

Job Specification



Post 1 – Part Time Senior Staff Officer – Communications – Grade VI

Contract Type	2 Year Part Time Fixed Term Contract (4 day a week)
Location	Limerick This post will be primarily be based at the location specified above, but from time to time and at the discretion of the Institute, hours of work may be allocated at any of the LIT campuses.
Reporting to	Communications and Marketing Manager or such other person as they may delegate
Competition Type	Open Competition
Minimum Qualifications/ Experience	<ul style="list-style-type: none">• Have the requisite knowledge, skills and competencies to carry out the role• Be capable and competent of fulfilling the role to a high standard• Have obtained at least Grade H6/O6 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent <u>or</u> have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher <u>or</u> have appropriate relevant experience which encompasses equivalent skills and expertise
Competencies Required	<ul style="list-style-type: none">• Extensive experience in media relations, public relations or journalism• Experience of working within the third-level education sector a distinct advantage• Knowledge of the Technological Higher Education sector an advantage• Experience of business, research, science or technology sectors an advantage• Experience of working as part of a communications / marketing team an advantage• Exceptional communication skills, both verbal and written• Strong interpersonal skills with proven experience of building and managing relationships with internal and external audiences• Experience of web content management systems• Excellent organisational and IT skills with experience of creating content for websites and social media channels (Facebook, Twitter, Snapchat, Instagram, YouTube)• Propensity to work in a dynamic team environment.
Desirable	The successful candidate will ideally have a minimum 5 years' experience working in communications, preferably with experience in Public Relations or Public Affairs along with journalistic experience in a busy newsroom or agency environment. They will also have an undergraduate or postgraduate qualification in media, communications, public relations, journalism or other relevant field.
Duties	<ul style="list-style-type: none">• Preparation of regular news releases for regional and national distribution• Liaison with schools, faculties and departments in developing story ideas• Acting as institute spokesperson as appropriate• Development and management of media contacts across a range of sectors including education, business, technology, science, sports and current affairs• Proactive generation of stories that reflect LIT's brand values and market position• Preparation of content for LIT website and administration of news pages• Co-ordination with LIT's social media channels• Maintenance of media contact and distribution lists• Compilation of regular media books of coverage for circulation to internal audiences• Any other duties which may be assigned by Communications & Marketing Manager

<p>Superannuation (new entrant)</p>	<p>The provisions of the Institutes of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.</p> <p>The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Acts 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001). The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 apply to the post.</p> <p>Under the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the standard minimum pension age for new entrants who join the public service on or after 1st April, 2004 has been raised from 60 to 65 years, and the existing link for new entrants between age and compulsory retirement in the Institute is abolished. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.</p> <p>Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70</p>
<p>Incentivised Scheme for Early Retirement (ISER)</p>	<p>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.</p>
<p>Garda Vetting</p>	<p>Following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, Garda Vetting will be required in advance of commencing this position</p>
<p>Hours</p>	<p>A staff member appointed to this post will have to work a standard working week of 29.6 hours (net of rest breaks).</p>
<p>Annual Leave</p>	<p>27 days per annum. (pro-rata) CL 0009/2014 will apply.</p>
<p>Salary</p>	<p>€47,589 - €58,157 (7 points) (Multiplier 0.8000) The rate of remuneration may be adjusted from time to time in line with Government pay policy.</p>
<p>Closing Date</p>	<p>Latest date for receipt of completed application form is <u>12 noon on Wednesday 8th April 2020</u></p> <p>Application forms received after 12.00 noon on the closing date will not be considered. The Institute regrets that it cannot pay expenses for candidates attending for interview.</p>
<p>Contact Details</p>	<p>The Human Resources Office Limerick Institute of Technology Moylish Park Limerick</p> <p>Web Site: http://www.lit.ie/human-resources Email: humanresources@lit.ie</p> <p><i>LIT is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to family friendly policies for all.</i></p>
<p>Personal Data</p>	<p>All personal data provided will be handled in accordance with the LIT Data Protection Policy and Privacy Statements available at http://lit.ie/InformationCompliance/Data.aspx</p>

