



**POST-DOCTORAL RESEARCH FELLOW –
PATHOS PROJECT
(48 MONTH FIXED TERM CONTRACT)**

**GENERAL JOB DESCRIPTION
Duties and Terms & Conditions of Employment**

1. PREAMBLE

Mary Immaculate College (MIC) 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 offerings expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fourteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral Degree (Level 10). Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC. 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 Post-Doctoral Research Fellow to work on Pathologies of Violence: Inscriptions of Global Conflict in Irish Literature, 1922-present (PATHOS), funded by an SFI-IRC Pathways Grant, led by Dr Ailbhe McDaid (PI). The Fellow will work alongside and under the direction of the PI on a full-time basis for 48 months on a fixed term contract. It is intended to commence the contract in October 2024, or as soon as possible thereafter.

The PATHOS project will investigate the development of global ethical citizenship in 20th and 21st-century Irish literary and cultural practice. Engaging a mixed-methodology approach and drawing on a variety of sources, including archival, literary and participatory materials, PATHOS will address the imprints of global conflict in the Irish cultural imaginary.

PATHOS traces the contours of international crises in Irish cultural practice while also interrogating the shifting positionality of Irish identity during a period of profound societal change. Via a new account of 20th- and 21st-century writing, the project theorises that literary inscriptions of peripheral violence offer a map of the history, legacy and emergence of global ethical citizenship in Irish cultural texts. The project raises questions about the discourses of difference and power and the dynamics of witnessing and appropriation that inform the fictional territories of Irish writing through the prism of conflict encounters.

The Research Fellow will play a key role in assisting the PI to fulfil the project's objectives. The successful candidate will be supported by project funds for research and conference travel and will assist in actively disseminating PATHOS findings, outcomes and outputs.

Essential Qualifications, Experience & Skills:

- a. A doctoral level degree;
- b. Publications (monographs / peer-reviewed journals / chapters) within the discipline of literature, cultural studies, digital humanities and/or cognate fields;
- c. Specific high-level expertise in archival research and qualitative data analysis and synthesis, including experience in Open Research, FAIR and Open Data Principles and Data Management Plans;
- d. Proven ability to effectively disseminate research widely to academic and non-academic audiences, including some experience of digital humanities methodologies;
- e. Experience in mixed-methods research methodologies and techniques (for example, including survey design, execution and administration, interviewing, facilitating workshops);
- f. Capacity and motivation to work independently;
- g. Excellent communication, networking and interpersonal skills;
- h. Excellent organisational, prioritization, time management and reporting skills;
- i. Ability to take an active role in managing the workflow of the project;
- j. Ability to show initiative in the furtherance of this research project.

It is also desirable, but not essential, that candidates will have:

- k. Some experience of working on externally-funded postdoctoral research projects

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post under the primary direction of the Principal Investigator, Dr Ailbhe McDaid to whom they will report and to whom they will be responsible for the performance of these duties in the first instance. The Post-Doctoral Research Fellow will be located within the MIC Research & Graduate School. The appointee will also have a reporting relationship to the Vice President for Research, the College President and/or such other College Officers as may be designated from time to time.

In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same. The reporting relationship may be subject to review from time to time, in line with service needs and developments in the College.

Duties and Responsibilities

The Post-Doctoral Research Fellow will carry out the following functions and duties:

- Assist the Principal Investigator with all aspects of the PATHOS project as required;
- Assist with the identification, generation, and collection of appropriate data, including archival searching and scoping; data collation; reflexive and thematic data review; and synthesis of collated data;
- Deliver on Data Management commitments, including delivery of PATHOS Archival Database;
- Compile, manage and publish PATHOS metadata on the Digital Repository of Ireland platform for long-term Open Access.

- Undertake Reflexive Practitioner Engagement through Creative Workshops on Pathologies of Violence: Ethics and Aesthetics of Representation.
- Manage close association, cooperation and liaison with Project Collaborators and other stakeholders.
- Assist the PI in disseminating PATHOS findings, outcomes and outputs in alignment with the specifications and requirements of the project (including, for example, through publications, conferences, workshops and seminars, as well as tracking research impact, co-creation workshops with stakeholders and public engagement activities).

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 employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

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.

Apart from the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, 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 monitored through a process of assessment meetings. Termination of employment 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

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday.

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.

With effect from 1st June 2024, the annual salary scale for this appointment is:

€44,347; €44,941; €46,912; €48,171; €49,469; €50,805; (6 points)

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.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service Pay 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 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

In addition to Public Holidays, 20 working days will be allowed per annum, pro-rata for the duration of the assignment. 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

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.

Termination of Employment

At least two 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.

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 will ensure as far as reasonably practicable, a safe and healthy work environment. Therefore, 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 the PPE (Personal Protective Equipment) they have been 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. The person appointed to this post must fully participate in and attend all relevant work-related health and safety training as may be required by the College.

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 & Skills, 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, on the College's Staff Portal.

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:

- 1) A doctoral level degree;
- 2) Publications (peer-reviewed monographs/journals/chapters) within the discipline of literature, cultural studies, cultural history, digital humanities and/or cognate fields;
- 3) A high level of expertise in archival research and qualitative data analysis and synthesis, including experience of Data Management Plans for research projects;
- 4) Proven ability to effectively disseminate academic research, including use of innovative technologies;
- 5) Some experience of mixed-methods research methodologies and techniques (including survey design and administration, interviewing and facilitating workshops);
- 6) Ability to take an active role in managing the workflow of the project, including working closely with collaborators;
- 7) Ability to show initiative in the furtherance of this research project.

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.

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

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 **Post-Doctoral Research Fellow PATHOS Project** may be filled during the life of the panel (12 months).

Pre-Employment Health Assessment

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, will be required to undergo 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 for posts which require garda vetting, 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 from Outside the European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates from 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 in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be accessed on the Mary Immaculate College website www.mic.ul.ie/about-mic/vacancies. Please fully complete the application form and send it to recruitment@mic.ul.ie with the subject title – **Post-Doctoral Research Fellow PATHOS Project** - no later than:

2pm on Wednesday, 7th August 2024

Applications will be acknowledged within 2 working days of submission. 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 within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie.

Late applications **cannot** be accepted.

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

Canvassing will disqualify. 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 his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her 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.

July 2024