



International Office Executive (Executive Officer)

GENERAL JOB SPECIFICATION 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 proliferate 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 nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which 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 AND SCOPE OF THE POSITION

Mary Immaculate College wishes to fill the position of International Relations Executive, *Discover the World Programme* Coordinator from January 2018 on a specific purpose contract basis for the duration of the initial period of the programme, up to 5 years. The minimum contract duration will be 18 months.

The International Office facilitates exchange agreements, establishes institutional linkages and coordinates externally-funded international projects and programmes. It plays a key role in the development of relationships between MIC and potential partners, nationally and internationally. Potential partners are institutions or organisations whose mission is broadly consistent with the mission of the College. External relationships may be strategic, academic, and/or collaborative, and will involve the reciprocal exchange of knowledge, staff/student exchanges and other joint activities. Within the ever-changing landscape of international higher education, this is a new position that is being created to meet the needs of international students and faculty coming to MIC for short-term programmes. An example of a programme that will fall within the successful candidate's remit is the *Discover the World Programme*, which is a new 5-week programme for St John's University, NY, which will run three times per semester.

The person appointed will play a key role in the internationalisation of the College. He/she will have responsibility for a wide range of duties relating to the functioning of the International Office, including recruitment of international students, supporting their student experience and the coordination of their various programme activities, both cultural and academic. The appointee will be required at times to represent the International Office and to report on visits made to other institutions and on meetings attended in a timely and comprehensive manner. As well as working normal office hours, this post will

require flexibility to undertake international travel as well as evening work and weekend work at least twice every five weeks to support the delivery of International Office services.

The successful candidate should have a positive, goal-oriented and enthusiastic approach to the range of tasks associated with short-term programmes for international students. He/she must have the ability to interact constructively, efficiently and effectively with staff and external clients of the College in a very discreet and confidential manner.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants must have:

- 1) (a) A qualification at level 6 or higher on the National Qualification Framework in Marketing, Communications, Business, Public Administration or a related field **and** a minimum of 2 years relevant experience in either a marketing or communications setting or in a higher education administrative setting
or
(b) A minimum of 5 years relevant experience in either a marketing or communications setting or in a higher education administrative setting;
- 2) Ability to undertake work related travel, including foreign travel, and a high degree of flexibility in regard to work practices and working arrangements.
- 3) Clearly demonstrated experience of using own initiative to solve problems in a positive and proactive manner;
- 4) Proven administrative and organisational skills with the ability to manage, prioritise, and complete a variety of tasks under pressure and within deadlines;
- 5) Demonstrable ability to work effectively and constructively within an established team environment;
- 6) Proven IT skills, including a high degree of proficiency in Word, Excel and PowerPoint, as well as experience of marketing through various social media platforms;
- 7) Excellent interpersonal skills
- 8) An empathetic disposition and student-focused approach with a willingness to be flexible in the provision of support to students particularly in situations requiring a sensitive and timely response.
- 9) Have knowledge and sensitivity to cultural issues and experience of dealing with international organisations / individuals;
- 10) Advanced verbal, written, and presentational communication skills, as well as excellent report writing ability;
- 11) A full driving licence.

It is desirable that the appointee will also have:

- 12) A working knowledge of marketing/communications strategies, student recruitment and third level education at national and international levels;
- 13) People management skills and experience;
- 14) Linguistic skill particularly in Spanish

Candidates must clearly indicate in their applications how they meet each of the above criteria.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties set out below, under the general direction of the Director of the International Office, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance.

The appointee will report through the Director of the International Office to the College President and/or to other such College Officers as the President may designate from time to time. He/she will liaise with the Vice Presidents, Deans, 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 may be subject to review from time-to-time, in line with service needs and developments in the College.

Duties and Responsibilities

The person appointed to this role will be involved in:

- Assisting in the promotion of short-term programmes, aimed at enhancing the College's international identity and profile;
- Administration and support for international students studying at the College on short-term programmes;
- Organising excursions and site visits and bringing tour groups on these visits. This will entail working a minimum of 2 weekends in 5;
- When working on a particular programme, collaborating with the programme director at the partner university and submitting weekly reports to them on the progress of the programme e.g. the Saint John's University *Discover the World Programme*, the appointee will be required to work with the team responsible for that programme at St John's University;
- Maintaining a database of contact details of short-term programme alumni and maintaining contact with them through mailshots and social media.

In addition, the successful candidate will be involved in the following duties of the International Office:

- Assist in the ongoing development of the College's internationalization, including the roll-out and implementation of the Internationalisation Strategy (2017-2021);
- Research, devise and implement international marketing campaigns for short programmes at MIC, including identifying target audiences and appropriate communications channels;
- Planning, arranging and making international visits to universities and schools, recruitment fairs and conferences to represent Mary Immaculate College. This will entail a minimum of 1 weeks travel per semester;
- Organising visits by international students, groups, partners and potential partners to MIC, including timely follow-up on each of these activities;
- Assist in developing the College's relationships with Education in Ireland, Government departments and other relevant agencies;
- Coordinate the administration required to maintain the Office's outstanding international student satisfaction ratings. This includes assisting in providing comprehensive orientation and supporting the pastoral care of international students coming on short-term programmes;
- Representing MIC at events/meetings as required by the Director of the International Office and reporting back any outcomes to the Director and the International Office team;
- Providing comprehensive support to the Director of the International Office and other team members in regard to the day-to-day operations of the International Office;

- Being professional and ensuring that a positive and consistent brand identity is conveyed to Mary Immaculate College's internal and external stakeholders.
- Undertaking such other functions as are necessary to the success of the International Office.

The duties and responsibilities as listed 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 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.

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 Administration and Finance 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 Vice President Administration and Finance. 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 9 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 will be at the discretion of the College. An abridged version of the disciplinary procedure will apply to employees on probation who have been employees of the College for less than 12 months.

Hours of Attendance

Full time hours of attendance are 37 hours per week.

The normal hours of duty are Monday to Thursday, 9.00am to 5.15 pm and Friday 9.00am to 4.45pm with a 45 minute lunch break each day. However, the duties attaching to the position are such that the post holder will be required to work evenings/weekends to accommodate service needs. No overtime will be paid but “Time-Off-In-Lieu (TOIL)” will be allowed where the 37 hour week threshold is exceeded.

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 Education & Skills 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 grading and salary scale for this post is that of Executive Officer.

The Executive Officer (Grossed Up) annual salary scale with effect from 1st April, 2017 is:

€29,707 to €45,967, €47,473(LSI), and €48,975(LSI)

The Executive Officer (New Entrants Grossed Up) annual salary scale with effect from 1st April, 2017 is:

€26,837 to €45,967, €47,473(LSI), and €48,975(LSI)

Salary will be paid on a monthly basis on the 2nd last bank working day of each month, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Superannuation

New entrants to the public service 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.

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 mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years. All other Members of the College’s staff must retire at the age of 65.

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.

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.

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 and the Higher Education Authority.

Employees are at all times subject to the provisions of the College policies, rules and regulations. These policies include but are not confined to Discipline & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. These policies are outlined in the Staff Handbook for College employees. All employees are required to familiarise themselves with the contents of the Handbook, which is available via the Human Resources webpage on the College website.

5. APPLICATION AND SELECTION PROCESS

The number of applications received for a position generally exceeds that required to fill the position and 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 only a limited number of candidates will be called to interview. In this respect, the College will provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms appear to be most suitable for the position. An expert board will examine each application form against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in the candidate's own interest to provide a detailed and accurate account of qualifications/ experience on the application and 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.

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 temporary appointments to this post 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.

Medical Examination

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

Garda Vetting

Successful applicants will be required to undergo Garda vetting if they have not already done so during their employment with the College. 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.

Making of Applications

Application forms for this post may be downloaded from the Mary Immaculate College website. **Four** copies of the completed application form must be submitted. Email applications will **not** be accepted.

Applications must be submitted in typed format. Handwritten applications will **not** be accepted. Incomplete applications, including those submitted with fewer than the required number of copies, will **not** be accepted.

Applications must reach the Human Resources Office, Mary Immaculate College, South Circular Road, Limerick not later than

2pm on Friday, 17th November 2017

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 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.

*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.*

October 2017