



**RESEARCH LEAD  
NATIONAL CENTRE FOR CITY CONNECTS IRELAND  
(ASSISTANT LECTURER)**

**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 fourteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral Degree (Level 10). 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 appoint a Research Lead for the National Centre for City Connects Ireland (NCCCI). This permanent, part-time (0.5fte) appointment will be at Assistant Professor (Assistant Lecturer) level.

City Connects is a research-informed, school-based model of support that connects every child in the school with the supports he or she needs based on the child's identified strengths, interests and needs. This aligns closely with the EU Child Guarantee: Ireland's National Action Plan 2022 which seeks to ensure that children who are in need of a range of services can be guaranteed access to them through education and school-based activities.

A key differentiator of the City Connects initiative and system is its rigorous evaluation which seeks to improve the implementation of the City Connects model and its outcomes. This, in turn, supports schools in making informed decisions and ensures data-informed practice. Research and Evaluation is an ongoing core activity within all City Connects sites and schools. City Connects is an evidence-based model which "seeks the highest standards of rigorous peer review" (BCCTC, 2023). Rooted in research utilising implementation science over the last 20 years, City Connects has collated an extensive body of evidence which indicates that schools that engage in City Connects can lead to long-lasting improvements in children's life chances (BCCTC 2022).

Since 2019, Boston College (BC) has been working closely with MIC, building capacity and expertise in relation to operationalising City Connects (CC) in Ireland. Based on the very positive, professional and collaborative working relationships between BC and MIC, the strategic role MIC has played in the development of CC in Ireland to date, and the commitment to sustain and expand City Connects beyond the pilot site, BC has established the National Centre for City Connects Ireland (NCCCI) in MIC. Funded by the Department of

Education, the NCCCI will oversee the implementation, consolidation and expansion of CC in Ireland in consultation with BC, the Department of Education (DE), TUSLA Education Support Service (TESS) and appropriate partners.

The NCCCI's role will be to:

- collaborate on an on-going basis with BC on the implementation, evaluation, and potential extension and expansion of CC in Ireland;
- work closely with the DE, TESS and key stakeholders in overseeing the delivery of CC in all districts in Ireland;
- maintain the integrity of the City Connects model on behalf of BC;
- ensure rigour in relation to implementation;
- support the recruitment of Programme Managers and City Connects Co-ordinators;
- provide CPD to Programme Managers and City Connects Co-ordinators;
- conduct ongoing research and evaluation of CC in Ireland;
- support Principals and Schools in their participation in City Connects;
- provide analytical technical support to Programme Managers, Co-ordinators and Schools
- develop periodic reports, with support from BC, to inform key stakeholders on the implementation and impact of CC in Ireland.

The NCCCI requires a Research Lead to lead the preparatory research required for setting up new districts/sites with execution support from BC at the outset. The Research Lead will undertake a Needs Assessment at the initial Planning Services stage. The Research Lead will also lead the ongoing research evaluation work required in relation to the Implementation of Services, Satisfaction Surveys and Stakeholder Feedback. The Research Lead will work closely with the BC Research and Evaluation Team in engaging in capacity building and ongoing CPD.

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

- (1) A masters level qualification, or higher, in Education or a cognate discipline;
- (2) At least five years' teaching experience at primary or post primary level;
- (3) A high degree of expertise and experience in qualitative data analysis and quantitative analysis.
- (4) A thorough knowledge of research methodology and techniques, including participation observation, interviews, facilitated workshops, and the use of audio documentation.
- (5) Excellent academic writing skills, and proven ability to communicate research findings to peers in the research community through conference papers and peer-reviewed publications;
- (6) Familiarity with and understanding of contemporary developments in educational inequality and social inclusion, and especially the complexities of working in DEIS school contexts;
- (7) Excellent communication and interpersonal skills, with evidence of collegial collaboration;
- (8) Excellent organisational and time-management skills, with a capacity to prioritise activities, manage departmental budgets, meet deadlines, and prepare submissions for internal and external purposes.

**It is desirable that candidates will also have:**

- (1) A doctoral-level qualification in Education or a cognate discipline;
- (2) Experience of working with diverse groups of people in a variety of fieldwork sites;
- (3) Expertise in the use qualitative or mixed-methods research software, such as NVivo;
- (4) Tá inníúlacht sa Ghaeilge inmhianaithe.

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post under the general direction of the National Director, NCCCI, to whom they report, and to whom they are responsible for the performance of these duties in the first instance. The appointee will report through the National Director, NCCCI, to the Dean of Education and to the College President and/or such other College Officers as the President may designate from time to time.

They will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Education and with other College personnel and relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

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

### **Duties and Responsibilities**

The duties and responsibilities of the Research Lead NCCCI include:

- Lead the preparatory research required for setting up new sites with execution support from BC at the outset.
- Work with the implementation team to launch the needs assessment with the new schools, implement the surveys, conduct analysis of survey results and integrate principal interviews conducted by the implementation lead, and produce a report & presentation for the schools.
- Prepare ethics applications in accordance with the Mary Immaculate College Research Ethics Committees protocols.
- Lead the ongoing research evaluation work required in relation to the Implementation of Services (reviews, services and community partnerships), Stakeholder Feedback Surveys.
- Lead the annual fidelity reports.
- Lead and manage workflows in the development and delivery of research outputs in relation to City Connects.
- Support the mining of data in *MyConnects* to ensure that it is accurate, impartial and analytically sound.
- Maintain the data files from all surveys, interviews and quantitative data, etc.
- Utilise robust qualitative and quantitative research methodologies to transform data into actionable insights in consultation with BC.
- Undertake comparative thematic data analysis and statistical analysis to identify trends and outcomes, as well as study effects.
- Produce Research Reports and Research Briefs for the NCCCI, BC and DE.
- Contribute to peer-reviewed publications in collaboration with, and under the direction of, BC and the NCCCI.
- Contribute to providing input into directions and ideas of the research and evaluation efforts.
- Disseminate research outputs with relevant stakeholders, including MIC, BC, DE, Tusla, Schools and Services.
- Keep abreast of social inclusion policy developments and provide information briefings to share topical issues with the NCCCI, BC and the DE.
- Write and contribute to grant proposals and funding submissions.
- Work closely with the BC Research and Evaluation Team in engaging in capacity building and ongoing CPD.
- In collaboration with BC, provide input into the design and interpretation of any formal outcomes evaluation.

It should be noted that in each work area/department within the College, the appointee must work as part of a team. The work is broadly defined under the various headings as listed. The list of the entire range 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 to 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.

Applicants should note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

### **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 employee's duties.

Apart from the duties mentioned above, the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of Vice President Academic Affairs (VPAA) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of VPAA. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

### **Probationary Period**

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 monitored through a process of assessment meetings. Termination of appointment during the probationary period, for any reason or no reason, will be at the discretion of the College.

### **Hours of Attendance**

The normal working week for a full-time employee is 39 hours per week or 7.8 hours per day, Monday to Friday.

In respect of this appointment the normal working week will be 19.5 hours (0.5FTE).

The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

## **Salary**

The salary scale for this position has been approved by the Department of Education & Skills in line with Government Policy on Public Sector remuneration. The annual salary for the post may be increased or decreased in line with Government Policy on Public Sector remuneration. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed.

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.

With effect from 1<sup>st</sup> June 2024 the annual salary scale for Assistant Lecturer is:

New Entrant:

€51,537; €54,747; €57,028; €60,674; €64,424; €70,634; €78,697; €82,108; €85,507; €88,924; €92,318 (11 points)

Non-New Entrant

€57,028; €60,675; €64,424; €70,634; €78,696; €82,197; €85,730; €89,281; €92,808 (9 points)

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. 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**

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

### **Sick Leave**

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

### **Termination of Employment**

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

### **Confidentiality**

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

### **Health & Safety**

Mary Immaculate College 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 applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- A masters level qualification, or higher, in Education or a cognate discipline
- At least five years' teaching experience at primary or post primary level
- A high degree of expertise and experience in qualitative data analysis and quantitative analysis
- A thorough knowledge of research methodology and techniques, including participation observation, interviews, facilitated workshops, and the use of audio documentation.
- Familiarity with and understanding of contemporary developments in educational inequality and social inclusion, and especially the complexities of working in DEIS school contexts
- A doctoral-level qualification in Education or a cognate discipline (Desirable)

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, who appear to be better qualified and/or have more relevant experience. It is incumbent therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

#### *Interview*

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrant a departure. A panel will be formed from which appointments to the position of Research Lead NCCCI 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 Screening**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to undergo pre-employment health screening.

### **Garda Vetting**

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 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 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 **Research Lead NCCCI** no later than:

**2p.m. Friday, 2<sup>nd</sup> August 2024**

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. 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 within 2 working days of submitting your application please contact the HR Office by emailing [hr@mic.ul.ie](mailto:hr@mic.ul.ie).

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without 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 2024***