

POST 1 – SENIOR STAFF OFFICER – GRADE VI
PRESIDENT’S OFFICE
(Specified Purpose Contract to 31/08/2019)

CONFINED COMPETITION TO THE EDUCATION AND TRAINING SECTOR CANDIDATE POOL

Applications are now invited from all eligible staff in the Education and Training Sector Candidate Pool for the above position. The Education and Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector. Staff eligible to apply are listed in Appendix 2 of CL 0007/2017 (<http://www.education.ie/en/The-Department/Announcements/New-Circulars-Published-February-2017.html>)

REPORTING TO: **THE PRESIDENT**

LOCATION: **Moylish Park Campus, Limerick**

This post will primarily be based at the location specified above but, from time to time and at the discretion of the Institute, hours of work may be allocated at any of the LIT campuses

This is a key role in the new Office of the President, working as part of the President’s team and reporting directly to him.

MINIMUM REQUIREMENTS:

- Confined to staff employed by Education and Training Boards and Institutes of Technology in grades listed in Appendix 2 of CL 0004/2017 (refer to above link);
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- Have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector;
- Have successfully completed a probation period, or have successfully completed a probation period at a lower eligible grade;
- Be capable and competent of fulfilling the role to a high standard.

COMPETENCIES REQUIRED:

- Have the requisite knowledge, skills and competencies to carry out the role;
- Highly organized;
- Ability to work to constant tight deadlines, and changing priorities;
- Excellent verbal and written communication skills;
- Knowledge and understanding of the Higher Education environment in Ireland;
- Equally capable research skills;
- High proficiency in all Office programmes;
- Knowledge and understanding of the overall workings, policies and procedures of the Institute.

MAIN DUTIES:

The successful candidate’s duties will include the following:-

- Being the primary support to the President on administrative and other matters relating to the discharge of the President’s duties;
- Co-ordination and supervision of the President’s Office, including budgets, personnel and external liaison;
- Ensuring the President is fully prepared for all meetings;
- Ensuring appropriate follow-through on the President’s activities so that outcomes and objectives are met;

- Responsibility for compiling and creating reports, presentations and documents as required;
- Coordination with LIT Executive members on day-to-day implementation of strategy and other matters;
- Liaison with all LIT management and appropriate staff across the institute in relation to strategic and other matters;
- Working with Marketing and Communications in ensuring that content for internal and external communications, including media relations, is consistency up-to-date and available;
- Maintaining an efficient online filing system, ensuring all data is collated in a useable and secure manner while complying with GDPR and other requirements;
- Other related duties as may be assigned by the President as they arise.

SUPERANNUATION (New Entrant):

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 1st 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 1st 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

HOURS:

Standard working week of 37 hours (net of rest breaks).

ANNUAL LEAVE: 27 days per annum. CL 0009/2014 will apply.

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.

SALARY: €46,308 - €56,591 (7 points)

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

CLOSING DATE:

Latest date for receipt of completed application form is 12 noon on **Friday, 16th February, 2018**

IMPORTANT NOTES: *This post will primarily be based at the location specified but, from time to time and at the discretion of the Institute, hours of work may be allocated at 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

Limerick Institute of Technology is an equal opportunities Employer

The Institute regrets that it cannot pay expenses for candidates attending for interview