

## **PROFESSIONAL SERVICES STAFF (2 posts).**

Marino Institute of Education wishes to appoint a number of Administrative Officers to support the work of the Institute in delivering high quality programmes within a student-centered environment. Enthusiasm for a multi-disciplinary environment is desired. The person(s) appointed must exhibit commitment to the continuous improvement of processes and procedures, be capable of working within a large team and have an understanding of working in the higher education sector.

### **Qualifications**

- A level 8 degree qualification.
- 3 to 5 years' experience in a similar role, preferably within an academic environment, with a proven track record of achievement.

### **Skills & Competencies**

- An ability to interact constructively, efficiently and effectively with students, staff and external stakeholders of MIE
- A positive, goal-oriented and enthusiastic approach to a range of tasks associated with the post
- Excellent verbal and written communication skills, including the ability to produce accurate, visually appealing and concise written reports
- Excellent technology skills and an understanding of information technology as a driver of efficiency
- A very high standard of accuracy with attention to detail in all aspects of work
- An ability to deal discreetly with highly confidential information
- Operate flexibly within a busy office and be prepared to shift focus as necessary
- Be organised and be able to prioritise work and to meet strict deadlines

Desirable:

Inniúlacht sa Ghaeilge inmhianaithe – It is desirable that candidates can undertake their work through the medium of Irish.

**Candidates must clearly indicate in their applications how they meet each of these pre-requisites.**

## **JOB DESCRIPTION**

### **Reporting Relationship**

The appointee is required to carry out administrative and allied duties attached to the post, under the general direction of the Head of Professional Services, to whom she/he reports, and to whom he/she is responsible to for the performance of these duties in the first instance.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

### **Duties and Responsibilities**

While duties pertaining to the post are broadly defined under the various headings as listed, the list of the entire range of duties is not exhaustive. It should be noted that the performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function within a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

### **General Duties**

- Promote the seven guiding principles of the Trustees
- Report to the Head of Professional Services on all aspects of an agreed programme of work
- Contribute to events included on the Institute annual calendar such as Open Day and induction week
- Undertake other duties as required from time to time in accordance with cross-sectoral needs and opportunities of the Institute
- Provide administrative support to lecturers
- Develop an annual work plan in consultation with the Head of Professional Services
- Development and maintenance of curriculum resources
- Participate in invigilation of examinations
- Liaise with Registrar's Office regarding relevant programme matters, including class lists, assessment and attendance.

## **APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.**

### **Method of Selection for Recommendation**

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application.

It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

In the event that a recommendation for permanent appointment is not made by the interview panel, the Institute reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

### **Probationary Period**

The appointment is subject to satisfactory completion of the standard 6 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 12 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

### **Garda Vetting**

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment. Applicants will also be required to undertake appropriate child protection and GDPR training.

### **Salary**

The current annual salary scale is €26711- €44334

Salary will be paid on a monthly basis on the last Thursday of each month, using the Paypath facility. This means that salary can only be paid directly into a nominated bank account.

Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

### **Application Process**

Application by Cover letter and CV only (No special application forms are supplied.) preferably by email to:

careers@mie.ie

or by post to:

The Human Resources Office

Marino Institute of Education

Griffith Avenue

Dublin 9.

**Completed applications must be received by 5.00pm on Thursday 14 March 2019. Late applications will not be accepted.**

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.