



Director of Academic Administration (Assistant Principal Officer)

GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's menu of educational programmes expand across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in ten undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint a suitable candidate to the position of **Director of Academic Administration** on a permanent, full-time basis. This senior appointment will be made at Assistant Principal Officer Grade.

The Director will support the Vice President Academic Affairs by assuming overall responsibility for management of the Student Academic Administration function and coordination of the divisions within it. This work will involve a high degree of experience and competence in systems management (including online and electronic systems), the capacity to successfully deliver continuous quality assurance and the ability to conduct risk assessment and management. Together with the ability to undertake responsibility for the establishment and regular testing of internal controls relevant to the complex set of operational areas falling within the ambit of Student Academic Administration, the Director will be able to demonstrate a sure sense of leadership and experience of driving change effectively and sustainably. The Director will also play a leading role in delivering on the College's key strategic priorities in terms of academic administration including the introduction of a new student records system.

The post-holder will be a person of the highest integrity, professionalism and probity and will be a self-starter, able to exercise initiative and assume responsibility for critical institutional priorities.

In order to be considered for this position candidates must have:

1. A third level qualification at level 8 or higher on the National Qualifications Framework in a relevant discipline;
2. A minimum of 5 years relevant experience at management level, preferably in the higher education sector;
3. A thorough knowledge of student administration functions, policies, protocols practice and regulations, including processes for coordination of examinations and programme and module creation and approval pathways in a higher education setting;
4. Familiarity with academic administration, or similar, information systems and knowledge, in particular, of the features and usage of Student Records Systems
5. Excellent team management and leadership experience and skills, with evidence of ability to successfully manage and coordinate the work of various projects to agreed outcomes and demonstrable experience of managing effective and sustainable change;
6. Proven ability to work collaboratively and supportively with a wide variety of stakeholders, both internal and external to the enterprise, and at a multiplicity of seniority levels;
7. Excellent communication skills; including content generation, report-writing, document presentation and process visualisation skills, with experience in using industry standard productivity tools;
8. Excellent administrative skills with the ability to prioritise, manage and complete a variety of tasks in a busy environment with competing demands and an ability to work effectively on own initiative and to established deadlines;
9. Experience of fostering a culture of continuous quality assurance and risk management, including creation of robust protocols and Standard Operating Procedures; understanding of running and developing business processes in a regulated environment with the particular ability to create practical measures in response to compliance imperatives, to manage due diligence processes, to conduct risk identification and mitigation routinely, and to deploy and regularly test effective and verifiable internal control systems
10. A strong student focus evidenced by a demonstrable commitment to the delivery of high-quality services;

Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge. Applications are welcome from people who have a positive outlook to Irish.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Vice President Academic Administration, to whom they report and to whom they are responsible for the performance of these duties in the first instance.

The appointee will report through the Vice President of Academic Affairs to the College President and/or to such other College Officers as the President may designate from time to time. They will liaise with the Deans of Arts and Education, Heads of School and Department, Course Leaders, Head of Professional Services functions, other College personnel and relevant College bodies in carrying out the duties attached to the post.

The reporting relationship is subject to review and may be altered from time to time, in line with service needs and developments in the College.

Duties and Responsibilities

The duties of the Director of Academic Administration will include

- Championing and effecting a high quality, student-centric culture of service provision;
- Coordination of the SAA division and overall responsibility (through line reporting) for constituent functions (including registry, administrative systems, College examinations, customer service, communications);
- Oversight and management of coordination of essential SAA relationships with other key College functions including, Finance, Research & Graduate School, Buildings & Estates, Strategic Communications & Marketing, HR, ICT Services, Faculty Offices, the President's Office, and the Office of the Vice President Governance & Strategy;
- Initiating and/or co-developing and implementing required change management processes towards enhanced and fit-for-purpose technical operations and systems, as well as protocols and SOPs that enable continuous quality assurance;
- Management of continuous quality assurance, risk, and internal control matters linked to the academic affairs of the College including development / co-development of a fit-for-purpose risk register, establishment, tracking and monitoring of mitigating actions and internal controls, including ongoing testing of the effectiveness of the latter;
- Development, at the guidance and direction of the VPAA, an Annual Operating Plan for academic administration at MIC (Limerick and Thurles);
- Developing appropriate performance indicators for academic administration and ensuring systems in place (or developed) produce requisite data for measuring impact and are channelled correctly for the purposes of reporting and for supporting strategic and operational decisions tied to academic administration;
- Day-to-day process oversight, coordination and reporting (on behalf of the VPAA) of the academic programme approval pathway;
- Monitoring staff function in each of the offices/functions under the remit of the post holder and ensuring that staff have the necessary training and expertise to deliver high quality services;
- Monitoring and managing the space and physical conditions of staff who occupy these offices;
- Ensuring the effective management, storage, archiving and retention of all data, records and information in accordance with the College's information governance policies and procedures, as informed by statutory requirements

- Ensuring ICT equipment is appropriate and training is provided to existing and new staff in relevant software packages;
- Managing transitions when staff leave and new staff are recruited;
- Interfacing with Student Services staff at the University of Limerick on relevant issues;
- Ensuring student interface with Student Services at MIC continues to conform to best practice and meets the goals outlined in the Strategic Plan and the College Mission Statement.
- Availability to deputise for the VPAA at internal and external fora, as deemed appropriate.

The duties and responsibilities are broadly defined and are not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

The appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Vice President Academic Affairs (VPAA) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAA. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

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 College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and

conduct during the probationary period will be reviewed through a process of assessment meetings. Termination of the appointment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

Full-time working hours are 35 hours per week.

Normal hours of duty are Monday to Thursday, 9:00am to 05:00 pm, with a 1-hour unpaid lunch break each day and Friday, 9.00 am to 4.45 pm with a 45-minute unpaid lunch break. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. Subject to College policy, the post holder may avail of “Time-Off-In-Lieu (TOIL)” or overtime where working hours exceed the contract hours per week.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

Salary

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 002/2024, will commence on the first point of the salary scale.

This post is at Assistant Principal Officer grade. With effect from 1st October 2024, the annual salary scale for the grade of Assistant Principal Officer is:

€79,086; €81,997; €84,950; €87,914; €90,872; €92,577; €95,564 (LSI 1); €98,559(LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College’s website.

All other eligible appointees are automatically included in the Colleges’ of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges’ of Education Pension Scheme may be obtained from the College’s Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

In applying for this position, the applicant is acknowledging that they understand that the abatement provisions, where relevant, will apply. It is not envisaged that the College will support an application for an abatement waiver in respect of appointments to this position.

Annual Leave

The annual leave entitlement for this grade is 30 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All employees are required to familiarise themselves with the contents of Policies and Procedures, available on the College's Staff Portal.

Termination of Employment

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- A third level qualification at level 8 or higher on the National Qualifications Framework in a relevant discipline;
- A minimum of 5 years relevant experience at management level, preferably in the higher education sector;
- A thorough knowledge of student administration functions, policies, protocols practice and

regulations, including processes for coordination of examinations and programme and module creation and approval pathways in a higher education setting;

- Proven ability to work collaboratively and supportively with a wide variety of stakeholders, both internal and external to the enterprise, and at a multiplicity of seniority levels;
- Team management and leadership experience and skills, with evidence of ability to successfully manage and coordinate the work of various projects to agreed outcomes and demonstrable experience of managing effective and sustainable change;
- Experience of fostering a culture of continuous quality assurance and risk management, including creation of robust protocols and Standard Operating Procedures; understanding of running and developing business processes in a regulated environment with the particular ability to create practical measures in response to compliance imperatives, to manage due diligence processes, to conduct risk identification and mitigation routinely, and to deploy and regularly test effective and verifiable internal control systems;

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon 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.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which appointments to the position of **Director of Academic Administration** may be filled during the life of the panel (12 months).

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

Pre-Employment Health Assessment

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to participate in pre-employment health screening.

Garda Vetting

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 College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance

(FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant.

Applicants Outside European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

Making of Applications

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website - www.mic.ul.ie/about-mic/vacancies. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Director of Academic Administration** - no later than:

2pm on Wednesday 27th November 2024

The Human Resources Office will acknowledge receipt of your application by sending an email to the email address provided. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement of your application form within 2 working days, please contact hr@mic.ul.ie.

Late applications will not be accepted.

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

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

November 2024