

**POST 8 - ASSISTANT STAFF OFFICER – GRADE IV –  
STUDENT SERVICES  
(Permanent Wholetime from 01/09/18)**

**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:** **ACADEMIC ADMINISTRATION & STUDENT AFFAIRS  
MANAGER**

**LOCATION:** **Thurles Campus**

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 role is to facilitate the delivery of Student Support Services for both the Thurles Campus and the Clonmel Campus and to enable all students to receive professional and sensitive front-line support and information. This role is essential for ensuring students studying in Thurles and Clonmel have onsite and timely access to student support services.

The position is central for the accessibility and delivery of the following services Access, Disability, Learning Support, Medical, Counselling, Careers and Chaplaincy. It will involve meeting students, assisting with queries, making referrals and/or appointment and communicating effectively with a range of internal and external stakeholders including but not limited to students, staff, external education providers, statutory and voluntary agencies etc. The position facilitates and supports the Conferring Ceremonies in Tipperary. This position will also provide relevant support for the Institutional review process taking place in 2020. As well as the normal working hours associated with a Grade 4 post, this post may involve some occasional evening work to support the delivery of services from time to time.

**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;
- A self-motivated, engaging attitude with a keen attention to detail.
- The ability to work with sensitive, personal information, handle confidential information effectively and without breach of confidentiality.
- A pro-active and problem-solving approach with the flexibility to manage multiple tasks and deadlines.
- Excellent communication skills - both written and verbal with the ability to clearly and constructively communicate with internal and external stakeholders.
- High quality planning, organisation, communication, time management and interpersonal skills with an ability to prioritise an often-conflicting workload.
- Ability to work both independently and as a team player, and enjoy working in an environment that requires continuous learning.
- Proficiency in Banner and MS Office.
- Experience and working knowledge of Social Media platforms such as LinkedIn, Facebook etc.

## **DUTIES:**

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

- Support the LSU Manager to liaise with the academic staff and graduates to identify, recruit and support tutors.
- Manage the LSU Database and process LSU claim forms for the Tipperary campuses.
- Provide sensitive and professional front-line information and assistance for all Tipperary based students requiring support and accessibility for the Student Support Services.
- Facilitate students to access and make appointments with all Student Support Services.
- Deliver timely, proactive and personalised follow-up on student enquires.
- Actively engage with students and staff in the promotion of LIT student support services including the 'ENGAGE Programme' Open Days, Campus visits etc.
- Support and promote the delivery of relevant onsite and offsite activities including but not limited to the Careers Fair, Recruitment Events, LSU Workshops, Mental Health Awareness, Healthy Lifestyle, Pre-entry initiatives, GIVE Award Ceremony, Disability Awareness, Mature Student Network, Go4IT Programme and Charity Events.
- Liaise with the Student Support Service Staff to support students in relation to their specific ongoing academic requirements.
- Input, on banner, the exam requirements pertaining to Tipperary students with disabilities, medical conditions and/or mental health difficulties.
- Support and refer students in emergency situations when support services are not immediately available on campuses.
- Support the implementation of the Tipperary Conferring Ceremonies.
- Liaise with the Health and Safety Officer regarding the on-campus Emergency Support Team including First Aiders on both campuses and to update accordingly.
- Facilitate the compilation of interim and annual activity reports/statistics as required by LIT.
- Maintain records (electronic and paper) to the standards required by the Institute.
- Such other duties as the President or his delegate e.g. Academic Administration and Student Affairs 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 1<sup>st</sup> 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 1<sup>st</sup> 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 noon on

**Friday, 16<sup>th</sup> February, 2018.**

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](mailto: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**