

POST 2 – SENIOR STAFF OFFICER – GRADE VI
VP ACADEMIC AFFAIRS & REGISTRAR’S OFFICE
(3 Year Fixed Term Contract)

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: VP ACADEMIC AFFAIRS & REGISTRAR

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

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;
- Excellent IT Skills including a proficiency in Information Systems, MS Office, Excel, PowerPoint, Access.
- Cross functional experience with an ability to multi-task, as well as flexibility and willingness to work in multiple roles as required.
- Excellent interpersonal skills with the ability to work individually as well as part of a team
- Strong communication and interpersonal skills are required as well as an engaging and positive attitude.
- Willingness to work on and adapt to improving existing technologies and work practices.
- Knowledge and understanding of the overall workings, policies and procedures of the Institute.

MAIN DUTIES:

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

- To compile and circulate reports from the Registrar's Office to internal and external stakeholders.
- To compile, edit and circulate the Registrar's Office Newsletter and briefing documents
- To support and advise the VPAAR on administration management within the Registrar's Office
- To implement work practices that improve the efficiency and effectiveness of administration within the Registrar's Office.
- To oversee and audit the records of Academic Council and its subcommittees.
- To initiate, advise and implement an archiving policy for academic documents within the Registrar's Office

- To support statutory compliance of Academic Council and the academic Records Management Policy within the Registrar's Office.
- To lead the Registrar's Office administration team and act as PA to the VPAAR.
- To play a significant role in internal and external communications including general communications. Use of email and newsletters.
- To provide administrative support to all relevant committees and working groups within the remit of the Registrar's Office, including Academic Council and its subcommittees.
- To contribute to the development and implementation of appropriate administration management systems.
- To report and provide information on the services and operations of the function from time to time
- Such other duties as the President or his delegate e.g. VP Academic Affairs & Registrar may assign from time to time.

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.**

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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