



**Global Partnerships Manager
Senior Executive Officer
(Permanent, Full Time)**

**GENERAL JOB DESCRIPTION
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 fourteen 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

The International Office was established in 2013 and facilitates exchange agreements, institutional linkages and coordinates externally-funded international projects and programmes. It plays a key role in the development of relationships between MIC and potential partners, nationally and internationally. Potential partners are institutions or organisations whose mission is broadly consistent with the mission of the College. External relationships may be strategic, academic, and/or collaborative, and will involve the reciprocal exchange of knowledge, staff/student exchanges and other joint activities.

The College wishes to fill the position of Global Partnerships Manager on a full-time, permanent basis. This is a business development role. Within the ever-changing landscape of international higher education, this is a new position that is being created to meet the needs of international students and faculty coming to MIC for exchange, study abroad, short-term programmes and tailor-made programmes for international groups.

The person appointed will play a key role in further developing the College's internationalisation strategy. The successful candidate will work closely with the Director to identify and create new opportunities for MIC, assisting in developing proposals and partnerships, drafting and renewing MoUs and managing international student recruitment and admissions. The post holder will be responsible for raising MIC's profile in designated countries and among key stakeholders, building upon its strong brand and established reputation. The appointee will have responsibility for a wide range of duties relating to the functioning of the

International Office including management of staff and the design, implementation and coordination of various programmes for international student groups, both cultural and academic.

The appointee will be required to engage with partner universities on behalf of the International Office, deputising for the Director of International Engagement as required, and to report on visits made to other institutions and on meetings attended in a timely and comprehensive manner. As well as working normal office hours, this post will require flexibility to undertake international travel (at least two weeks each semester) as well as evening work and weekend work to support the delivery of International Office services.

The successful candidate should be highly self-motivated and have a positive, goal-oriented and enthusiastic approach to the range of tasks associated with the development of initiatives for international partners and students, including designing and implementing short-term programmes. The successful candidate must have the ability to interact constructively, efficiently and effectively with staff and external clients of the College in a very discreet and confidential manner.

Essential Qualifications, Experience & Skills:

1. (A) A relevant third level qualification at level 8 or higher on the National Framework of Qualifications, preferably in Marketing, Communications, Business, Public Administration or related fields, and a minimum of 2 years' experience in a marketing or communications setting or in a higher education administrative setting, preferably at management level.

Or

- (B) A minimum of 10 years' experience in a similar role, preferably at management level;
2. Proven organisational skills, strategic aptitude and experience of developing new marketing or commercial initiatives or education programmes, with demonstrated ability to prioritise and complete a variety of tasks, delivering results under pressure and within deadlines;
3. Clearly demonstrated experience of using own initiative and judgement to analyse and solve problems in a positive and proactive manner, with a drive towards quality, performance and improvement;
4. Proven record of successfully managing teams to achieve performance goals and ability to work effectively and constructively within an established team environment;
5. Willingness to travel, high motivation and flexibility in regard to work practices and working arrangements. A minimum of 2 week's travel per semester will be required;
6. Willingness to provide high-level pastoral care and a student-focused approach, as well as to make decisions, particularly in situations requiring a sensitive and timely response;
7. Ability to deal with diverse responsibilities in a complex setting and to liaise daily with other College staff, external organisations and clients of the College;
8. Ability to deal with highly confidential information in a very discreet manner;
9. Proven IT skills, including a high proficiency in Word, Excel, PowerPoint, and Access, as well as experience of marketing through various social media platforms;
10. Working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels;
11. Have knowledge and sensitivity to cultural issues and experience of dealing with international organisations / individuals;
12. Detail-oriented with advanced verbal, written, numeracy, interpersonal and presentational communication skills, as well as excellent typing and report writing ability;

It is also desirable that candidates have:

13. A postgraduate qualification;
14. Have a full, clean driving licence and access to a car, as well as willingness to drive for work-related purposes when requested;
15. Fluency in additional languages such as Spanish, Portuguese and/or Chinese.

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

The appointee is required to carry out the duties attached to the post, under the general direction of the Director of International Engagement to whom they report, and to whom they are responsible for the performance of these duties.

The appointee will also report to the Vice-President Academic Administration, the Vice-President Administration and Finance and the College President, as well as to such other College Officers as directed by the President from time to time. The appointee will liaise with the Vice-Presidents, Deans of Arts and Education, Heads of Departments, Course Leaders, 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 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:

- Assist in the ongoing development of the College's internationalisation according to the Internationalisation Strategy (2019-2023) and in devising the next internationalisation strategy;
- The Global Partnerships and Development Manager will work closely with colleagues across the College to identify new partnerships opportunities and deliver a broad portfolio of partnerships in regions of strategic importance to MIC,
- Lead the Global Relations, Partnerships and Development functions of the International Office;
- Focus on the development of existing and new global relations, partnerships, guiding MIC's academic leaders in developing partnerships and supporting development initiatives;
- Work with the Director on a partnership development strategy and draft cases for support for each project;
- Work with the International Office team, identify a pipeline of potential new partners for the International Office to engage with as well as existing partners that have potential for collaborative growth and manage and cultivate those relationships;
- Build strong relationships within MIC to continuously hone the projects from conception to delivery with the support of the wider College community;

- Cultivate relationships with existing and new partners across universities, embassies, third party providers and agencies as well as with international networks in support of these projects and future projects;
- Manage the promotion of MIC's programmes, aimed at enhancing the College's international identity and profile;
- Manage the implementation of contracts for international services, memoranda of understanding and agency agreements;
- Assist in identification, securing and administration of funding streams for the further development of international collaborations;
- Plan, arrange and conduct international visits to universities and schools, recruitment fairs and conferences to represent Mary Immaculate College. This will entail a minimum of 2 weeks' travel per semester;
- Organise excursions and site visits and bringing tour groups on these visits, particularly over the summer months. This will occasionally involve working weekends and evenings;
- Oversee the maintenance of a database of contact details of international alumni and contact with them through mailshots and social media;
- Oversee the development of the 'International' section of the College's website and use other relevant tools to market the College, including social media, international magazines, online publications, etc.;
- Represent MIC at events/meetings as required by the Director of the International Engagement, reporting back any outcomes to the Director and the team;
- Provide comprehensive support to the Director of the International Engagement and other team members in regard to the day-to-day operations of the International Office.

The duties are 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 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.

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.

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, 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 Vice President Administration and Finance (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 monitored through a process of assessment meetings. Termination of the acting 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 hours are 35 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.00pm with a 1-hour lunch break and Friday 9am to 4.45pm with a 45-minute lunch break each day. The duties attaching to the position are such that the post holder may be required to work occasional evenings or weekends to meet 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 March 2023, the annual salary scale for Senior Executive Officer (Grossed up) is:

€55,022, €56,367, €57,939, €59,517, €61,096, €62,508, €63,945, €65,344, €66,736, €69,128 (LSI 1), €71,530 (LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

Superannuation

New entrants 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.

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 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.

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 relevant third level qualification at level 8 or higher on the National Framework of Qualifications, preferably in Marketing, Communications, Business, Public Administration or related fields, and a minimum of 2 years' experience in a marketing or communications setting or in a higher education administrative setting, preferably at management level.
Or
- (b) A minimum of 10 years' experience in a similar role, preferably at management level;
- Proven organisational skills, strategic aptitude and experience of developing new marketing or commercial initiatives or education programmes, with demonstrated ability to prioritise and complete a variety of tasks, delivering results under pressure and within deadlines;
- Clearly demonstrated experience of using own initiative and judgement to analyse and solve problems in a positive and proactive manner, with a drive towards quality, performance and improvement;
- Proven IT skills, including a high proficiency in Word, Excel, PowerPoint, and Access, as well as experience of marketing through various social media platforms;

Working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels.

- A postgraduate qualification (desirable);
- Fluency in additional languages such as Spanish, Chinese, and/or Portuguese (desirable);
- Have a full, clean driving licence and access to a car, as well as willingness to drive for work-related purposes when requested (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, 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 permanent and temporary appointments to the position of **Global Partnerships 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 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 Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Global Partnerships Manager** - no later than:

2p.m. on Tuesday 6th June 2023

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.

May 2023