



Ollscoil na hÉireann
National University of Ireland

Post Title & Subject Area	Administrative Officer for Academic Affairs
Post Duration	Fixed Purpose Contract for 24 months
Grade	Administrative Officer
Reports to	Manager of Academic Affairs and/or the Head of Academic Services and Registry, as required.

Introduction

The National University of Ireland is a federal university with four constituent universities and a number of other higher education institutions with the status of Recognised Colleges. At the centre of the federal university, NUI acts as a forum for the member institutions, provides academic services to them and manages the central registers and archives of the university. NUI also undertakes a wide range of activities in the interests of promoting academic distinction, scholarship and research and seeks to contribute to educational, cultural, social and economic advancement in Ireland.

Under its Charter, NUI is empowered to recognise colleges of higher education and award degrees and other qualifications in those colleges. The NUI is also a 'designated awarding body' under the 2012 Qualifications and Quality Assurance (Education and Training) Act. In line with its Charter and with Irish legislative requirements, NUI has responsibilities in relation to the standards and quality of its awards in its Recognised Colleges.

NUI now invites applications for a fixed-purpose two-year temporary contract for the post of Administrative Officer for Academic Affairs.

This is a fixed-purpose contract for a period of two years; as such the provisions of the Unfair Dismissals Acts, 1977 to 2001 will not apply to the termination of this contract where such termination is by reason only of the expiry of this fixed term.

Function

The Administrative Officer for Academic Affairs will provide a high level of professional and proactive administrative support to the Manager of Academic Affairs and/or the Head of Academic Services and Registry in connection with:

- policies, procedures and guidelines in a range of academic areas
- the quality assurance procedures of the NUI;
- the portfolio of programmes approved by NUI in Recognised Colleges;
- NUI awards and grants programme for undergraduate, doctoral and postdoctoral students.

Duties and Responsibilities

Reporting to the Manager of Academic Affairs (or the Head of Academic Services and Registry in the absence of the Manager of Academic Affairs), the post-holder will have responsibility for a range of development and support activities within the University that include the following:

- Research, draft and edit policy, procedural and guideline documentation relating to the academic affairs of the University;
- Further develop and implement policies and procedures relating to Quality Assurance (QA) within NUI Recognised Colleges; this encompasses the QA of academic programmes leading to NUI degrees and other qualifications, as well as institutional-level QA, in line with NUI statutes and sectoral legislation;
- Undertake preparatory work for the institutional QA review of the National University of Ireland by Quality and Qualifications Ireland, scheduled for 2021;
- Provide advice to staff in the Recognised Colleges on issues relating to the academic affairs of the university, typically including quality assurance, the design of programmes to be placed in the National Framework of Qualifications, the use of learning outcomes and the naming conventions applied to NUI qualifications;
- Inform the Manager of Academic Affairs of developments in quality assurance policies and guidelines (both national and international) that are relevant to the University's responsibilities under the Qualifications and Quality Assurance (Education and Training) Act 2012;
- Produce quarterly reports for the attention of the NUI Senate regarding all business relating to the Recognised Colleges and other related areas as indicated by the Manager of Academic Affairs and/or Head of Academic Services & Registry;
- Administer a number of NUI academic award competitions for students of NUI constituent universities and recognised colleges;
- Promote and maintain close working links with the constituent universities and key external stakeholders as appropriate;
- Undertake other duties as may be specified from time to time by the Manager of Academic Affairs and/or the Head of Academic Services and Registry.

Mandatory Skills and qualifications

The successful candidate will:

- Hold a third level qualification (NFQ: Level 8), or equivalent, and have a minimum of three years suitable experience in a similar role, preferably within the Irish or UK educational sectors;
- Demonstrate excellent and relevant administrative and organisational experience
- Demonstrate excellent communication skills, written and oral
- Have highly developed skills in drafting clearly defined policy and procedural guidelines and in working accurately with attention to detail
- Have a high level of computer literacy with a proven ability to deliver professional documents, including reports and presentations
- Demonstrate a flexible approach and be self-driven, with proven ability to show initiative as well as collaborate effectively with colleagues at all levels
- Show a proven aptitude to scope, plan and deliver on projects, with the ability to work successfully to deadlines.

The successful candidate will also ideally have:

- A relevant postgraduate qualification
- Experience of and expertise in Irish higher education or public sector environments, with a particular knowledge of academic policy and/or quality assurance.
- General knowledge of the NUI and its statutory and academic structures and responsibilities.

Terms and conditions:

Salary

- The starting pay for persons recruited to the university shall be at the scale relevant to the temporary post of Administrative Officer - UCD AO Scale Ref 0172_X as follows:
* €42,987, €44,871; €46,750; €48,604; €50,537; €52,489; €54,399; €56,419; €58,349.
- * An appointee with no previous public sector experience will be placed on the 1st point of the above salary scale.
- Different pay and pension conditions may apply if, within 26 weeks prior to appointment the appointee is serving elsewhere in the public sector in a position in respect of which he or she is paying the Class A, B, C or D rate of PRSI contribution.
- Rates of remuneration may be adjusted from time to time in line with Government Policy.

Pension Scheme

- In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, all new entrants to pensionable employment at the University on or after 1 January 2013 will be members of the Single Public Service Pension Scheme, details of which are available at <http://per.gov.ie/wp-content/uploads/Single-Scheme-booklet-Final.pdf>
- Membership of the University Pension Scheme is compulsory.

Additional Superannuation Contribution (ASC)

- This appointment is subject deduction of the pension related "Additional Superannuation Contribution" (ASC) in accordance with Section 4 of the Public Service Pay and Pensions Act 2017.

Incentivised Scheme for Early Retirement (ISER)

- It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Declaration

- Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment, whereupon public sector pension abatement provisions may apply.

Hours of employment

- Working hours shall be 37 hours per week, excluding lunch breaks and time spent travelling to and from the University.

Holidays

- 27 days holidays per annum.

Probation

- A three-month probationary period will be served during which there will be an ongoing review of performance. The probationary period may be extended at the University's discretion.

Confidentiality

- The successful candidate shall throughout the period of the Contract keep confidential and fully protected all such confidential information as shall be entrusted to them concerning the University, or which shall come into their possession by virtue of their position with the University and its various stakeholders.

Application Procedure

- Applications should include the following:
 - Curriculum Vitae (please include in this document the names and contact details of two referees)
 - Cover letter (for the attention of Ms Patricia Maguire, Head of Academic Services and Registry)
- Applications can be submitted in either format as follows:
 - Hard-copy: Ms Patricia Maguire, Head of Academic Services and Registry, National University of Ireland, 49 Merrion Square, Dublin 2.
 - Email: personnel@nui.ie
- All applicants will receive an acknowledgement of their application once the closing date has passed. If you do not receive an acknowledgement of receipt of your application, or if you have any other queries regarding the application process, please contact email: personnel@nui.ie or telephone: 01-4392424 (queries can be directed to Ms Audraí O'Driscoll, mornings only please).
- The closing date for receipt of applications is 5pm on Monday 28th January 2019.

Assessment Procedure

- Selection Panel: Applications will be considered by a Selection Panel, which will shortlist and interview candidates.
- Interview Date: An interview date in February 2019 will be agreed by the shortlisting panel and communicated to all shortlisted candidates. A notice period of no less than one week will be given to shortlisted candidates. The interviews will be held in the NUI offices, 49 Merrion Square, Dublin 2.
- Candidates invited for interview will also be required to complete a short writing test, through English.
- All candidates will be notified of the outcome of their application in due course.

The National University of Ireland is an equal opportunities employer.