submissions for funding to external bodies including the HEA, and ensure compliance with funder requirements
- Work and promote Universal Design for Learning (UDL) proactively with key stakeholders
- Plan, review and monitor progress in addition to writing progress and drafting financial reports as required;
- Assist the Director in the project report and production of dissemination materials as well as disseminating findings at local, national and international fora;
- Be responsible for identifying professional development opportunities in consultation with LEAD that may build staff capacity and expertise
- Liaise and partner with departments, faculties and MISU, where appropriate.
- Keep a record of all income and expenditure and prepare reports and or presentations as required
- Maintain detailed project plans throughout the time span of the project;
- Assist with the management and reporting on all SATLE activities where applicable

The work is broadly defined and the list of duties 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. The College retains the right to assign new duties and/or 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 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 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

This 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 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 35 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.00pm with a 1 hour unpaid lunch break 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 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 Senior Executive Officer (SEO) grade. With effect from 1st October 2022, the annual salary scale for Senior Executive Officer is:

€53,943, €55,262, €56,803, €58,350, €59,898, €61,282, €62,691, €64,062, €65,427, €67,772, €70,127

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

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.

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.

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.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

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

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

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

1. A third level qualification at Level 8, or higher, on the National Framework of Qualifications in Humanities, Education, Social Science or a cognate area and a minimum of 5 years project management experience (preferably in higher education contexts).
2. A demonstrable knowledge of contemporary developments and research in the field of teaching and learning/academic practice, in higher education.
3. Excellent IT skills including knowledge of data analytic software such as SPSS, NVivo, Excel
4. An understanding of financial reporting and budgeting.

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 **Teaching and Learning Projects Manager** 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 or 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

Application forms for this post may be accessed on the Mary Immaculate College website www.mic.ul.ie/about-mic/vacancies.

Please fully complete the application form and send it to recruitment@mic.ul.ie with the subject title – **Teaching and Learning Projects Manager**- no later than:

2p.m. on Thursday, 8th December 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.

November 2022