

**POST 3 – SENIOR STAFF OFFICER – GRADE VI
PROJECT OFFICER
VP ACADEMIC AFFAIRS & REGISTRARS 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: ASSISTANT 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

The Institute wishes to appoint a Project Officer to support the operations of the Registrar's Office, and its functions, in the context of its development agenda. The project officer will lead the review, design, and development of commissioned and bespoke technical systems that enable the efficient and effective operational processes of the functions in the Registrar's Office.

The post will be responsible for developing procedures, documentation and training materials related to the operational systems deployed by the Registrar's Office, thus ensuring that relevant stakeholders are enabled in their operation.

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;
- At least three years project experience, preferably in the third level education sector, with a competence in and understanding of the systems that support the delivery of educational services;
- A thorough knowledge of the Technological Education sector and its operations;
- Strong project management skills, with a track record of direct involvement in successful project delivery;
- The ability and confidence to deliver on a wide range of technical and business process reengineering projects with a proactive approach to problem-solving;
- The ability to design, schedule and deliver training programmes to stakeholders following redesign of business processes and technical systems;
- Strong analytical and logical skills with the capacity to apply sound judgement;
- The ability to work independently and with teams to deliver continuous improvement to the Institute;
- Proven organisational skills, and a self-motivated disposition, that provide the capacity to manage multiple tasks and deadlines;
- Excellent communication skills, both written and oral, with the ability to clearly, succinctly and constructively communicate with both internal and external stakeholders at all levels.

MAIN DUTIES:

Due to ongoing developments within the VP Academic Affairs and Registrar and the Institute at large, the range of duties and responsibilities attaching to the post will be subject to change. The duties and responsibilities attaching to the post include but are not limited to the following:-

- Manage the design, development and implementation of technical systems that support the functional operations of the curriculum, student information, and examination management systems of the Institute
- Lead and conduct the analysis and/or redesign of inter and intra-functional business processes, including those enabled by relevant IT systems, to ensure their future proofing in terms of suitability, functionality, compatibility, and extension
- Guide the implementation management of re-engineered business processes and solutions
- Train end users in the re-engineered business processes including those conducted via supporting IT systems
- Create handbooks on the usage of new processes and/or IT applications
- Manage projects undertaken including their scheduling, budgeting, reporting, and monitoring
- Manage and report information on the progress of projects using Excel and other bespoke applications and databases (MS project)
- Organise project meetings with relevant stakeholders both internal and/or external to LIT
- Record meeting minutes and issue information to relevant stakeholders in an effective and efficient manner including: agendas, reports, papers, and presentations
- Maintain project documentation using relevant project control techniques and databases
- Maintain risk registers associated with projects including the identification of risks, issues, solutions and/or their resolution
- Perform and manage the administrative duties associated with the projects
- Produce statistical reports on various operations and related KPIs associated with LIT academic operations including HEA data.
- Such other duties as the President or his delegate, e.g. Assistant 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.

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