



Executive Officer – Recruitment (Permanent, Full Time)

GENERAL JOB SPECIFICATION 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 fifteen 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

The College wishes to fill the position of Executive Officer – Recruitment in the Human Resources Office on a permanent, full time basis. It is intended that this appointment will commence in Autumn 2024.

The Executive Officer - Recruitment will be a key member of the Human Resources Office and will be expected to contribute to all aspects of the work of the Human Resources Office with a particular focus on recruitment.

Essential Qualifications, Experience & Skills:

- (1) A qualification at level 6 or higher on the National Qualifications Framework in Human Resources or a related discipline and a minimum of 2 years' relevant experience in Human Resources, preferably in a generalist or recruitment role;
or
A minimum of 5 years' relevant experience in Human Resources, preferably in a generalist or recruitment role;
- (2) Experience in recruitment and selection with a comprehensive knowledge of the recruitment cycle and a good understanding of related legislative provisions and best practice;

- (3) A good working knowledge of current employment legislation, particularly relating to equality, diversity and inclusion, employee entitlements and data protection;
- (4) Excellent IT and data management skills with a high degree of proficiency in Microsoft Word, Excel and Teams.
- (5) Excellent administrative and organisational skills with the ability to manage, prioritise, and complete a variety of competing tasks on time;
- (6) Excellent interpersonal skills along with advanced verbal and written communication skills;
- (7) Proven ability to deliver information, and provide expert support in a professional manner to meet the needs of stakeholders on a range of human resources issues;
- (8) Demonstrable commitment to continuous professional development;

It is desirable that candidates will also have;

- (9) Supervisory management experience and excellent people management skills;
- (10) Experience of using HR Information Systems.

*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 Director of Human Resources, 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 Director of Human Resources to the College President and/or to such other College Officers as the President may designate from time to time. The appointee will liaise with the Deans of Arts and Education, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching 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

- Provide support to the Director of Human Resources and College Management as required.
- Manage recruitment processes from post approval to appointment, as directed, ensuring compliance in full with relevant legislation, Government and College policy, best practice and the Athena Swan charter;
- Assist in the preparation of recruitment documentation including Job Specifications in consultation with the Hiring Manager providing professional advice as appropriate.
- Ensure vacancies are advertised in a manner which maximises effective response rates;
- Establish the basis of the selection process and arrange selection boards with the hiring manager in line with College policy;
- Oversee the administration of the recruitment short-listing process as directed;
- Organise and oversee all aspects of the interview process including liaising with candidates, selection board members and compiling and issuing of interview packs;
- Manage the appointment process, including verification of documentation, preparation and issue of contracts and maintaining records, for designated staff categories

- Provide professional candidate management support from initial approach or application, throughout the process; either to successful appointment or sensitively informing unsuccessful candidates of the outcome of the recruitment process;
- Update HR sections of college internet and intranet as required;
- Maintain accurate records including electronic staff records on the MegaHR Information System;
- Prepare and provide reports, metrics and statistical information as required to both internal and external stakeholders;
- Ensure recruitment and personnel records are maintained, updated and securely stored in accordance with agreed procedure.
- Take ownership for maintenance of data integrity on electronic and in-house systems and databases in accordance with GDPR;
- Maintain effective communication with regard to recruitment and appointments with relevant offices personnel including hiring managers, the Finance Office, ICT Services and, Buildings and Estates
- Supervise the work of staff in the Human Resources Office, as directed by the Director of Human Resources;
- Engage in regular, appropriate and relevant continuous professional development
- Contribute to the development and implementation of Human Resources Policies and Procedures.
- General human resources duties including in the areas of HR administration, employee relations and learning and development as directed;
- Liaise with the President's Office, Vice Presidents' Offices, Deans of Arts and Education, Heads of Departments, College Departments and functional areas, external Bodies and organisations as appropriate.

The list of duties and responsibilities as detailed is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that 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 OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the appointment. 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 their full-time attention and abilities to their duties during their 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, they 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 their tenure of office, undertake paid outside work unless they have received the permission of the Vice President Administration and Finance (VPAF) 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 VPAF. 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

This 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 monitored through a process of assessment meetings. Termination of this 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 hours are 35 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5 pm with a 1 hour lunch break and Friday 9am to 4.45pm with a 45 minute 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 35 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 18/2010, will commence on the first point of the salary scale.

The grade for this post is Executive Officer. With effect from the 1st of June 2024, the annual salary scale for the grade of Executive Officer (Grossed up) is:

€36,820; €39,050; €41,167; €43,066; €44,900; €46,729; €48,518; €50,327; €52,097; €53,974; €55,233; €57,027 (LSI 1), and €58,831 (LSI 2)

With effect from the 1st of February 2022, the annual salary scale for the grade of Executive Officer (New Entrants Grossed up) is:

€33,853; €36,044; €36,820; €39,050; €41,167; €43,066; €44,900; €46,729; €48,518; €50,327; €52,097; €53,974; €55,233; €57,027 (LSI 1), and €58,831 (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.

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.

Please note: In applying for this position applicant are 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 25 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, 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 two calendar months written notice is required to resign from this appointment.

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 their 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.

- A qualification at level 6 or higher on the National Qualifications Framework in Human Resources or a related discipline and a minimum of 2 years' relevant experience in Human Resources, preferably in a generalist or recruitment role;
- or**
- A minimum of 5 years' relevant experience in Human Resources, preferably in a generalist or recruitment role;
 - Experience in recruitment and selection with a comprehensive knowledge of the recruitment cycle and a good understanding of related legislative provisions and best practice;
 - A good working knowledge of current employment legislation, particularly relating to equality, diversity and inclusion, employee entitlements and data protection;

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 permanent and temporary appointments to the position of **Executive Officer – Recruitment** 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 the 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 HRRecruitment@mic.ul.ie with the subject title **Executive Officer - Recruitment** – no later than:

2p.m. on Friday 12th July 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 the HR Office by emailing HRRecruitment@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.

Candidates will be short-listed on the basis of information supplied.

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.

June 2024