

**POST 7 - ASSISTANT STAFF OFFICER – GRADE IV –
HUMAN RESOURCES OFFICE
(Specified Purpose Contract to 20/03/19)**

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: HUMAN RESOURCES MANAGER

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.
- Proficiency in Information Systems with particular emphasis on Core and Agresso.
- The ability to work with sensitive, personal data and not disclose same.
- 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.
- The capacity to multi-task in a busy and pressurised working environment.
- The aptitude to perform job functions with minimal supervision.
- 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

DUTIES:

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

- Provide a quality and professional HR administration service at all times.
- Produce accurate and timely HR reports as required.
- Maintain and update Core HR/Agresso systems as appropriate.
- Collate and analyse employee absence information and report on same as required.

- Provide advice to employees on HR policies and issues and assist in the development of HR policies and procedures as required.
- Assist with recruitment and selection, contract renewals, casual/seasonal appointments
- Co-ordinate flexible learning recruitment and appointments in liaison with relevant departments.
- Assemble the required HR information for audits as they arise.
- Compose, communicate and distribute general HR correspondence as required by the Human Resources Manager.
- Record/monitor the various leave records held by HR as well as implementing changes to same as required from time to time by relevant national agreements/circular letters.
- Assist as required in implementing any legislative reforms required in the HR Office.
- Liaise with the payroll office on a regular basis with regards to the various payrolls in operation on a weekly/monthly basis.
- Assist in the implementation of any revisions/amendments to HR policies and procedures.
- Administer the humanresources@lit.ie email account.
- Such other duties as the President or his delegate e.g. HR Manager 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