

## **POST 1 - HEAD OF DEPARTMENT OF FLEXIBLE LEARNING** **(3 YEAR FIXED TERM CONTRACT)**

**REPORTING TO:** The President

**LOCATION:** Moylish Park Campus, Limerick

**NATURE OF POSITION:**

The Department of Flexible Learning was established to lead Limerick Institute of Technology's (LIT) activities and programmes in industry, part-time, blended and on-line learning. The Department manages a suite of programmes across all campuses of the Institute in Limerick, Tipperary and Clare and currently processes 1,100 student registrations per academic year. It engages with over 60 lecturers (internal and external) and works with all other Academic Departments in the Institute. It engages actively with industry and a range of funding programmes (Springboard+, Skillnets etc.) to develop and provide programmes which respond to regional needs and priorities.

The Department is recruiting a Head of Department to lead the next phase of development in the provision of Flexible Learning programmes within LIT.

**QUALIFICATIONS & EXPERIENCE:**

**MINIMUM:**

- (a) A relevant Degree (level 8) with First or Second Class Honours of a recognised Institute of Technology, University or of another recognised Degree Awarding Body; or equivalent professional qualification **and**
- (b) Not less than FIVE years of satisfactory relevant and acceptable post qualification experience. This experience should normally be in business, industry, research or education.

**DESIRABLE:**

An appropriate post- graduate qualification preferably at Masters level or equivalent

**EXPERIENCE:**

- Knowledge of Adult Education and Lifelong Learning requirements in Higher Education and current trends and policy initiatives.
- Knowledge of on-line learning programme development, implementation and management including all relevant technology and pedagogical aspects.
- Experience and understanding of emerging technologies and opportunities in relation to Technology Enhanced Learning and Digital Capacity.
- Appreciation of the CPD/Lifelong learning needs of industry, business, the public sector, communities and LIT in the region and the ability to ensure LIT responds to those needs in an effective and efficient manner.
- Ability to network effectively with key players regionally, nationally and internationally.
- Excellent interpersonal, project management and analytical skills.
- Demonstrable resilient leadership and exceptional motivation skills.

## **DUTIES AND RESPONSIBILITIES:**

- The appointee will be responsible for leading the development of Flexible Learning in LIT and achieving the strategic ambitions of the Institute in relation to Flexible and On-line learning.
- The appointee will manage and expand the range of part-time, evening and industry focused programmes across the Institutes campuses in Limerick, Tipperary and Clare and will work with all other Academic Departments to ensure that the range and scope of programmes available within the region and beyond are appropriate and responsive to the needs of society, industry and businesses. The management of such programmes will involve ensuring financial viability of programme delivery, appointment and management of lecturing staff, coordination with all relevant sections and services within the Institute to ensure successful delivery of programmes. Regular reports will be provided to Faculty and Institute management against key targets and metrics. Annual reports will be produced for Academic Departments and Faculty.
- The appointee will be responsible for coordinating LITs applications to external funding programmes such as Springboard+, Skillnet etc and preparing comprehensive responses to funding calls, completing relevant reports. Working with industry, business and other networks the appointee will identify new opportunities for programme development and cooperate with other Academic Departments to bring new programmes to fruition.
- The appointee will build on the initial work which has been done in relation to delivery of Blended and On-line programmes. A comprehensive strategy for Blended and On-line learning is to be developed which will clearly articulate the development path for LIT. Such a strategy will involve engagement with a wide range of academic and non-academic stakeholders within the Institute and beyond. An ambitious plan for programme development and delivery should be implemented over the next three years.
- The appointee will further develop systems and infrastructure to support the attainment and maintenance of excellence in the delivery of part-time, evening, blended and on-line programmes. The appointee will be expected to engage in a collaborative way with the Heads of Adult Education/Life Long Learning in other HEIs in Ireland.
- The appointee will manage the administrative staff within the Department to deliver all marketing, promotion, registration and general administrative functions of the Department.
- The range and scope of duties assigned may vary from time to time.

The appointee will carry out the lawful instructions of the President or authorized officer and comply with the requirements and regulations of the Minister for Education and Skills.

## **SALARY SCALE:    €74,306 - €94,619 (10 Points)**

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

## **SUPERANNUATION:**

The provisions of the Institutes of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Acts 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001). The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 apply to the post.

Under the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the standard minimum pension age for new entrants who join the public service on or after 1<sup>st</sup> April, 2004 has been raised from 60 to 65 years, and the existing link for new entrants between age and compulsory retirement in the Institute is abolished. Effective from 1<sup>st</sup> January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

### **INCENTIVISED SCHEME FOR EARLY RETIREMENT (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **GARDA VETTING**

Following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, Garda Vetting will be required in advance of commencing this position.

**CLOSING DATE:** Latest date for receipt of completed application forms is

**12.00 noon on Friday, 10<sup>th</sup> November, 2017**

**IMPORTANT NOTES:** *All posts will primarily be based in the locations specified but, from time to time and at the discretion of the Institute, hours of work may be allocated in any of the LIT campuses*

Application forms received after 12.00 noon on the closing date will **not** be considered.

**The Human Resources Office, Limerick Institute of Technology, Moylish Park, Limerick**

**Telephone: +353 61 293281**

**Web Site:** <http://www.lit.ie/vacancies> **Email:** [humanresources@lit.ie](mailto:humanresources@lit.ie)

Limerick Institute of Technology is an equal opportunities Employer
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The Institute regrets that it <u>cannot</u> pay expenses for candidates attending for interview
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