



Ollscoil na hÉireann  
National University of Ireland

<b>Post Title &amp; Subject Area</b>	Administrative Officer for Academic Affairs
<b>Post Duration</b>	Fixed Purpose Contract covering maternity leave
<b>Grade</b>	Administrative Officer
<b>Reports to</b>	NUI Registrar

## Introduction

The National University of Ireland is a federal university with four constituent universities and a number of other associated higher education institutions. At the centre of the federal university, NUI acts as a forum for the member institutions, provides 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 scholarship and research and contributing to educational, cultural, social and economic advancement.

Under its Charter, NUI is empowered to recognise colleges of higher education and award degrees and other qualifications in those colleges. Accordingly, NUI has responsibilities in relation to the standards and quality of its awards in those colleges, seeking to ensure comparability between those qualifications and other qualifications of the National University of Ireland. With the establishment of the National Framework of Qualifications (NFQ), NUI has endeavoured to ensure consistency between the standards and quality of programmes leading to NUI qualifications and those of the Framework. The enactment of the Qualifications and Quality Assurance (Education and Training) Act 2012 under which NUI is a 'designated awarding body' has placed further responsibilities on the University in relation to quality assurance.

NUI invites applications for a fixed-purpose contract covering maternity leave for the post of Administrative Officer for Academic Affairs.

This is a fixed-purpose contract for a period of nine months covering maternity leave, 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 Registrar in order to:

- Enhance the quality assurance procedures in the NUI;
- Manage the portfolio of programmes approved by NUI in Recognised Colleges;
- Assist in the development of policies and guidelines in a range of academic areas.

## **Duties and Responsibilities**

Reporting to the Registrar, the post-holder will manage a range of development and support activities within the University that include, but are not limited to, the following:

- Contribute to the drafting and editing of all policy, procedural and guideline documentation relating to the academic affairs of the University as directed by the Registrar;
- Provide professional and specialist advice to academic staff in the Recognised Colleges on issues relating to the academic affairs of the University. This would typically include areas relating to 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 Registrar 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.
- Contribute to the development of quality assurance strategy and related research activity in relevant areas;
- Produce quarterly reports for the attention of the Senate regarding all business relating to the Recognised Colleges and other related areas as indicated by the Registrar;
- Promote and maintain close working links with the constituent universities and key external stakeholders as appropriate;
- Liaise with other colleagues in NUI, particularly in the Registrar's Office and in the Conferring and IT Units, in consultation with the Registrar, regarding issues relating to qualifications and NFQ developments.
- Undertake other duties as may be specified from time to time by the Registrar.

## **Skills and qualifications**

The successful candidate will be required to:

- Hold a third level qualification (NFQ: Level 8), or equivalent, and have suitable experience in a similar role, preferably within the educational sector;
- Demonstrate excellence in organisational, writing and communication skills;
- Have excellent IT skills;
- Demonstrate a flexible approach and be self-driven with an ability to manage both organisational and operational changes;
- Have highly developed skills in drafting clearly defined policy and procedural guidelines;
- Show a proven aptitude to scope, plan and manage projects, with the ability to deliver successfully under demanding deadlines.

The successful candidate will also ideally have:

- A relevant postgraduate qualification
- Experience of and expertise in higher education or public sector environments, with a particular knowledge of policy development
- 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 on or after 1st January 2011 will be at the scale relevant to the temporary post of Administrative Officer as follows:  
\*€37,026, €38,688, €40,346, €41,982; €43,688; €45,409; €47,094; €48,876; €50,579.
- \*Appointments with no previous public sector experience will be placed on the 1st point of the above 2011 salary scale.
- Different pay and conditions may apply if, immediately 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.
- Rate of remuneration may be adjusted from time to time in line with Government Policy.

### **Pension Scheme**

- 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.

### **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 as agreed with the Registrar in accordance with the modified terms of the "Haddington Road Agreement", currently under negotiation, details of which are available at:

[http://www.lrc.ie/docs/The\\_Haddington\\_Road\\_Agreement/809.htm](http://www.lrc.ie/docs/The_Haddington_Road_Agreement/809.htm)

### **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
  - Cover Letter (*for the attention of the Registrar*)
  - Names and contact details of 2 referees
- Applications can be submitted in either format as follows:
  - Hard-copy: The Registrar, National University of Ireland, 49 Merrion Square, Dublin 2
  - Email: [personnel@nui.ie](mailto:personnel@nui.ie)
- All applicants will receive an acknowledgement of their application. 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](mailto:personnel@nui.ie) or telephone: 01-4392424.
- The closing date for receipt of applications is **Friday, 21 June at 5.00pm.**

## **Assessment Procedure**

- Selection Panel: Applications will be considered by a Selection Panel, which will shortlist and interview candidates.
- Interview Date: Candidates shortlisted and invited for interview must be available to attend on Friday 28 June. 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.*