



Equality, Diversity, Inclusion and Interculturalism (EDII) Sexual Violence and Harassment (SVH) Prevention and Response Manager

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

Mary Immaculate College wishes to fill the position of Equality, Diversity, Inclusion and Interculturalism (EDII) Sexual Violence and Harassment (SVH) Prevention and Response Manager on a permanent, full time basis.

The Sexual Violence and Harassment (SVH) Prevention and Response Manager will support the enactment of the HEA *Safe, Respectful, Supportive and Positive: Ending Sexual Violence and Harassment in Irish Higher Education Institutions (2019)*, often referred to as 'the Framework for Consent in Higher Education' at Mary Immaculate College (MIC). This position has been funded by the Higher Education Authority (HEA) and will embed the national 'Ending Sexual Violence and Harassment in Higher Education Institutions Implementation Plan, 2022-2024' at MIC. This will involve the implementation of the current MIC Action Plan 2020-2023 and the development of future actions plans and alignment with the EDII and MIC Strategic Plans.

The SVH Prevention and Response Manager will consolidate MIC's response to sexual violence and harassment through a whole institutional approach and through partnership internally and externally.

The overall aim of this role is to enhance capacity to address and eliminate sexual violence and harassment, and to track progress and impact that will be reported annually to MIC and to the HEA underpinned by an

understanding of SVH as a highly sensitised and complex issue. This role will focus on developments related to the institutional culture, processes, policy, and initiatives and in doing to providing a safe, respectful, and supportive work and study environment for all members of the MIC community.

This post will be based in the Equality, Diversity, Inclusion and Interculturalism (EDII) Office and will report to the Director of EDII, working alongside the EDII Team.

Essential Qualifications, Experience & Skills:

1. A relevant third level qualification at level 7 or higher on the National Framework of Qualifications, **and** a minimum of 2 years' relevant experience promoting a safe, respectful, supportive work and/or study environment, prevention of SVH and/or EDII

Or

A minimum of 7 years' relevant experience in promoting a safe, respectful, supportive work and/or study environment, prevention of SVH and/or EDII;

2. Awareness of national higher education policies and practices related to prevention of SVH and EDII.
3. Experience of managing projects that seek to embed new initiatives and practices preferably within higher education;
4. Excellent organisational and time management skills and the ability to plan and prioritise tasks and meet deadlines, with accuracy and attention to detail and be capable of taking initiative;
5. Demonstratable team leadership and ability to work effectively and constructively within an established team environment;
6. Excellent communication and interpersonal skills;
7. Excellent IT skills including MS Office, Teams, Word, Excel, Outlook and web maintenance and editing including digital communication skills (social media);
8. Proven experience of the development, implementation and co-ordination of strategies, policies, procedures, and action plans.

It is also desirable that candidates would:

9. Training/education in an area related to SVH or EDII;
10. Experience of managing resources and budget-planning in a work-related context.

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 will be required to carry out the duties attached to the post, under the general direction of the Director of Equality, Diversity, Inclusion and Interculturalism, to whom they report, and to whom they are responsible 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. The appointee will work with members of College Management, and will liaise with the Deans of Faculties, Heads of Departments, Course Leaders 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:

- Support the MIC SVH working group and provide reports on development to the MIC Executive Team, MIC Equality Committee, a subgroup of the MIC Governing Authority, and the EDII Implementation Committee.
- To further deliver, develop and implement the MIC Consent Framework Action Plan for staff and students.
- Relationship and partnerships development with MISU, MIC staff and students, and other cognate areas including, but not limited to, the Director of Student Life, Access and Participation Office, MIC Peer Mentoring programme, Counselling Service, Parent Support Officer, LGBTQI+ Network, Sanctuary supports, Human Resources to develop collaborative and evidence-led responses and programmes.
- Ongoing engagement with regional and national training providers, and other higher education institutions (HEI) and programmes to embed, educate and train, raise awareness, and build on MIC capacity. This will include Consent workshops, Bystander Intervention training and other appropriate programmes.
- Support the design and development of policy to reduce and eliminate SVH, including guidelines for addressing student complaints in a transparent and confidential manner.
- Support the embedding of a reporting tool as an anonymous and user-friendly system for students and staff to disclose and report incidents, and to monitor this system.
- Explore processes for the investigation of SVH complaints in line with HEA developments and sectoral advancements in terms of identifying a panel of external investigators and designated disclosure persons.
- Support the development of sensitised reporting systems with the HEA and sectoral partners to track progress and impact through quantitative and qualitative data returns for local information and sectoral understanding for the HEA.
- Guide the development of an education plan for MIC with the goal of enhancing skills and reducing perceived barriers to act on positive intentions.
- Develop a communications plan to support ongoing communication across MIC, to disseminate information consistent with the Framework aims for cultural change and awareness.
- Explore potential collaborations through inter-agency collaborations with the University of Limerick, the Technological University of the Shannon and sexual assault services in Limerick.
- Engage with external specialist services/ agencies, statutory organisations, community and voluntary bodies as necessary.
- Represent MIC as required with respect to issues of sexual violence and harassment at internal and external meetings, conferences, and public engagement events, attend certain EDII related committees and represent the EDII Office locally and nationally.
- Respond as first point of contact, to inquiries and requests from staff and students regarding the Consent Frameworks.
- Manage a budget for related activities, advising on resource requirements and working within budgetary restraints.
- Case management for child and adult safeguarding issues (including Garda vetting issues arising) in coordination with Office of VP Governance and Strategy (Senior Safeguarding Person) in line with statutory provision, College policy and relevant internal and external reporting requirements;
- Designated Liaison Person (DLP) for child and adult safeguarding.
- Carry out other duties as may be assigned from time to time.

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. 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 35 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 Higher Executive Officer (HEO) grade. With effect from 1st March 2023, the annual salary scale for Higher Executive Officer (Grossed up) is:

€53,957, €55,532, €57,106, €58,680, €60,256, €61,832, €63,406, LSI 1 €65,681, LSI 2 €67,950

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 **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

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 relevant third level qualification at level 7 or higher on the National Framework of Qualifications, **and** a minimum of 2 years' relevant experience in promoting a safe, respectful, supportive work and/or study environment, prevention of SVH and/or EDII

Or

A minimum of 7 years' relevant experience in promoting a safe, respectful, supportive work and/or study environment, prevention of SVH and/or EDII;

- Awareness of national higher education policies and practices related to prevention of SVH and EDII;
- Experience of managing projects that seek to embed new initiatives and practices within higher education;
- Demonstratable team leadership and ability to work effectively and constructively within an established team environment;
- Proven experience of the development, implementation and co-ordination of strategies, policies, procedures, and action plans.

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 Equality, Diversity, Inclusion and Interculturalism (EDII) Sexual Violence and Harassment (SVH) Prevention and Response 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 **Equality, Diversity, Inclusion and Interculturalism (EDII) Sexual Violence and Harassment (SVH) Prevention and Response Manager** - no later than:

2p.m. on Tuesday 13th 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