



Research Information System (MIRIS) Manager Higher Executive Officer (Permanent Full Time)

JOB SPECIFICATION AND CONDITIONS OF EMPLOYMENT

1. PREAMBLE

Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's menu of educational programmes expand across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in fourteen undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

Mary Immaculate College wishes to fill the position of Mary Immaculate Research Information System (MIRIS) Manager at Higher Executive Officer level on a fulltime, permanent basis.

The MIRIS Manager will be responsible for the Research Information System functions and for training of staff and research postgraduates in the system. The post holder will proactively manage the MIRIS facility and generate quantitative and qualitative reports on research performance (as required by the HEA, DoE, DHFERIS, NORF, IRC, SFI, European Commission, HERD etc.) in support of the academic development of the College.

The post-holder will be the escalation point for questions, queries and concerns regarding MIRIS, accumulating and utilising extensive and detailed knowledge of the software solution that supports MIRIS.

The post holder will have a high degree of professionalism and motivation to work in a busy, fast-paced environment, focused on delivering an excellent service. A proactive work ethic, with good project management, interpersonal and communication skills are essential for this role. The ability to work discretely, both independently as well as part of a team, and the ability to review and improve services will be required attributes.

Essential Qualifications, Experience & Skills:

1. A third level qualification at Level 8 or higher on the National Framework of Qualifications and a minimum of 5 years' in a higher education, research, research administration, project management or other role relevant to the requirements of this post;

Or

A minimum of 7 years' in a higher education, research, research administration, project management or other role relevant to the requirements of this post;

2. Familiarity with academic staff and postgraduate researcher norms (such as citation databases, H-

Index, bibliometrics, research nomenclature, DORA) acquired through relevant research or administrative experience; comprehensive understanding of academic research and administration of research performance records involving process management, optimisation, improvement and formal reporting;

3. Understanding of the purpose and functions of Research Information Systems and demonstrable experience of managing new systems for effective and sustainable change including delivery of training;
4. Experience in creating standard operational plans (SOPs) and writing formal reports;
5. Relevant analytical and technical skills for data interrogation and visualisation;
6. Strong ICT skills and experience of data management;
7. Robust organisational skills, including generation of bespoke reports to a high level;
8. High-level communication and interpersonal skills with an ability to build relationships with stakeholders.

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.
Applications are welcome from people who have a positive disposition to Irish.*

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

3. JOB DESCRIPTION

Reporting Relationship

The appointee will be required to carry out the duties attached to the post under the general direction of the Director of Research to whom they report, and to whom they are responsible to for the performance of these duties in the first instance. The appointee will also provide direct support to the Vice-President for Research, including supplying routine, bespoke and confidential reports.

The appointee will report to other College Officers such 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. S/he will work closely with members of the academic staff and postgraduate researchers in the conduct of the duties of the post, including providing induction, ongoing training and problem-solving in MIRIS.

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

- Responsibility for the management, delivery and development of MIRIS functions at the operational level, and for training of staff and research postgraduates in the MIRIS system on a rolling basis for new and existing entrants.
- Production of routine, bespoke and confidential reports research reports for College Management based on MIRIS records for use within MIC and for use in external reporting (e.g. HEA, DoE, DHFERIS, NORF, IRC, SFI, European Commission, HERD) and provide reports on research activities and services as required.
- Detailed understanding of research conventions, frameworks, processes and the research lifecycle in order to ensure the College's research profile and associated records are accurately maintained and reflected in external and internal reports and on the MIC Website and elsewhere.
- Providing advice and direction relating to the MIRIS facility to academic staff and research

postgraduates, including formal and informal problem-solving, training and mentoring.

- Managing the day-to-day operation of MIRIS, incorporating support for ongoing updates of staff / researcher profiles and managing associated supporting data to maximise accuracy and promote the research dimension of MIC internally and externally.
- Building and maintaining effective and productive relationships in research support services, particularly in supporting development of researcher profiles.
- Instilling a culture of improvement and engagement with automated processes and ICT systems (e.g. ORCID, MIRR, bibliographic and/or citation databases) to increase efficiency in research recording and reporting.
- Actively promote change and support new ways of working within the College and the Research & Graduate School.
- Participate on committees, working groups and other informal groups, representing MIRIS and contributing to projects and developments enhancing the research goals and objectives of the College.
- To ensure connectivity between MIRIS and other data management and analytics systems, such as e-OLAS.
- Up-to-date knowledge of research information systems and linked developments in other HEIs.

The work is broadly defined and the list of duties described is not comprehensive. The performance of the 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 within the Research & Graduate School at Mary Immaculate College. 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 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 for which the person has been employed.

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

This appointment is subject to satisfactory completion of the standard 6-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

Full time hours are 35 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.00pm with a 1-hour 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. As per 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 October 2022, the annual salary scale for Higher Executive Officer (Grossed up) is:

€52,899, €54,443, €55,987, €57,529, €59,075, €60,619, €62,163, LSI 1 €64,393, LSI 2 €66,618

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 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.

Termination of Employment

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

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

5. APPLICATION AND SELECTION PROCESS

Method 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 third level qualification at Level 8 or higher on the National Framework of Qualifications and a minimum of 5 years' in a higher education, research, research administration, project management or other role relevant to the requirements of this post

Or

A minimum of 7 years' in a higher education, research, research administration, project management or other role relevant to the requirements of this post;

- Familiarity with academic staff and postgraduate researcher norms (such as citation databases, H-Index, bibliometrics, research nomenclature, DORA) acquired through relevant research or administrative experience; comprehensive understanding of academic research and administration of research performance records involving process management, optimisation, improvement and formal reporting;
- Understanding of the purpose and functions of Research Information Systems and demonstrable experience of managing new systems for effective and sustainable change including delivery of training;
- Experience in creating standard operational plans (SOPs) and writing formal reports;
- Relevant analytical and technical skills for data interrogation and visualisation;
- Strong ICT skills and experience of data management;
- Robust organisational skills, including generation of bespoke reports to a high level;

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 this position of **Research Information System (MIRIS) 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 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 **Research Information System (MIRIS) Manager** no later than:

2pm on Wednesday 14th December 2022

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.

November 2022