LEARNING TECHNOLOGIST (Senior Technologist)

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 fill the position of Learning Technologist (Senior Technologist) on a fulltime, permanent basis.

The successful candidate will form part of the Learning Enhancement and Academic Development (LEAD) Centre at Mary Immaculate College, Limerick, reporting to the Digital Learning Manager and working closely with the dynamic Digital Learning Team (DLT). They will work in association with the wider LEAD team and broader College community providing technical advice and expertise, technology systems and support, training, guidance on the practical and inclusive application of the College's portfolio of digital technologies and tools. This will include the institutional virtual learning environment (VLE), which enables teaching, learning, assessment and feedback.

As a member of MIC's Learning Enhancement and Academic Development Centre, the post-holder will champion and drive institutional innovations in the implementation, operation, support, maintenance, development and evaluation of digital technologies and related systems to enable effective teaching, learning, assessment and feedback.

Possessing a high level of technical competence, excellent communication skills and commitment to quality, the candidate will demonstrate the capacity and motivation to work both on an individual basis and as a member of Centre, maintaining and managing the portfolio of digital platforms and tools that support the college's work. The successful candidate will liaise within the DLT and across the college community on projects and innovations that integrate digital technologies in a higher education context. They will advocate for, promote, support and facilitate the transformation of teaching, learning and assessment through the use of digital technologies. The successful candidate will demonstrate experience in planning and managing technology-related projects on an individual and team basis and possess experience of digital

teaching and learning to allow them to contribute actively to the work of the LEAD Centre and the wider college through the development of policy and strategy.

The successful candidate will also work as part of intra- and inter-institutional project teams in domains affecting digital technology enabled teaching, learning, assessment and design.

Essential Qualifications and Skills

a) A third level qualification at level 8 or higher on the National Framework of Qualifications in digital design, digital education, or a cognate field;
b) Five years' experience of work in learning systems administration or management at an advanced level, digital or online training, development and management, and the provision of technical support to non-technical specialists in an education context;
c) Demonstrable experience of work across a wide range of digital teaching and learning technologies and platforms, content management systems, web communication and associated tools, demonstrating the integration of such tools to support and deliver blended, hybrid and/or online learning, teaching, assessment and feedback;
d) Experience that can be demonstrated of maintaining high standards of accuracy and quality in the implementation, management and operation of digital and data systems;
e) Demonstrable understanding of current and emerging digital technologies for teaching, learning, assessment and feedback, together with an understanding of related accessibility, data and content protection obligations;
f) Evidence of practice and experience with technical problem identification, analysis and problem solving on digital learning systems at an advanced level, evaluating, documenting and responding to user queries and providing appropriate, informative support;
g) Experience of working in partnership with a range of stakeholders to achieve effective outcomes on learning technology projects of various scales, demonstrating the capacity to prioritise, manage deviations, deliver to schedule, maintain effective stakeholder engagement;
h) Engaging communications skills in written and oral presentations and general communications with evidence of audience awareness, tact and the capacity to communicate technical issues to specialists in other non-technical domains;
i) Evidence of teamwork, positive team engagement with the capacity to respond to dynamically changing requirements within a team or individually, using own independent, informed initiative;
j) Competent and collaborative organisational skills with a flexible approach to meet tight deadlines.

In addition, it is desirable that applicants will have:

k) A master's level qualification or higher in digital education, digital media creation, educational technology or a related field equating to or exceeding Level 9 on the National Framework of Qualifications;
l) Demonstrable experience of the Moodle virtual learning environment as an administrative level user.

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.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Digital Learning Manger to whom they report to and to whom they are responsible for the performance of these duties in the first instance.

The appointee will also have a reporting relationship to the Director of Teaching and Learning.

The appointee will report through the Digital Learning Manager to the Director of Teaching and Learning and/or such other College Officers as the President may designate from time to time. The appointee will work with members of College Management, and will liaise with the Vice-Presidents, Deans of Arts and Education, Heads of Departments, Heads of Professional Services functions, other College personnel and with relevant College units 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

- Leading the administration and support of the College's Virtual Learning Environment (VLE) including upgrading systems, testing new versions, plugins and interoperability of various systems.
- Providing advanced level, experience-based support and guidance in the administration, use and implementation of the College's Virtual Learning Environment, Moodle, and the associated digital tools that comprise MIC's digital teaching and learning portfolio.
- Supporting the most complex front-end requests and addressing very complex back-end problems.
- Delivering quality, informed, high-level front-line tailored support, training and problem resolution to academic staff, programme developers and related College community members through online and in-person channels.
- Providing pedagogic advice and guidance on the use of digital technologies that are suitable for a variety of teaching and learning contexts.
- Helping to lead the development of quality digital tools training materials and guides for the College community.
- Curating and maintaining timely, relevant and themed knowledge base resources for different audiences within the college.
- Contributing to and devising materials supporting an annual plan of professional development for programme teams and teaching staff in support of digital learning technologies and approaches.
- Presenting in-person, blended and/or online workshops to support faculty, staff and students in the effective use of digital technologies to enhance teaching and learning.
- Ensuring that online courses and learning objects developed by MIC adhere to accessibility standards, best practices in user interface design, and that the user experience of online learning is positive, engaging and is inclusive of all learners.
- Contributing to an annual plan of professional development for programme teams and teaching staff in support of digital learning technologies and approaches.
- Maintaining awareness of and communicating College operating procedures, best practice standards, quality and other regulatory obligations to ensure that compliance is achieved in digital teaching and learning requirements.
- Investigating, piloting, adopting and implementing technology developments in learning, so that the digital learning programmes developed by MIC take full advantage of relevant technologies on offer.
- Supporting the broad work of the Digital Learning Team through the contribution of advanced knowledge and expertise.
- Devising and proposing robust processes and standard operating procedures for the implementation, operation, maintenance and decommissioning of digital learning services, tools and data.
- Mentoring and supporting the Learning Technologists (Technical Officer and Support Officer) and other staff where appropriate.

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 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 5:00 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 Analyst Programmer Grade 2. With effect from 1st March 2025 the annual salary scale for the grade of Analyst Programmer 2 (Grossed up) is:

€54,746, €56,394; €58,042; €59,671; €61,319; €62,951; €65,663, €68,139; €70,682

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 Staff Portal.

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.

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 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

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 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 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) A third level qualification at level 8 or higher on the National Framework of Qualifications in digital design, digital education, or a cognate field.
  (b) Five years' experience of work in learning systems administration or management at an advanced level, digital or online training, development and management, and the provision of technical support to non-technical specialists in an education context.
  (c) Demonstrable experience of work across a wide range of digital teaching and learning technologies and platforms, content management systems, web communication and associated tools, demonstrating the integration of such tools to support and deliver blended, hybrid and/or online learning, teaching, assessment and feedback.
  (d) Experience that can be demonstrated of maintaining high standards of accuracy and quality in the implementation, management and operation of digital and data systems.
  (e) Evidence of practice and experience with technical problem identification, analysis and problem solving on digital learning systems at an advanced level, evaluating, documenting and responding to user queries and providing appropriate, informative support.

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 post of **Learning Technologist (Senior Technologist)** may be made 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)

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 vacancies page of the MIC website. Applications must be submitted by e-mail to Recruitment@mic.ul.ie with the subject title **Learning Technologist (Senior Technologist)** -no later than:

<div align="center">

2pm on Thursday, 24th July 2025

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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.

July 2025