

**POST 6 - ASSISTANT STAFF OFFICER – GRADE IV –
FACULTY OF APPLIED SCIENCE, ENGINEERING & TECHNOLOGY
(Specified Purpose Contract up to 11th January, 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: DEAN/HEADS OF DEPARTMENT/FACULTY ADMINISTRATORS

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.

COMPETENCIES REQUIRED:

- Have the requisite knowledge, skills and competencies to carry out the role;
- Be capable and competent of fulfilling the role to a high standard;
- Excellent IT Skills including a proficiency in Information Systems, MS Office, Excel, PowerPoint, Access.
- Proficiency in Information Systems with particular emphasis on Banner; and the Agresso Purchase Order System
- High quality planning, organisation, communication, time management and interpersonal skills;
- A pro-active and problem-solving approach with the flexibility to manage multiple tasks and deadlines.
- Ability to deal effectively with internal and external customers, resolve conflicting priorities and proactively seek to enhance both current systems and working relationships.
- Excellent oral and written communication, including the capacity to identify and quickly switch between the styles and tones of communication that are appropriate to different audiences;
- 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.
- Excellent skills in minute taking
- The ability to work with sensitive, confidential data and not disclose same.

DUTIES:

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

- Providing comprehensive administrative and secretarial support to the Dean and Heads of Department within the Faculty and the Administration Team with regard to day to day operations, including dealing with correspondence, arranging meetings, processing confidential documents and reports, tracking deadlines, forms and reports, filing, and taking minutes for various meetings.

- Preparation of documents for the examination processes, maintenance of registers, formatting and preparation of reports.
- The appointee may be assigned to any of a very wide range of activities carried out within the Faculty including conferring ceremonies, open days etc.
- The job could include the supervision of small groups of staff, usually of one level, on routine clearly defined tasks where the jobholder's duties include the organisation of work and staff to achieve specific, usually cyclical targets.
- The appointee could also be assigned as a secretary, involving the provision of a range of supportive services, including typing, to a senior officer/committee/staff member, and involving access to and processing significant confidential information. The job could involve regular contacts with students, staff, the public, organisations and individuals at all levels where discretion, tact, courtesy and judgement would have to be constantly exercised.
- The job demands a good knowledge and skill in the use of Information and Communication Technologies and appointees will be expected to use new techniques and technologies as they arise. The Institute will provide the necessary training as appropriate.
- Processing of staff leave of absence applications and arranging payments for same.
- Managing and monitoring student work placement.
- Such other duties as the President or his delegate e.g. Dean 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: 23 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: €29,913 - €44,328 (10 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

12.00 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